



DSL Getting Started

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DSL Getting Started

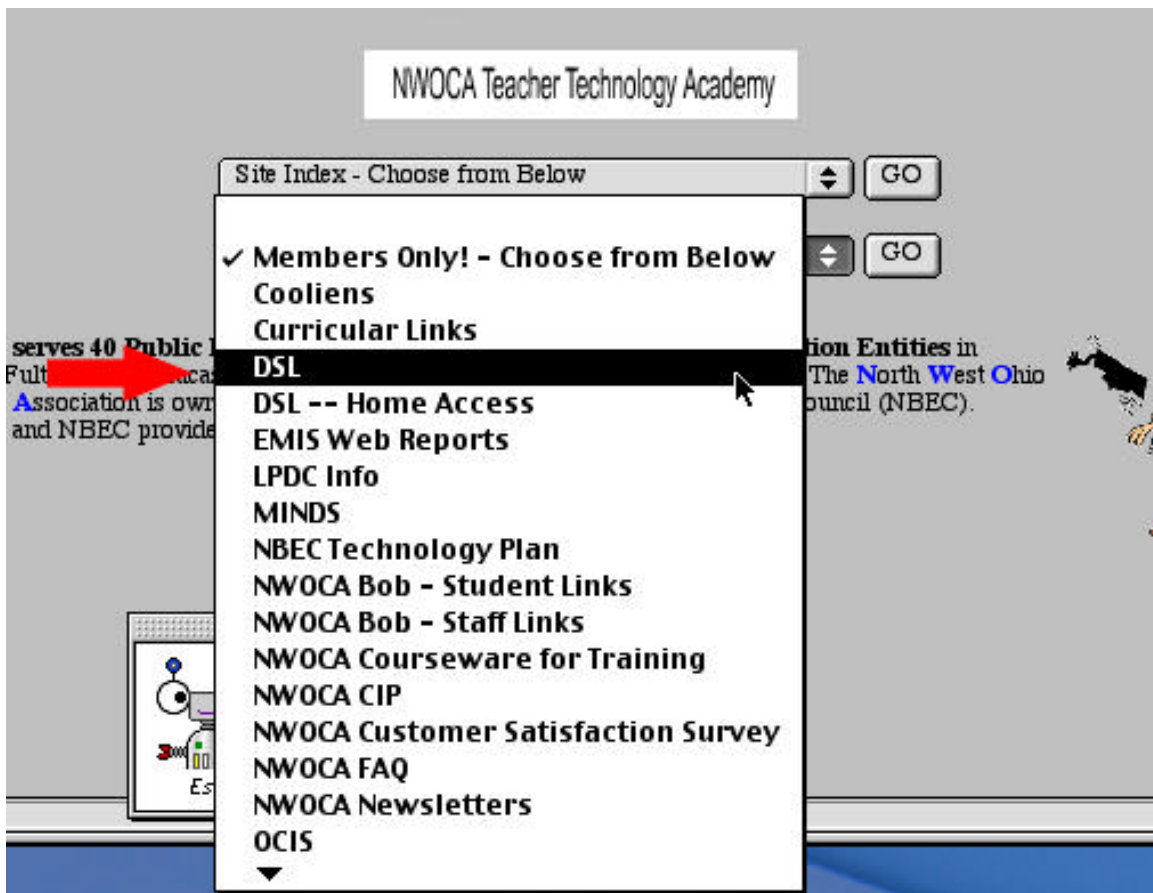
Getting There and Logging In

You can login two ways:

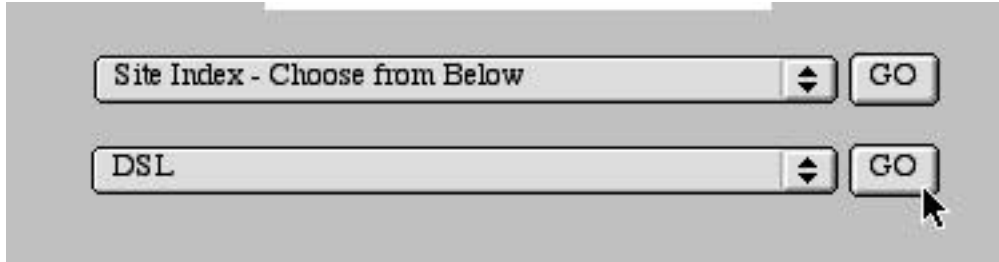
1. Type this URL: [HTTP://DSL.NWOCA.ORG/DSL](http://DSL.NWOCA.ORG/DSL)

OR:

