



DPS Chalkboard

Accessing the System

The DPS Chalkboard is where you can find current and consolidated 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**. It is recommended you upgrade to **Internet Explorer 5.1**. On a Mac, it is required.
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.



NOTE: The data you see on the **School Data** tab is determined by job title and location. For example, the principal at East HS will see incidents and absences only for students at East. However, you can see information on any student when running the **Student Profile Report**.


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.

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**.



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

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.



DPS Chalkboard




Simple Reports

Pre-populated student information based reports you can view.



1. Within the **School Data** tab, the 4 pre-populated report tabs are: **Recent Incidents** , **Excessive Incidents** , **Excessive Absences** , and **Incident Summary** .
2. Click on the **report tab** that you want to view.
3. The report window comes up with your chosen report. You can print the report information by clicking the **File** menu then click on the **Print** selection.
4. To further manipulate the data, click the **View Worksheet** link at the bottom, then follow steps 5-12 in the next section.

Complex Reports

Manipulate and export your data from reports.

1. Click on **School Data**  tab.
2. Click on the **Critical Report** tab
3. Right click the report you want to create in the **List of Reports**, select **'Open in New Window.'** This will launch **Discoverer Viewer Oracle9iAS**  in a new browser window.
4. Choose the parameter selections and then click the **Apply Parameters** button 

The report data will then display

5. If you need to make changes to the parameters, click the **Edit Parameters**  link on the page.
6. Change the parameters and click the **Apply Parameters** button again.
7. On certain kinds of reports, once the data is displayed, you can sort the data. Click on the **Sort** link , change the sort column and/or order, then press **Apply**.
8. You also have a choice to print the report or to **Export the Data** to another application.
9. Click the **Export Data** link. Pick a format (Excel, CSV, or HTML). Press the **Export Data** button.

When exporting to Excel (XLS) – you may have to change the security level to open the worksheet (report) and for macro virus protection.

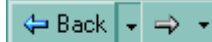

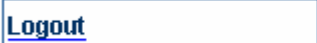

1. In **Excel**, go to the **Tools** menu, click **Options**.
2. Click the **Security** tab.
3. Under **Macro Security**, click **Macro Security**.
4. Click the **Security Level** tab, and then select **Medium**.

10. The export application will open another browser and display the data. Click on **File – Save As** to save the exported data file to a local disk or your hard drive then close the browser.

11. Press the **Back** button to return to the main report.
12. Close the browser with the report and return to the **DPS Chalkboard**.

After you change the security setting when you export the next report to Excel you will get the dialog box that states: *Macros may contain viruses. It is always safe to disable macros, but if the macros are legitimate, you might lose functionality.* There are 3 buttons - Disable Macro - Enable Macro - More Info. Choose **Enable**.

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