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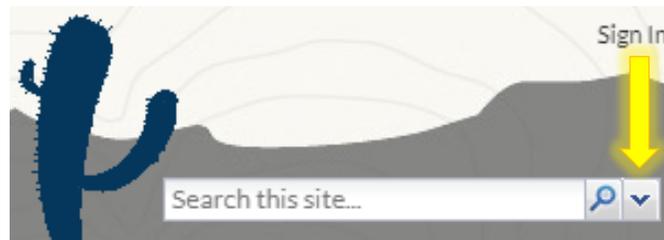
2. The Find tab provides a variety of choices to help you narrow the results. Below is the empty form without any search terms supplied.

Find 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:

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.

Open	Name	Last Modified On	Ranking
	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.
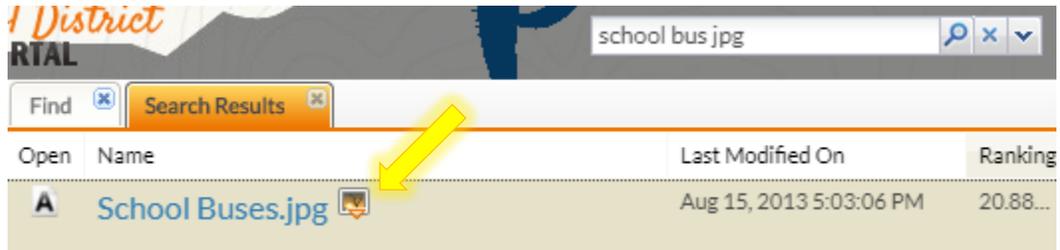
2. Example of image preview visible:
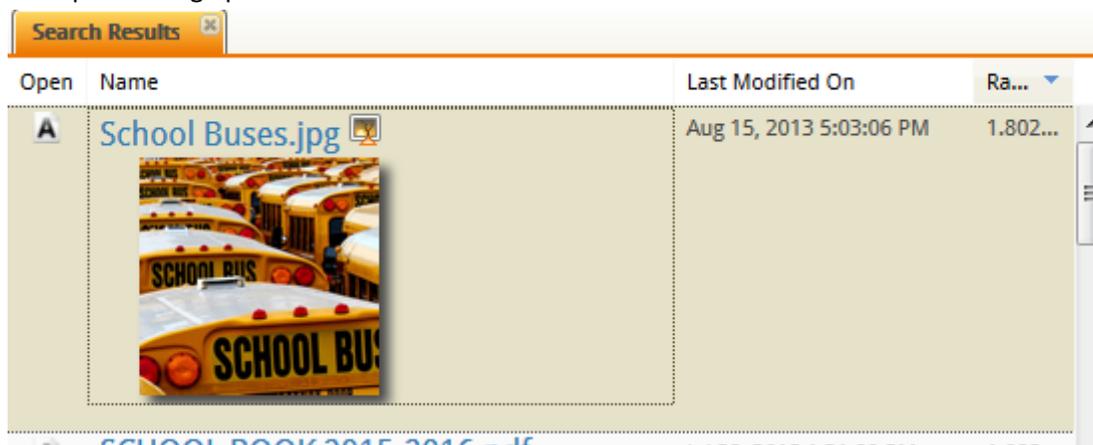
Additional Types

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.