2. Go to the NWOCA Home Page and select DSL from the second Pull Down Menu:



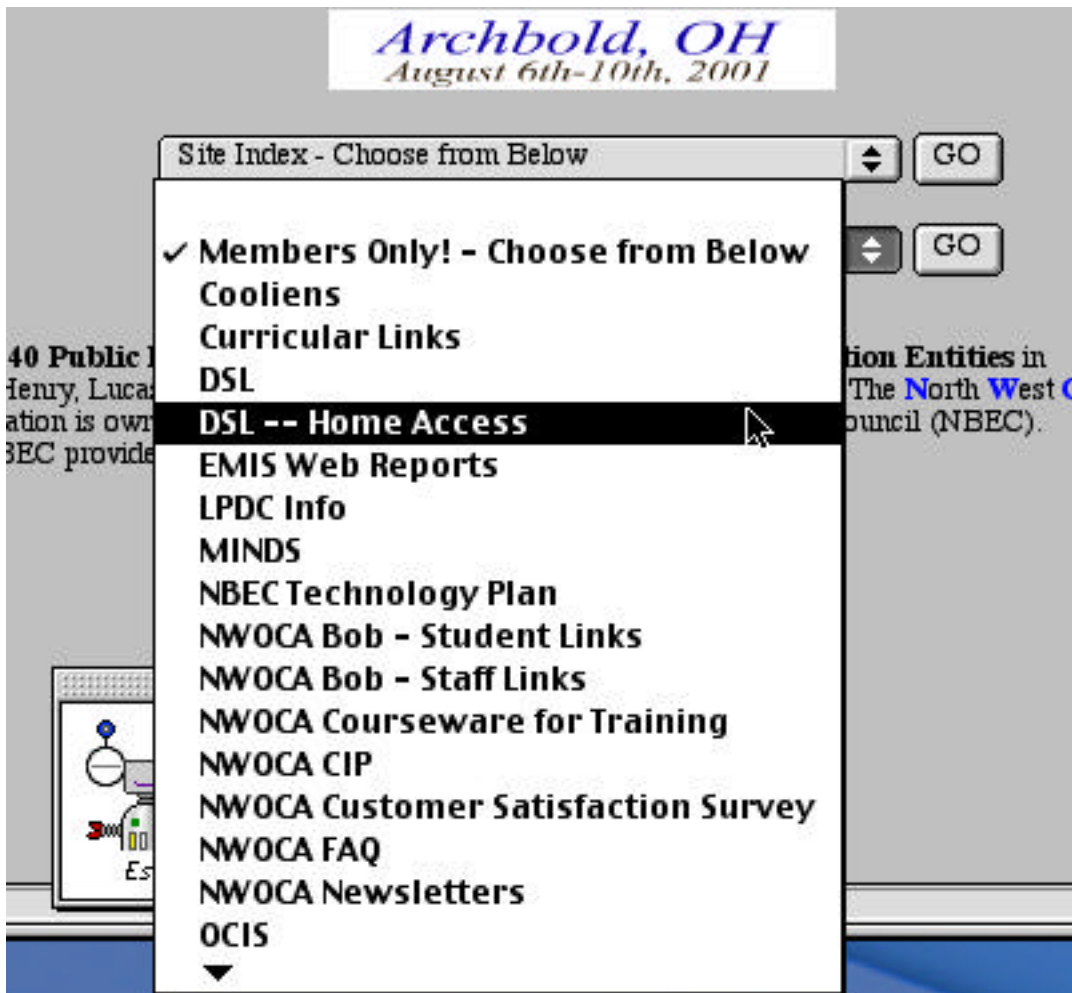
Then Click the **Go** Button:



If Accessing from Home, use the URL: [HTTPS://DSL.NWOCA.ORG/DSL](https://DSL.NWOCA.ORG/DSL)

OR,

Go to the NWOCA Home Page and select the second pull down menu and Choose “DSL – Home Access”



The sections in bold will remain the same for everybody but the center portion will vary. Please note that there is no WWW in this URL and that you *must* include the /DSL on the end. If you are having trouble connecting to the resource, please contact the appropriate personnel in your district or at your DA Site (Dean Reineke – email: reineke@nwoca.org)

You have recently received email that will notify you that your account has been set up. You will receive a username and a password. The message will resemble the following:

You may access Data for Student Learning (DSL) at the following URL:

<http://dsl.nwoca.org/dsl>

This system is completely new and was developed very rapidly. We are certain that you will think of improvements that could be made and features that should be added. You may encounter bugs as well. Please pass along your advice and notify us of problems. What you will have represents a rough beginning. We expect many more data sources to be added to DSL and many enhancements to come on a steady basis. We are asking for your assistance in expanding and improving DSL.

Thank you.

****CAUTION****
****SENSITIVE DATA****

The DSL software package is a powerful tool for the improvement of instructional programming which puts large amounts of student data at the fingertips of teachers, administrators, and their educational advisors.

Users of this software are reminded that personally identifiable student information may not be disclosed to non-school personnel without prior permission from a parent or the student, if the student is 18 or older, and

that unauthorized disclosure may result in legal liability.

The responsibility for maintaining the confidentiality of student information lies solely with the individual users of this software. Users are urged to use discretion as to how and when student information is displayed, and to avoid displaying student information when other students or non-school personnel are present. Student information should be accessed only by properly passworded users and no computer displaying student information should ever be left unattended.

LEGAL REF: Ohio Rev. Code ' 3319.321
20 U.S. Code ' 1232g

Your user name and password can be found on the second and third lines of the message.
Please note that your password is case sensitive but your user name is not.

Once you have correctly entered the URL, you will see a box such as the one shown in figure 1 asking you to enter your user name and password. After entering your user name and password in the appropriate boxes, click on "OK". Please note that you will not see your password as you are typing it. For the sake of security, you will see a series of asterisks (*) instead of the letters that you type.

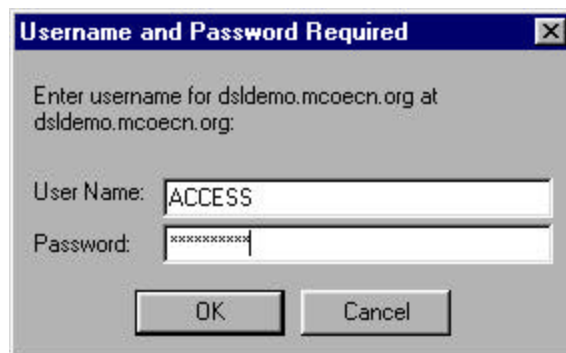


Figure 1

****REMINDER: Your password is case sensitive!**

Once you are signed in, you will see the DSL start page, which includes the following logo in the top left hand corner:



Figure 2

You will also see a copy of the same message that you received in your initial email which, in part, reminds you that the data contained in this resource is very sensitive and that you should take every precaution to make sure that it remains secure. If you scroll down to the bottom of your screen, you should see a list of the buildings (for student data) and/or districts (for fiscal data) to which you have access. To select a building(s) or district, simply click on the box to the left of each building/district you wish to access. A small check mark will appear in the box once you have clicked on it to indicate that you have selected it (fig. 3). You will have access to every building/district you select while using the resource. To begin using the resource, click on the **Enter DSL** button.

