

# DASL TEAM SCHEDULING

Team codes are available in DASL to be used to group students together according to academic levels for the purpose of scheduling students as a common group. However many of the DASL Scheduling reports do not allow the ability to select students and run reports by their "Team" field.

DASL State Support recommends the use of Memberships as a workaround for Team Scheduling in DASL. Scheduling reports do allow selection by memberships. In DASL, a membership group will be created for team scheduling, and then each team that students are to be assigned to will be coded as a member of the team scheduling group. MDECA has also developed a program for DASL that will automatically assign students to a team based on the user's specifications.

## CREATE TEAMS MEMBERSHIPS

### 1. Define a Team Membership Group

**Navigation: Home – Management – School Administration – Membership Groups**

Create a Membership Group Code for Team Scheduling. If you click on the blue link "Teams for Scheduling" Name, you will be taken to the Membership Members screen where the individual Team Names are listed.

**Membership Group Maintenance**  
From this screen, you can display, add, change and delete data pertaining to membership groups.

Code	Name	Description	Active
TEAM	<a href="#">Teams for Scheduling</a>	Teams for Scheduling	
AD-HOC	Ad-hoc	Ad-hoc	
90	90	90	
60	60	60	
50	50	50	
49	Other	Other	
42	Interscholastic Athletics	Interscholastic Athletics	
41	Academic Intracurricular Descriptions (Vocational)	Academic Intracurricular Descriptions (Vocational Student Organizat	
40	Extracurricular/Intracurricular Programs and Servi	Extracurricular/Intracurricular Programs and Services	

### 2. Define Team Names using Memberships

**Navigation: Home – Management – School Administration – Membership Groups– Memberships**

Team Names and Descriptions are listed on the Memberships Maintenance page. You can click on the blue Membership Name to see a list of all students that are active members of the membership.

**Memberships Maintenance - Teams for Scheduling**  
From this screen, you can display, add, change and delete data pertaining to memberships.

Code	EMIS Program Code	Name	Description	Active
6-2		<a href="#">DISCOVERY</a>	All students assigned to Discovery Team - Grade 06 (Inclusion Team to have 50 less students)	
8-1		<a href="#">FLYERS</a>	All students assigned to Flyers Team - Grade 08	
7-1		<a href="#">IMAGINE</a>	All students assigned to Imagine Team - Grade 07 (Inclusion team to have 50 less students)	
7-5		<a href="#">MH STUDENTS</a>	Program Code 01/Split Grade Level Grades 6-7-8	
6-1		<a href="#">OUTBACK</a>	All Students assigned to Outback Team - Grade 06	
7-2		<a href="#">SKY</a>	All students assigned to Sky Team - Grade 07	
6-4		<a href="#">THUNDERBIRDS 6</a>	All Program Students in grade 06 except Program Code 01.	
7-4		<a href="#">THUNDERBIRDS 7</a>	All Program Students in grade 07 except Program Code 01	
8-4		<a href="#">THUNDERBIRDS 8</a>	All Program Students in grade 08 except Program Code 01	
8-2		<a href="#">TRI-STAR</a>	All students assigned to Tri-Star Team - Grade 08 (Inclusion team to have 50 less students)	

Show Active Only

[Back to Groups](#)

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## ASSIGN STUDENTS TO TEAMS

3. Notify MDECA when to run the TEAM Bulk Assignment program in DASL that will automatically assign students to a team membership group based on your building's specifications.

4. Manually Adjust Team Member Assignments As Needed.

Navigation: Home » SIS » School » Membership Members

You may need to adjust students' Team assignments. Several students may be added at once to a Team membership using the Bulk Addition of Students option. Click "Bulk Addition of Students" to add the students to the selected Team membership. Click the red X icon to delete a student from the membership/team.

Home » SIS » School » Membership Members

WARNING: You are working with a Future School Year

### Membership Members

From this screen, you can maintain the students associated with the selected membership.

Membership Group: TEAM - SCHEDULING TEAMS    Membership: IC - PHOENIX 1

Show Active Members    Show Members From: 5/7/2008    To: 5/7/2008    Go

Add Students to Membership    **Bulk Addition of Students**

ID	Name ^	Homeroom	Staff Member	Start	End	Grade	Trans From IRN	Prog Prov IRN
<input checked="" type="checkbox"/> 00004007	BRANT, ANNA GRACE			Aug 22, 2008		07		
<input checked="" type="checkbox"/> 00001531	Dalton, Melissa			Aug 22, 2008		07		
<input checked="" type="checkbox"/> 00003984	MOORMAN, KYLE			Aug 22, 2008		07		
<input checked="" type="checkbox"/> 00003994	POWELL, AUSTYN			Aug 22, 2008		07		
<input checked="" type="checkbox"/> 00001485	Redmond, Tulley			Aug 22, 2008		07		
<input checked="" type="checkbox"/> 00001508	Reed, Derek			Aug 22, 2008		07		
<input checked="" type="checkbox"/> 00003996	ROBBINS, NATHANIEL			Aug 22, 2008		07		
<input checked="" type="checkbox"/> 00003992	ROTH, DEVIN			Aug 22, 2008		07		
<input checked="" type="checkbox"/> 00001554	Steward, Stacy			Aug 22, 2008		07		

Input Student ID numbers separated by commas for all students that you wish to add to the selected team membership code.

