



# DPS Chalkboard

## Accessing the System

*The DPS Chalkboard is where you can find current and consolidated student information.*




1. The **DPS Chalkboard** application with consolidated student information is accessible through the **Internet Explorer** icon on your desktop.
2. Click on **Internet Explorer**. The minimum requirement for I.E. is version 5.5 (PC) and 5.1 (Mac).
3. The browser window will open to the **Denver Public Schools** web site or your designated home page.
4. Type the following word in the address field: **chalkboard**.
5. **DPS Chalkboard** will be displayed. The **Login** screen will be displayed on the left-hand side. Enter your **DPS Chalkboard User ID** and **Password** in lower-case letters and then click on the **Login** button.



## Student Information




*Get access to Demographic data, ELA information, Enrollment History, Attendance Summary, Special Ed Services, Class Schedule as well as other information about a particular student or group of students.*

You must have **Adobe Acrobat Reader** loaded on your computer to view/print the **Student Profile Report**.

1. Once in the DPS Chalkboard, click on the **Student Profile**  tab. Once inside the **Student Profile** window, you can enter a variety of parameters to specify a student or groups of students to report on.
2. To retrieve a report for a single student, click in the **Student Id** parameter field and enter the appropriate id.
3. After entering the id (or name), click on the **Run Report** button. The report will be created in **Adobe Acrobat Reader**. 
4. Select the Adobe Acrobat Reader print button  to print the report. Be sure the check box for 'Shrink oversize pages to paper size' is clicked to insure proper formatting of the output. Optionally, you can use File->Save as to save the file to disk.
5. After the print completes, press the Back button to return to **DPS Chalkboard**.
6. As indicated on the parameter form, there are numerous other options for specifying what student(s) to report on. Below are the rules associated with using those parameters:
  1. Enter a single **Student ID** to get exactly **one** student profile.
  2. Enter a **Last Name** (no ID) to get all the students with that last name. This is **not recommended**.
  3. Enter the **Last Name** and **First Name** to get all the students with both the last name and the first name that you entered.

4. Enter the **Last Name, First Name,** and **Date of Birth** to get all the kids that match all three that you entered.
5. Entering only the **First Name** will return **nothing**.
6. Entering only the **Date of Birth** will return **nothing**.
7. Entering the **First Name** and **Date of Birth** will **return nothing**.
8. Select a Teacher Name. This will return **ALL** the students associated with that teacher.
9. Select a Counselor Name. This will return **ALL** the students associated with that counselor.
10. Select a School Name. This will return **ALL** the students enrolled in that school.
11. Entering a combination of Teacher, Counselor, and School will **return nothing**.
12. Select a Teacher Name or Counselor Name or School Name **and** any combination of Last Name, Gender, Grade, or Ethnic Code to get a specific subset of students.

## Logging Out

1. Click on the pull-down next to the Back button; select **DPS Main Page**  to return to the main DPS Chalkboard page.
2. Scroll to the top and click the **logout link**  on the left. Close the browser with the **X** at the top right  of your screen.

Questions? Call **DoTS Hotline, 720-423-3888-**