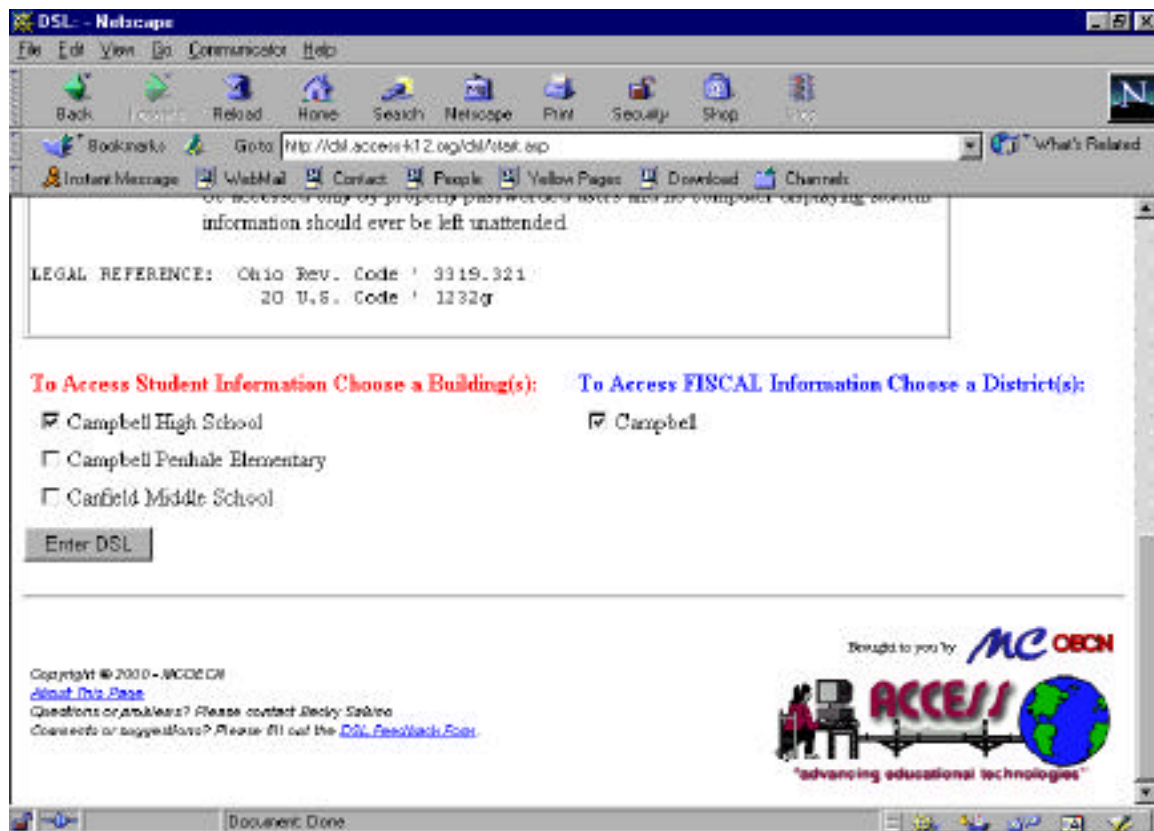


Figure 3

The DSL: Home Screen

Once you have selected your building(s)/district(s) and clicked on **Enter DSL**, the first screen you will see is the **DSL Home** screen (fig 4).

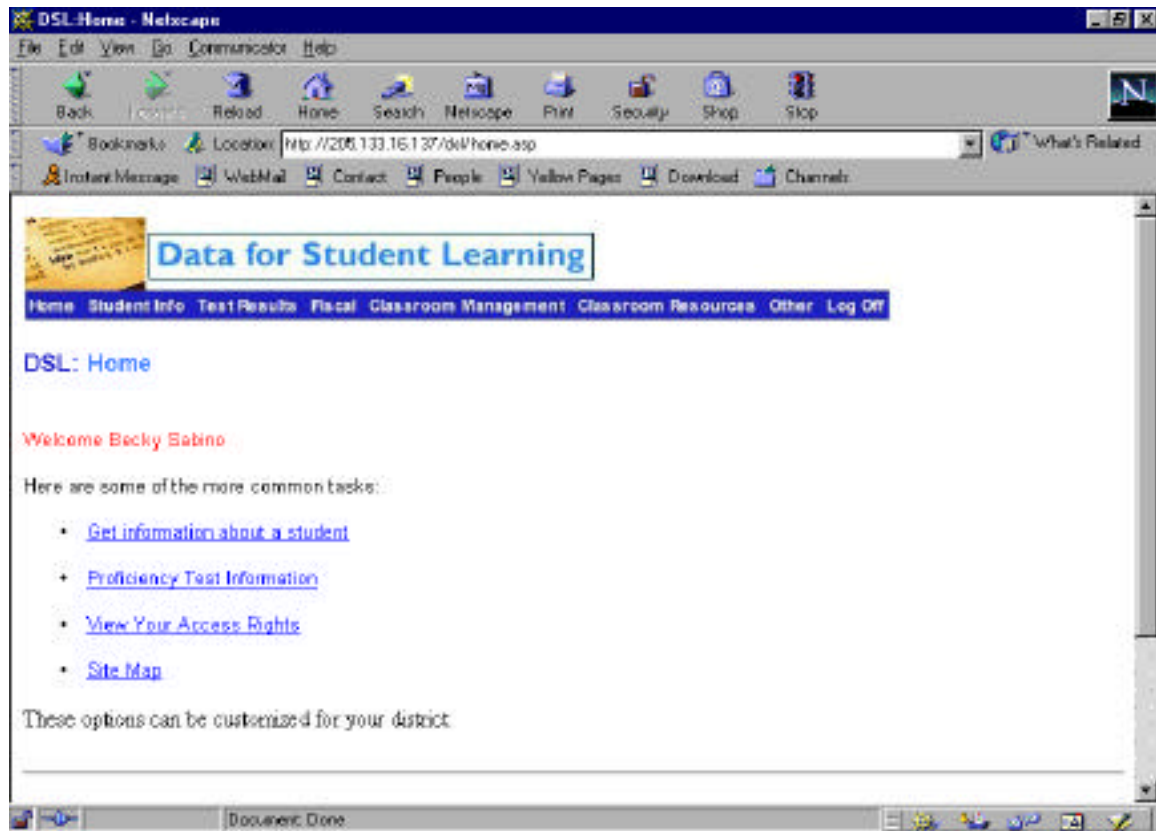


Figure 4

On this screen you will find the **DSL Navigation Bar** and links to some of the more common tasks. The navigation bar will appear on every screen within DSL and will allow you to quickly get to any portion of the resource. To see a listing of the items available under each navigation bar option, click on the link labeled **Site Map**. To see which areas of the resource you are able to access, click on the link labeled **View Your Access Rights**.