AMG

The following is an example of a file result that is contained within an AMG.
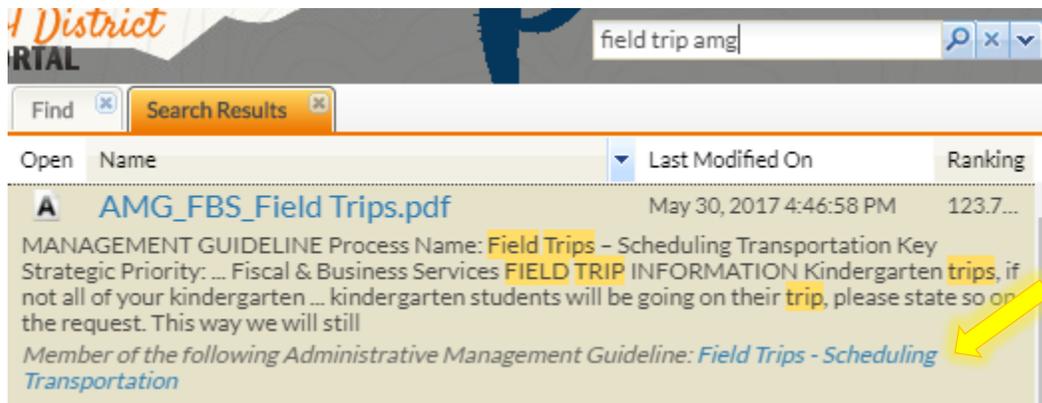
1. Click on the "Field Trips – Scheduling Transportation" link to load the AMG application to access the entire AMG and any related documents.
2. Please reference this help document for more information about the AMG application.

CURRICULUM

The following is an example of a file result that is associated to a curriculum course.
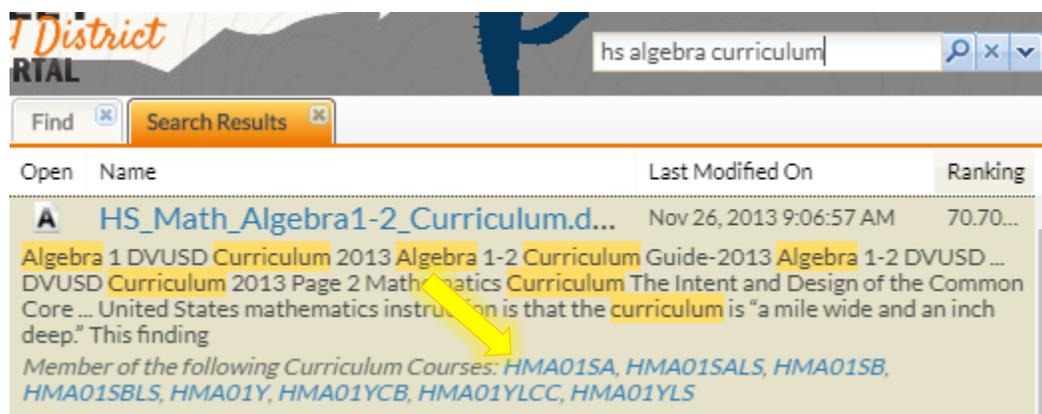
1. Click on a course number such as "HMA01SA" to load the CMS Curriculum application.
2. Please reference this help document for more information about the Curriculum app.

