DVUSD Portal



Instructions for global searches

The DVUSD Portal allows anyone to quickly find the latest information about the district and different departments in one place.

- 1) Log into the DVUSD Portal at https://portal.dvusd.org
- 2) Click in the Search Field in the upper right corner of the page.
 - a. Type the search terms then press *Enter* or click on the magnifying glass icon.



More Options

Improve your search results by supplying more parameters by using the Find tab.

1. Open the Find tab by clicking on the down arrow icon.



2. The Find tab provides a variety of choices to help you narrow the results. Below is the empty form without any search terms supplied.

Find ×		
Find pages with		
all these words:		
	Type the important words that must all appear (i.e. AND)	
this exact word or phrase:		
	The exact words must appear to match	
any of these words:		
1	Each word may occur independently of each other (i.e. OR)	
none of these words:		
	Each word will be excluded from matches	
Then narrow your results by		
context:	All	*
last update:	Anytime	*
terms appearing:	anywhere in the page	*
🔎 Search	🛃 Reset 🛛 📊 Save 🕜 Help	

3. After filling in the terms, click on the Search button. The Search Results grid will appear.

Find	Search Results		
Open	Name	Last Modified On	Ranking
12	What's New in the Portal	Jun 08, 2015 9:07:36 AM	45.56

4. You can switch back to the Find tab to continue adjusting the results.

Image Preview

When search results include images, an icon will appear next to the link to provide a quick preview of the image within the browser.

1. Click on the **Image** icon to preview.

1 Dis RTAL	trict	school bus jpg	Р × •
Find	Search Results		
Open	Name	Last Modified On	Ranking
A	School Buses.jpg 🔍 📩	Aug 15, 2013 5:03:06 PM	20.88

2. Example of image preview visible:

Searc	h Results 🐣			
Open	Name	Last Modified On	Ra 🔻	
A	School Buses.jpg	Aug 15, 2013 5:03:06 PM	1.802	• E

Additional Types

When the search results are associated to additional types of information, such as AMGs, Meetings, and Curriculum Courses, that data will be included in the results.

<u>AMG</u>

The following is an example of a file result that is contained within an AMG.



- 1. Click on the "Field Trips Scheduling Transportation" link to load the AMG application to access the entire AMG and any related documents.
- 2. Please reference this help document for more information about the <u>AMG application</u>.

CURRICULUM

The following is an example of a file result that is associated to a curriculum course.

<mark>7 Dis</mark> rtal	trict	algebra curriculum	₽ ×▼
Find	Search Results		
Open	Name	Last Modified On	Ranking
A	HS_Math_Algebra1-2_Curriculum.d	Nov 26, 2013 9:06:57 AM	70.70
Algeb DVUS Core. deep." <i>Meml</i> <i>HMA</i>	ra 1 DVUSD Curriculum 2013 Algebra 1-2 Curriculur D Curriculum 2013 Page 2 Mathematics Curriculum United States mathematics instruction is that the cu This finding ber of the following Curriculum Courses: HMA01SA, I D1SBLS, HMA01Y, HMA01YCB, HMA01YLCC, HMA	n Guide-2013 <mark>Algebra</mark> 1-2 DV The Intent and Design of the (<mark>urriculum</mark> is "a mile wide and a HMA015AL5, HMA01SB, 01YLS	/USD Common n inch

- 1. Click on a course number such as "HMA01SA" to load the CMS Curriculum application.
- 2. Please reference this help document for more information about the <u>Curriculum app</u>.

Usage Details

To determine how a specific search result is being used within the portal and the context in which the item appears, follow these steps:

- 1. Search for the information you want.
- 2. Right-click on search result row that you are interested in learning more about.
- 3. Click on the *Show Usage* menu option.

T Dis IRTAL	trict			2
Sear	ch Results 🙁			
Open	Name			
1/2	Payroll and Benefits			
Payrol	l and Benefits	2	Refresh	
12	Payroll and Benefits	۲	Print	
Payrol	l and <mark>Benefits</mark> Info Click on <mark>Payro</mark>		Export Grid	1
A	13-14 Payroll & Benefits I		View Record	Γ
A	13-14 Payroll & Benefits I	D	Open	
A	Certified Contract Letter	69	Get Link	Ľ
A	Certified Contract Letter	8	Show Usage	

4. A new window will appear that lists all the linkage to this particular search result.

			100 H	
sage De	tails			
уре	Open	Linked From	Modified By	Owner
Payroll	and Be	nefits		
rticle		Payroll and Benefits	Philip Crawford	Gary McSpadden
rticle		Fiscal Services	Keith Dreher	Keith Dreher
rticle		Employee News	Gary McSpadden	Gary McSpadden
ategory		Payroll / Benefits	Philip Crawford	PORTAL SYSTEM
You are	not allov	ed to read references that are greved out. They are included for completeness.		Print Close

- 5. The first column **Type** specifies the classification of resource that contains a link to the result.
 - In the example above, there are 3 articles and 1 category that are linked to the "Payroll and Benefits" article. In this particular case, the article contains a link to itself, which is why it appears in this list.
 - The category type of result corresponds with the drop-down menus that appear at the top of the page.
- 6. If an icon appears under the **Open** column heading, then you have access to view this link. Click on the icon in order to view the article.
- 7. The **Modified** and **Owner** columns are helpful in case you need to contact an author of the article for making changes.

Special Characters

Pro Tip: instead of using the Find tab, you can use these special characters in the search field.

- Use " around multiple words to signify a phrase.
 - Example: **"school supplies"** would search for the exact phrase instead of each word.
- Use + between two words that should appear together (i.e. AND).
 - Example: hire +hygiene would search for documents that contain both words.
- Use | between two words that may occur independently of each other. (i.e. OR)
 - This is the default behavior when not specified.
 - Example: **hire | hygiene** would search for documents that contain either word.
- Use before a word to exclude it from matches.
 - Example: **school** –**list** would search for all documents related to *school* but eliminate any matches that have *list* in the document.
- Use * at the end of a word to indicate it should be treated like a prefix.
 - Example: **win*** would search for all documents that contain word variations, such as *windows*, *winter*, or *winocular*.
- Use (and) around words to indicate that they take precedence.

In some cases, you may need to actually search for one of these special characters. In order to do so, the character must be preceded by a backslash (\). Example: **plus\+**