The DSL Navigation Bar

Every page in DSL will be topped off by the blue navigation bar shown in figure 5.



Figure 5

The options on this bar are:

- **Home** – returns you to the DSL home page
- **Student Info** – provides access to information on individual students
- **Test Results** – provides access to proficiency results charting options
- **Fiscal** – provides access to fiscal functions
- **Classroom Management** – provides access to tools that are useful to the teacher in the classroom
- **Classroom Resources** – provides useful links to resources outside of DSL
- **Other** – provides access to miscellaneous functions such as report production, frequently asked questions, and password changing.
- **Log Off** – returns you to the building/district selection screen

There are a couple of things worth noting at this point. First of all, the **Home** option will always take you back to the **DSL: Home** screen seen in figure 4. This can be very useful if you get to an area of the resource with which you are not familiar and you decide that you want to start over from a familiar spot. Secondly, the **Log Off** option *does not* completely log you off of DSL. It simply takes you back to the initial screen which allowed you to select the building(s) or district(s) that you wanted to access. Use this option if you need to change your selection. If you are completely exiting the resource, please **close all browser windows that you currently have open**. This will insure that you are completely logged off and nobody else can come up to the computer that you were using and gain access to the resource through your account.

Changing Your Initial Password

One of the first things you will probably want to do when you first access DSL is select your own password. To do this, click on the **Other** option on the navigation bar (see figure 5). This will take you to the **DSL: Other** screen (fig. 6).

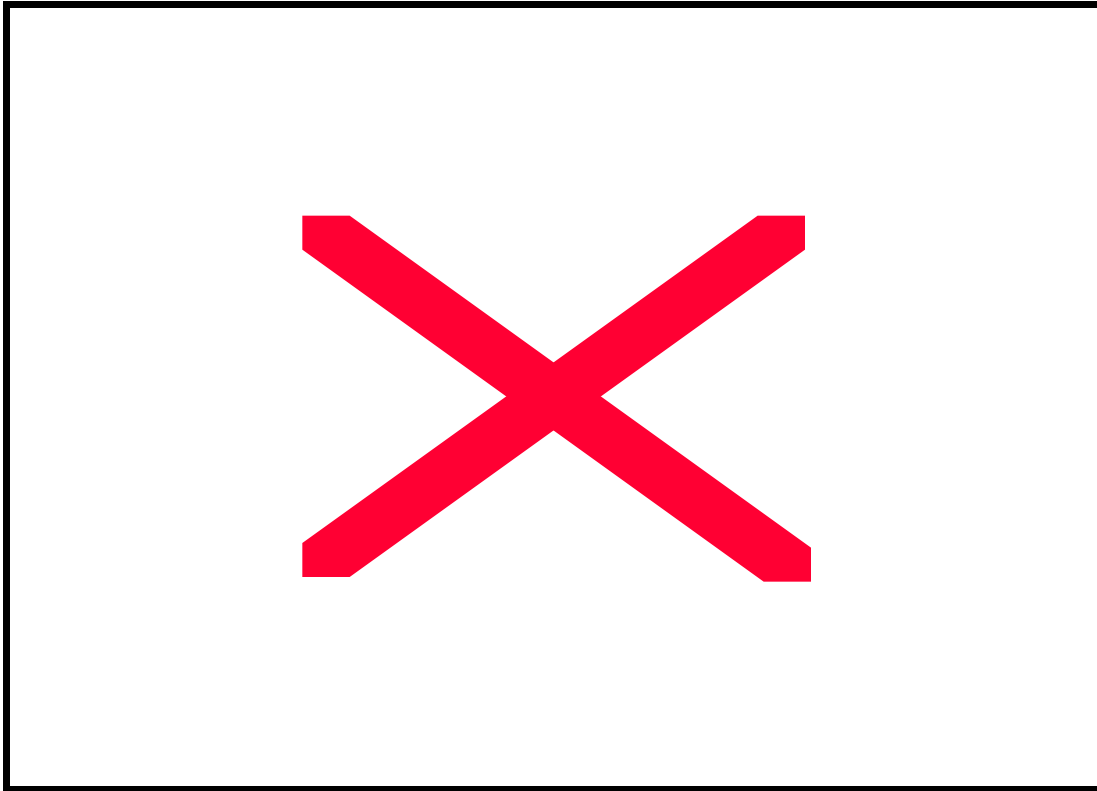


Figure 6

Click on the **Change Password** option.

The next option will prompt you to enter your current password once and your new password twice (fig 7). Please fill in all of the boxes and then click on the **Change Password** button. Please note that your password is case sensitive.