Home » SIS » School » Membership Members - Bulk Addition

WARNING: You are working with a Future School Year

### Membership Members - Bulk Addition (IC) - PHOENIX 1

From this screen, you can add students to the selected membership in a bulk addition manner.

**Student ID (comma-separated list)**  
1234, 5678, 9123

**Effective Date:** 8/25/2008

End Date:

Staff Member:

Title I Public School Choice IRN (Transfer From IRN):

Program Provider IRN:

View Students    Save    Cancel

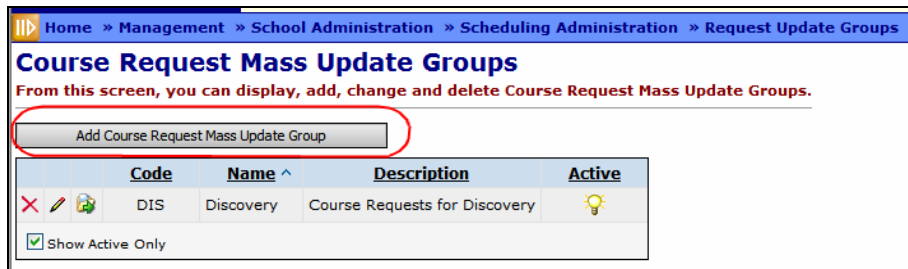
# DASL TEAM SCHEDULING

## CREATE COURSE REQUEST MASS UPDATE GROUPS AND RULES

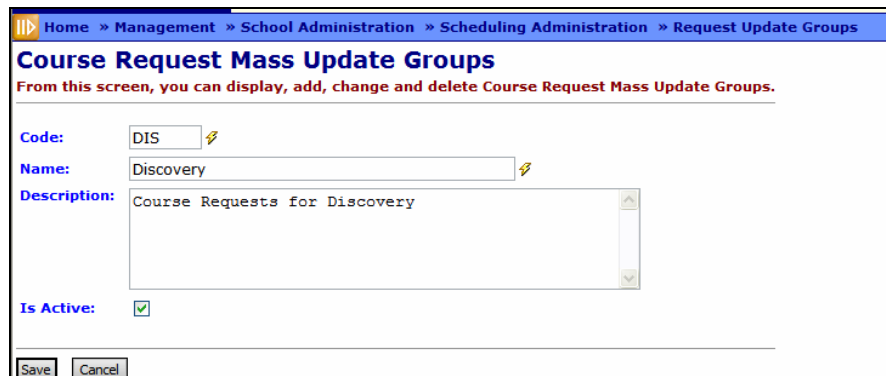
The Course Request Mass Update Groups and Rules create course requests for a group of students based on specific rules. Mass updating rules allow the user to specify selection criteria for students and then add course requests based on these rules. Multiple rules may be added in each rules group. Each rule is performed before the process moves on to the next rule in sequence. Then the Batch Scheduler will attempt to schedule a course section assignment for these course requests when it is next run.

### 5. Add a Course Request Mass Update Group for each Team Navigation: Home – Management – School Administration – Scheduling Administration – Request Update Groups

The Course Request Mass Update Groups and Rules create the course requests for groups of students based on specific rules. Click “Add Course Request Mass Update Group” and create a record for every Team name.



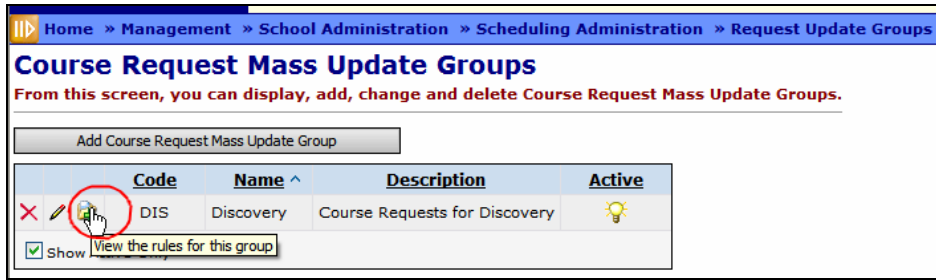
Add a Code, Name (the team name) and Description, then click Save.