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.
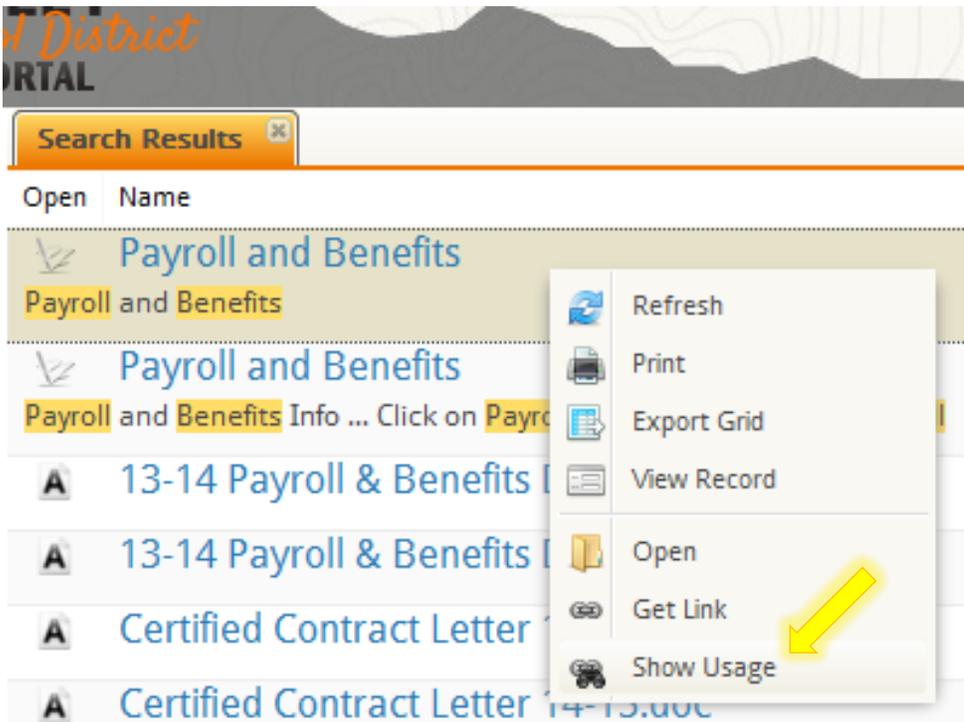
4. A new window will appear that lists all the linkage to this particular search result.
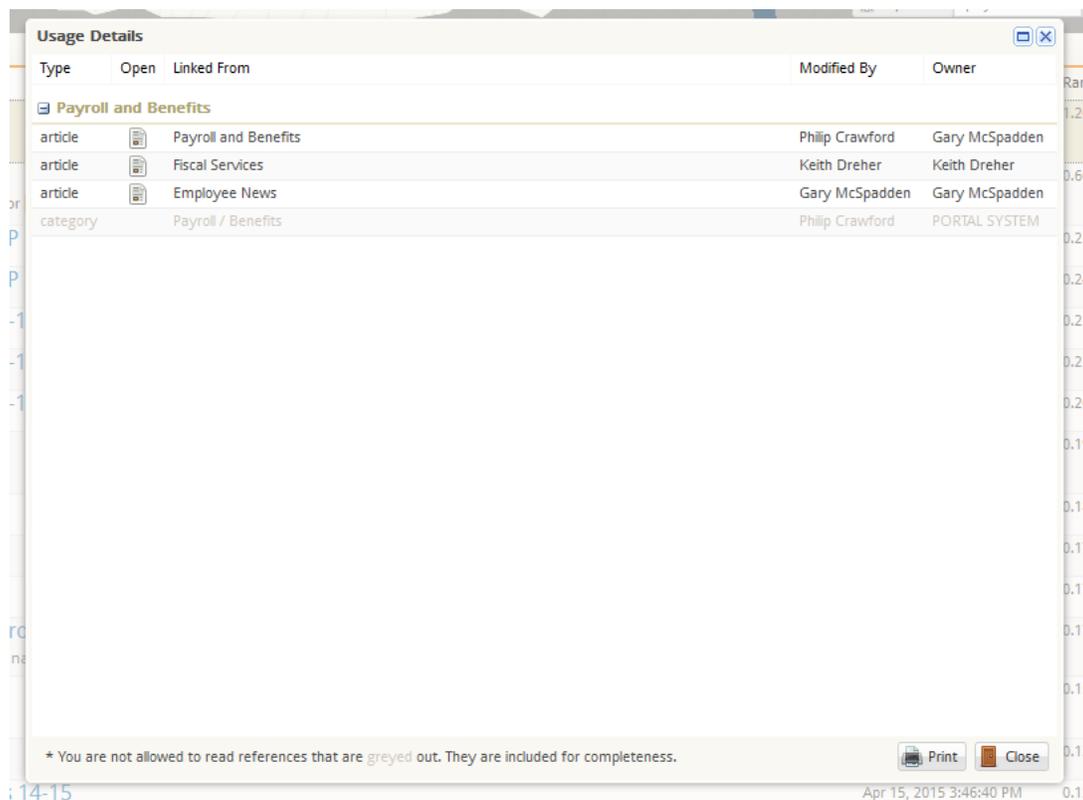
5. The first column **Type** specifies the classification of resource that contains a link to the result.
    - In the example above, there are 3 articles and 1 category that are linked to the "Payroll and Benefits" article. In this particular case, the article contains a link to itself, which is why 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\+**