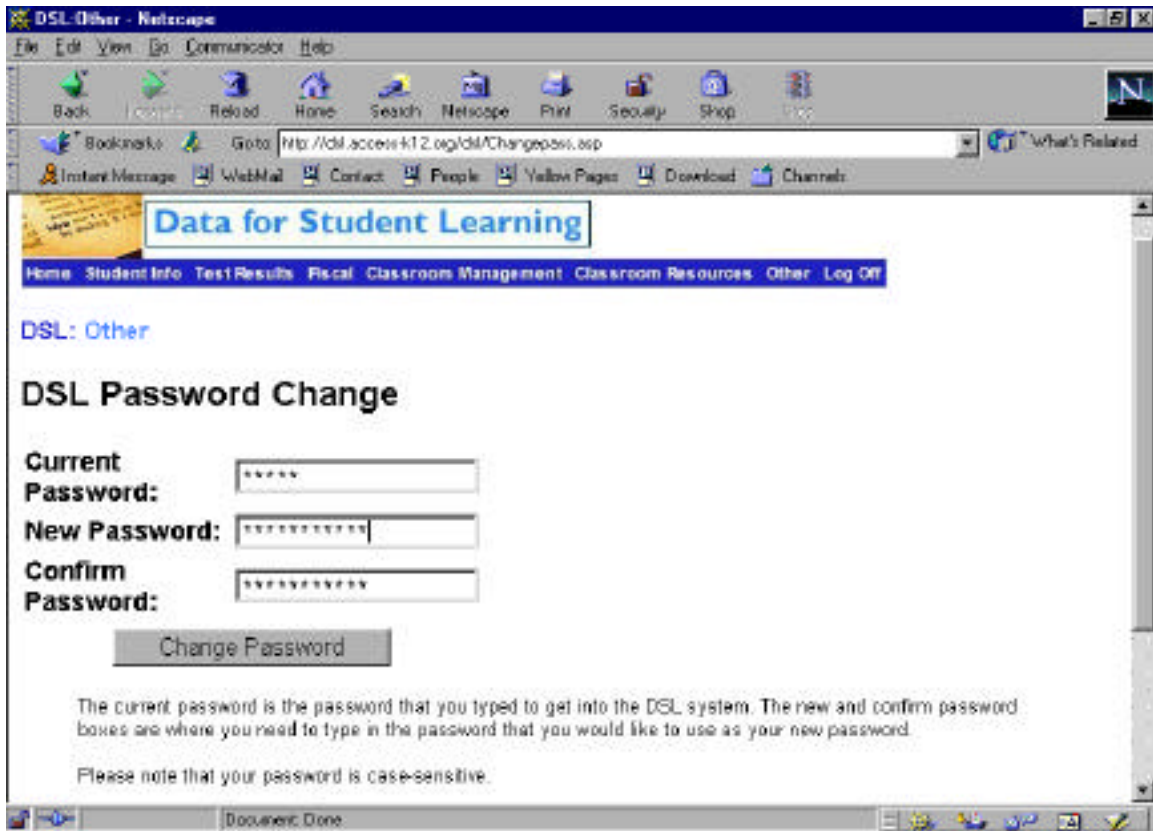


Figure 7

If your password change is successful, you will receive the message shown in figure 8. Press the **OK** button to return to the **DSL Password Change** screen and continue using DSL.

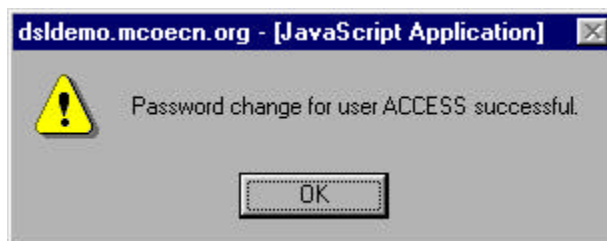


Figure 8

If you do not type the same new password in both boxes, you will see the screen shown in figure 9. Click on **OK** to return to the **DSL Password Change** screen and re-enter the information.



Figure 9

If you mistyped your current password, you will see the screen shown in figure 10. Click on **OK** to return to the password change screen and re-enter the information.

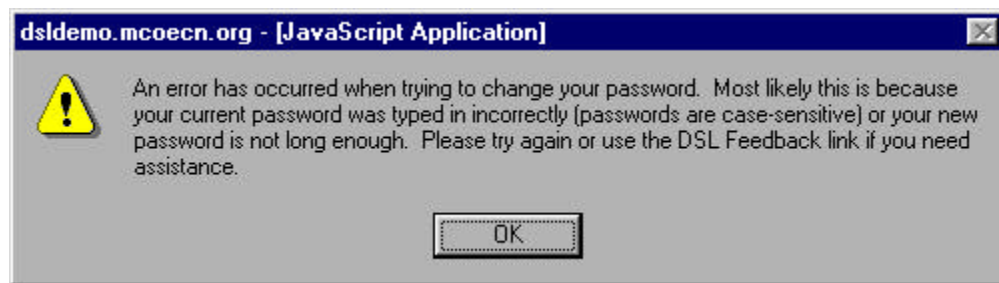


Figure 10

If you have forgotten your password or misplaced the initial email message containing your user name and password information, please contact the appropriate personnel in your district or at your DA Site.