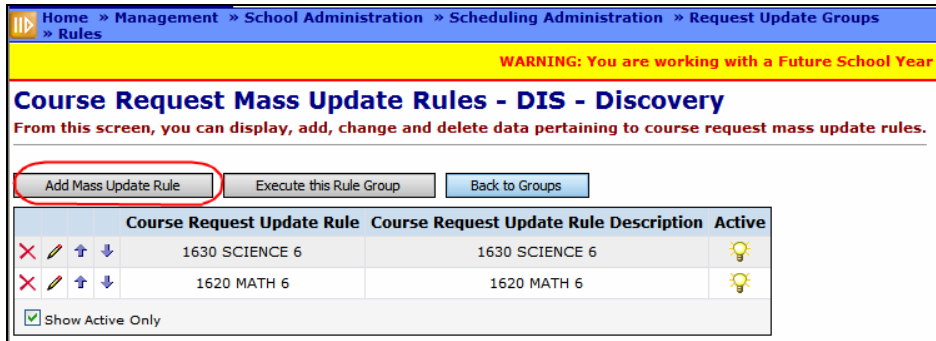
### 6. Create Course Request Update Group RULES Navigation: Home – Management – School Administration – Scheduling Administration – Request Update Groups – Rules

The Course Request Update Group rules tell DASL what courses or course group requests to add to students assigned to the team when the rule is executed. In the example below, a rule has been created for Team Discovery. Click the green arrow to view the rules for this Course Request Mass Update Group (Team).

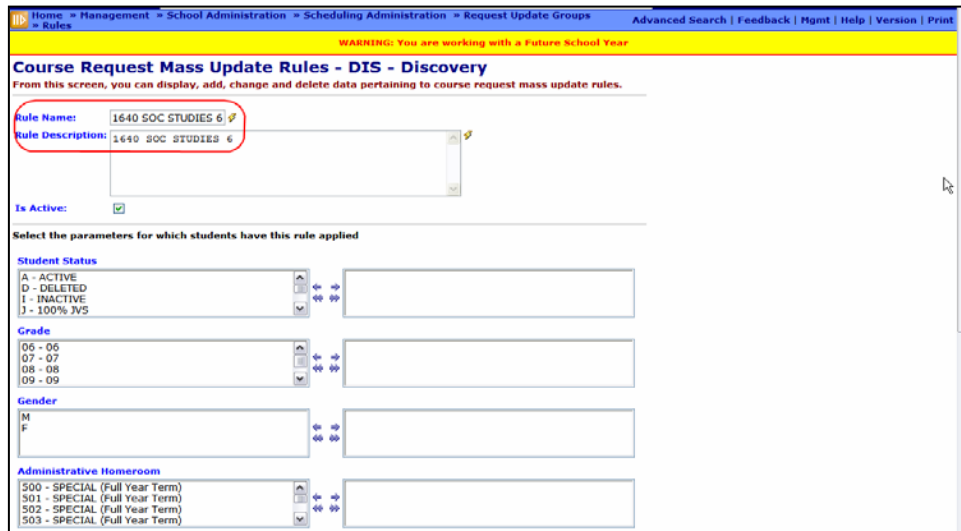
# DASL TEAM SCHEDULING



Click Add Mass Update Rule to ADD a new Course Request Update Rule for this Team, or click the pencil-edit icon to edit an existing rule. Mass Update Rules can be created for Course Groups as well as individual Courses. The existing rules are course requests for 1630 and 1620.



7. On “Course Request Mass Update Rules” screen, you tell DASL what course request to add enter ONLY the following fields:
- **Rule Name** (required) – Enter the Course ID and Name as name of the Rule.
  - **Rule Description** (required) – Enter the Course ID and Name description of the Rule.



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- **Membership (Team Name)** – Select the Team Name from the Membership dual select list that this rule will use to filter students. Use the arrow or double-click on the team name to move it over into the selection box.
- **Add a Course OR a Course Group ID** – Enter the course number OR course group number to add for the students on the Team selected in the Membership field.
- **Click Save and New** to continue adding courses/course groups for the individual Team's Course Request Mass Update Rule until all courses/course groups have a 'rule'. Once all rules have been added, execute the rules to create Course Requests. See execution options below.

The screenshot shows the 'DASL TEAM SCHEDULING' interface. It includes fields for Program, Team, and Membership Group. The 'Membership' section is highlighted with a red box, showing a list of membership groups on the left and 'Teams for Scheduling - DISCOVERY' selected in the right box. Below this, the 'Add Course' field contains '1640' and is also highlighted with a red box. At the bottom, the 'Save' button is highlighted with a red box.

## ASSIGN/EXECUTE COURSE REQUESTS MASS UPDATE RULES

### 8. After all of the mass update rules have been defined, execute all the rules to assign course requests.

- **Save** - Will save the Course Request Update Rule to the rule group; will not execute the rule at this time.
- **Save and New**– Will save the Course Request Update Rule to the rule group and return to Add Mass Update Rule; Will not execute the rule at this time.
- **Cancel** - Do not save or execute the Course Request Update Rule.
- **Execute Without Saving**– Execute the Course Request Update Rule as entered, but do not save the Course Request Update Rule to the rule group.
- **Save and Execute** - Execute the Course Request Update Rule as entered and save the Course Request Update Rule to the rule group.

The screenshot shows the 'DASL TEAM SCHEDULING' interface. It includes fields for Program, Team, and Membership Group. The 'Membership' section shows a list of membership groups on the left and 'Teams for Scheduling - OUTBACK' selected in the right box. Below this, the 'Add Course' field contains '1640'. At the bottom, the 'Save' and 'Save and Execute' buttons are highlighted with a red box.