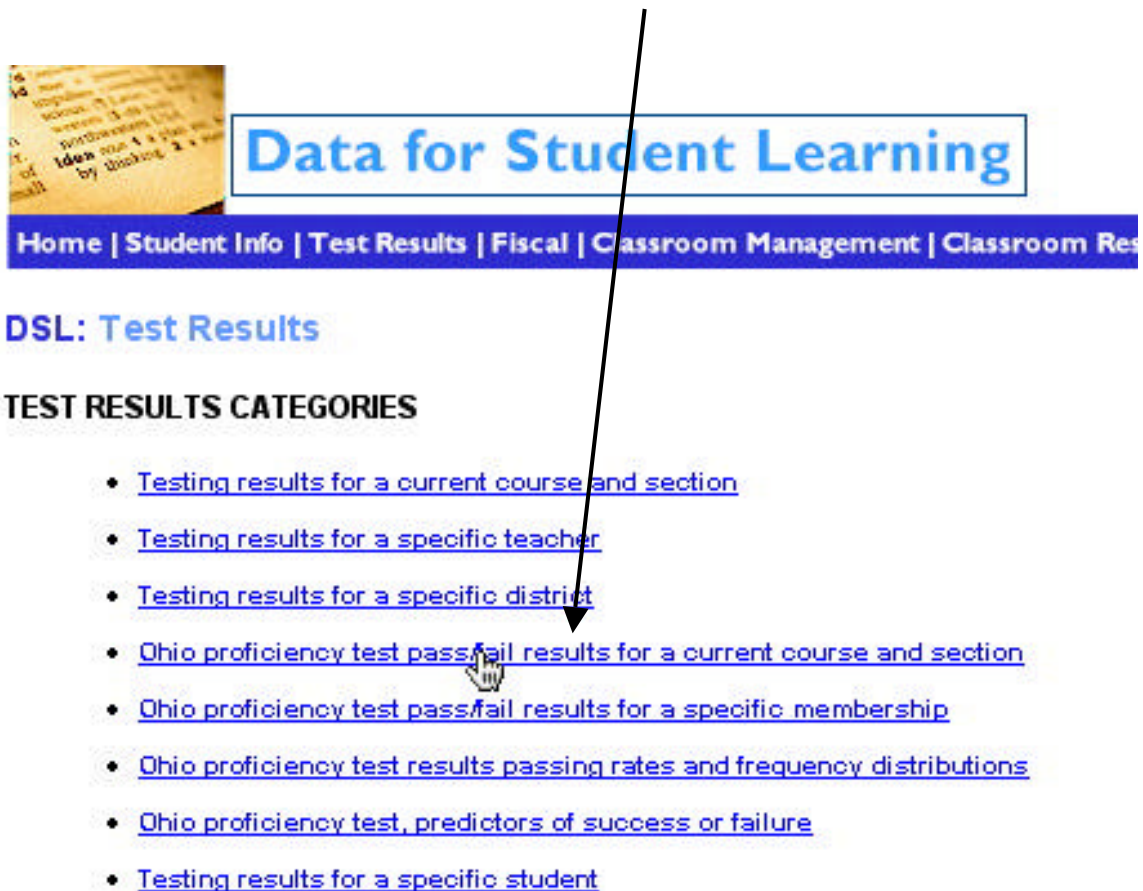
Quick Guide to Getting DSL Proficiency Data

☞ *How do I find who has passed/failed proficiency tests in my class?*

1. Click on **Test Results** at the top of the page



2. Click on **Ohio proficiency test pass/fail results for a current course and section**



3. Choose your **Name**, **Current Term**, and click on **View Classes**

DSL: Test Results

Select Teacher That Teaches The Course

6 BLUE 6B NAPM

Current Term

View Classes

Or Search

Search

Copyright
[About This](#)
Questions
Comment

ACHER MR. ORHS
ADAMS MRS SPHS
ADAMS MRS SPMS
ADAMS MRS. SPMS
ADAMS MRS. B. SPCR
ADAMS, ED MR SPHS
Aderman Mrs. R. WESE
AERNI MRS. SPMS
AHMAD MRS. ORHS
AIELLO J ORFA
ALBRIGHT MRS SPHS
ALC MR SPHO
ALEXANDER ALEX SPHW
ALTMAN MR. SPMS
ALTMAN MRS. SPMS
AMMILLER MRS. W. ORWY
ANDERSON MR. K. ORHS
ANDERSON MRS SPHS
ANDERSON MRS. ORHS
ANDERSON MRS. F NAPM

4. Select the **Course** you want to view, the **Ohio Proficiency Test Grade**, the **Ohio Proficiency Test Part** (leave blank if you want to see all parts), choose **Gender** if you want to view girls or boys separately (leave blank if you want to see all students). Click **View List**.

DSL: Test Results

Fill In Criteria For Listing Of Students Who Passed/Failed Ohio Proficiency Test

160 TEAM FLEX 6 Section 1 Period 7 Course

4 Ohio Proficiency Test Grade

Ohio Proficiency Test Part

Gender

View List

5. The results of your search will provide information about students in your class. **Test Grade** indicates 4th, 6th, 9th, and 12th grade proficiency scores. **Test Part** indicates **C**itizenship, **M**ath, **R**eading, **S**cience, and **W**riting. **Pass/Fail** shows if the student has passed or failed a portion of the test. Clicking on **Get Info** will provide more information about individual students.

	Test Grade	Test Part	Testing Date	Times Taken
Get Info	04	C	03/01/2000	1
Get Info	04	C	03/01/2000	1
Get Info	04	C	03/01/2000	1
Get Info	04	C	03/01/2000	1
Get Info	04	C	03/01/2000	1

Name	Scaled Score	Pass/Fail
████████████████████	226	PASS
████████████████████	203	FAIL
████████████████████	230	PASS
████████████████████	253	PASS
████████████████████	172	FAIL

☞ *How do I find the proficiency status of students in a club or activity ?*

1. Click on **Test Results** at the top of the page



2. Click on **Ohio proficiency test pass/fail results for a specific membership**

DSL: Test Results

TEST RESULTS CATEGORIES

- [Testing results for a current course and section](#)
- [Testing results for a specific teacher](#)
- [Testing results for a specific district](#)
- [Ohio proficiency test pass/fail results for a current course and section](#)
- [Ohio proficiency test pass/fail results for a specific membership](#)
- [Ohio proficiency test results passing rates and frequency distributions](#)
- [Ohio proficiency test, predictors of success or failure](#)
- [Testing results for a specific student](#)

3. Click on **Member Code** to find the code for the club or activity. After selecting the activity, the code will appear in this box. Enter the **School**, **Proficiency Test Grade**, **Test Part** (leave blank for all parts), and the **School Year** (leaving blank will show all school years). After you have made selections, click on **View List**.

Fill In Criteria For Listing Of Students Who Passed/Failed Ohio Proficiency Test

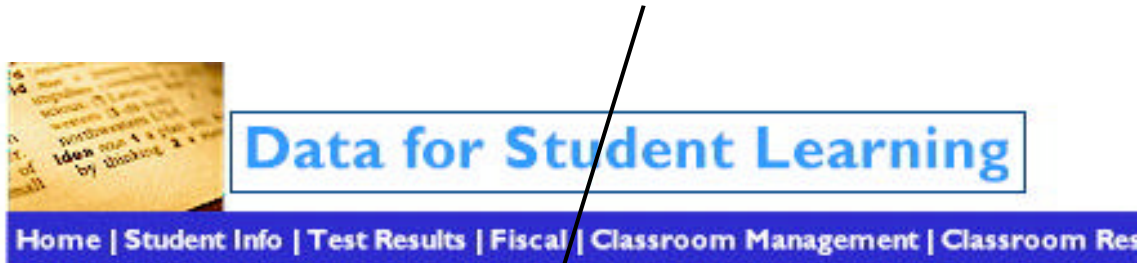
Archbold Elementary School	▼	School
4	▼	Ohio Proficiency Test Grade
	▼	Ohio Proficiency Test Part
	▼	School Year
		Term
		Member Group
		<u>Member Code</u>
	▼	Grade
	▼	Gender

☞ *How do I find composites of proficiency scores for an entire class by strand?*

1. Click on **Test Results** at the top of the page



2. Click on **Testing results for a current course and section.**



DSL: Test Results

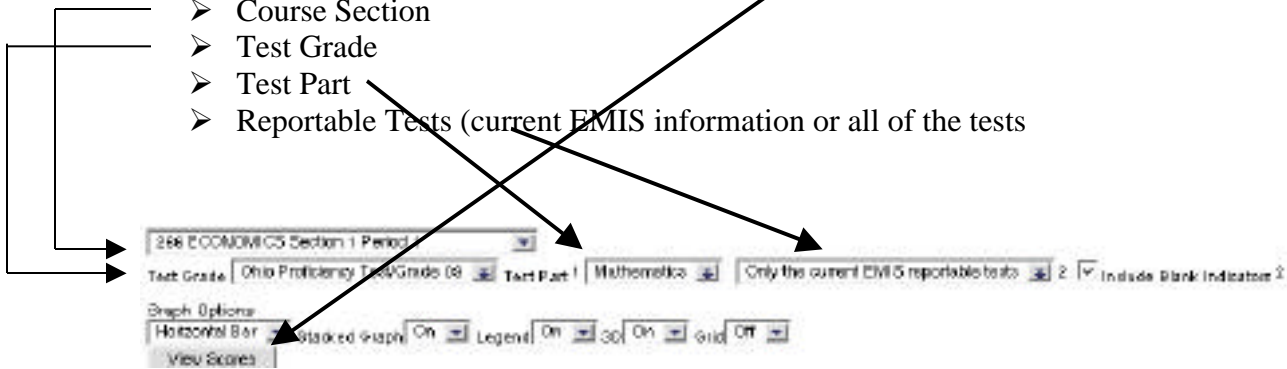
TEST RESULTS CATEGORIES

- [Testing results for a current course and section](#)
- [Testing results for a specific teacher](#)
- [Testing results for a specific district](#)
- [Ohio proficiency test pass/fail results for a current course and section](#)
- [Ohio proficiency test pass/fail results for a specific membership](#)
- [Ohio proficiency test results passing rates and frequency distributions](#)
- [Ohio proficiency test, predictors of success or failure](#)
- [Testing results for a specific student](#)

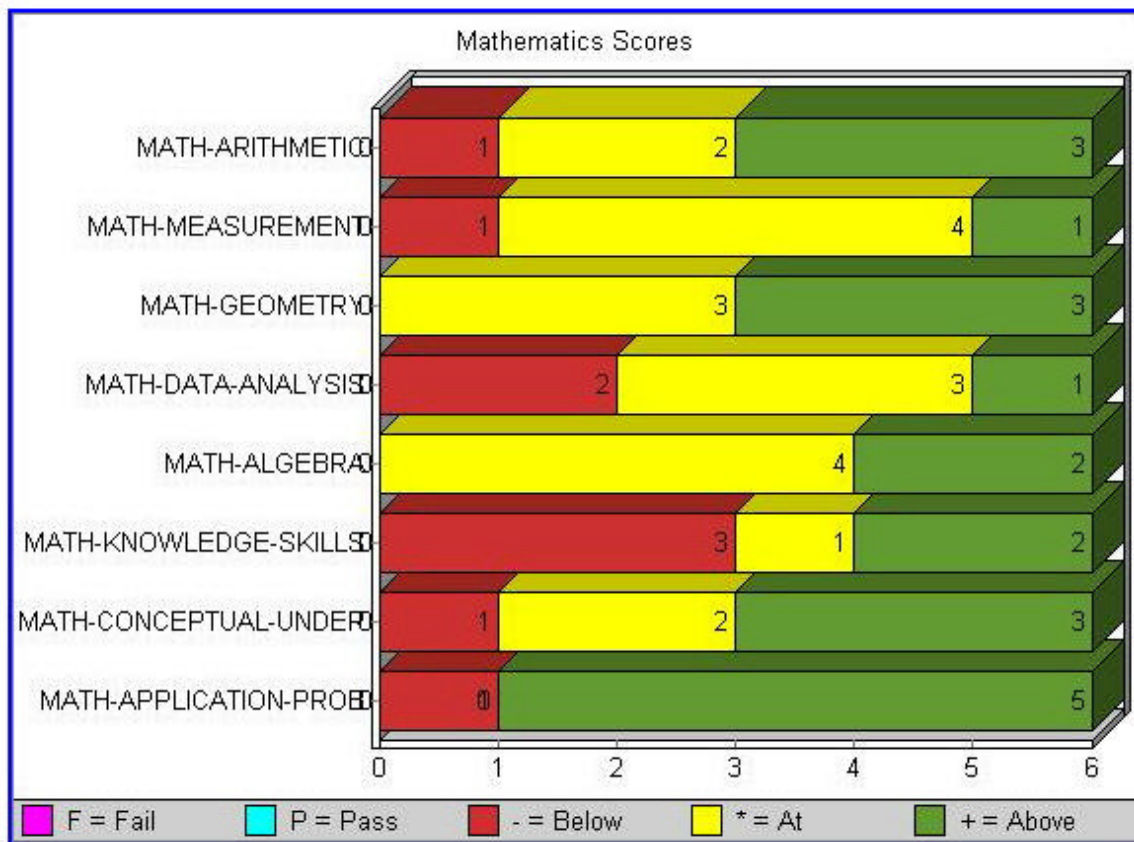
3. Choose your **Name**, **Current Term** and click on **View Scores**

4. Make choices for each of the following:

- Course Section
- Test Grade
- Test Part
- Reportable Tests (current EMIS information or all of the tests)



5. The results will look something like this:



Note:

- Numbers indicate the amount of times the test was taken. It is possible for a student to take the same test several times. The number does not indicate the

number of students who have taken the test. It indicates the total number of attempts by all students.

- Red indicates a below benchmark score – it does not necessarily indicate failure for the entire test.
- Yellow indicates attempts within the benchmark range.
- Green indicates attempts that are above benchmark
- Pass/Fail (blue/magenta) are blank indicators which show results prior to score reporting – in the early stages of reporting proficiency scores only pass/fail was indicated.

6. By clicking on the Red, Yellow, or Green bars a list of students falling in the range will appear. If a student's name appears twice or more, it is an indication that the student took the test multiple times. Clicking on **Get Info** will bring up the student's profile.

Course: 105 Section: 1 Test: Ohio Proficiency Test/Grade 09 Field Name: MATH-ARITHMETIC Field Indicator: - = Below

	First Name	Last Name
Get Info	JAMES	PRICE
Get Info	WILLIAM	CARTER

👉 *How do I see information about an individual student?*

1. Click on **Student Info** at the top of the page



2. To find a student, type the student's name (or just use the first or last name) in the **Name Includes** box. Or, click on **Search Active Students Only** to see all of the students. Clicking **Search All Students** will show active and inactive students.

DSL: Student Info

- Search For Student by Name

Name includes

- Browse by Course/Section

- Browse by Teacher/Course/Section

3. Your screen will show student names. Click on the name to see the student's profile.
4. The screen will show the current student schedule.
5. Across the top of the student screen are several options:

DSL: Student Info : Schedule

[Schedule](#) | [Demographic](#) | [EMIS Demographic](#) | [Attendance](#) | [Proficiency](#) | [Current Courses](#) |

- Schedule: shows the current student schedule
- Demographic: shows SIS demographic information
- EMIS Demographic: shows more detailed EMIS information
- Attendance: Shows student attendance with graph
- Proficiency: Shows Student Proficiency Information
- Current Courses: Shows student courses with reported grades

[Course History](#) | [Discipline](#) | [Transcript](#) | [Enrollment](#) | [Contact](#) | [Memberships](#) |

- Course History: shows reported grades over time
- Discipline: Shows disciplinary record (if reported to NWOCA)
- Transcript: Provides an *unofficial* transcript for a student
- Memberships: Shows student involvement in clubs and activities

| [INFOhio Fees](#) | [Medical](#) | [Miscellaneous](#)

- INFOhio Fees: If reported, shows library fines
- Medical: If reported, shows medical information for students
- Miscellaneous: When developed will show email and other information

👉 *How do I see proficiency information about an individual student?*

1. Click on **Student Info** at the top of the page



2. To find a student, type the student's name (or just use the first or last name) in the **Name Includes** box. Or, click on **Search Active Students Only** to see all of the students. Clicking **Search All Students** will show active and inactive students.

DSL: Student Info

- Search For Student by Name

Name includes

- Browse by Course/Section

- Browse by Teacher/Course/Section

3. Click on **Proficiency**.

DSL: Student Info :Schedule

[Schedule](#) | [Demographic](#) | [EMIS Demographic](#) | [Attendance](#) | [Proficiency](#) | [Current Courses](#) |

4. The first screen will show all of the students proficiency results. It will show both EMIS data and information from Publisher Diskettes if available.

5. To find *specific* proficiency Data: Select the **Test Grade**, **Test Part**, and click on **Get Substrand results**.

• Test Grade Test Part

• [Graphical Ohio Proficiency Test \(OPT\) progression](#)

¹ Test Part is applicable only to the Ohio Proficiency Test and the Riverside Ohio Off-Grade Proficiency Test

6. To see the information in a graphical form, click **Graphical Ohio Proficiency test (OPT) Progression**. It will result in a screen that looks like this:

View With Score		View Without Score				
TEST DATE	TEST GRADE	CITIZENSHIP	MATH	READING	SCIENCE	WRITING
03/01/2000	09	Pass	Fail	Fail	Pass	Pass
10/01/2000	09	N/A	Fail	Pass	N/A	N/A
03/01/2001	09	N/A	Fail	N/A	N/A	N/A

Pass (green): Indicates the student passed this portion of the test

Fail (red): Indicates the student failed this portion of the test

N/A: Indicates the student did not take the test at a particular administration period

7. If step #5 (above) is used for strand information, the screen display will be similar to this:

Test Grade: Ohio Proficiency Test/Grade 08 Test Part I: Citizenship

View Vertically View Horizontally Show Scores

¹ Test Part is applicable only to the Ohio Proficiency Test and the Riverside Ohio 8th-Grade Proficiency Test

Test Date	Test Grade	CITZ-CITIZEN-KNOWLEDG	CITZ-ECONOMICS	CITZ-GEOGRAPHY	CITZ-GOVERNMENT	CITZ-HISTORY	CITZ-LAW
3/1/2008	08	Above	At	At	Below	At	Above

Above (green): indicates the student scored above benchmark for this strand
At (yellow): indicates the student scored within benchmark range
Below (red): indicates the student scored below benchmark range