

DASL Initialized for 2009-2010--Now What?

Once MDECA completes the initialization of your 2009-2010 DASL data base, you will be notified via email that the initialization has been completed and to review and verify the DASL 2009-2010 database for accuracy. If there is anything you see in your DASL 2009-2010 database that does not look correct to you, please notify MDECA and we will look into it. It is crucial that all initialization follow-up tasks are completed.



EDUCATION FACTS 74.9 million

The number of people enrolled in school throughout the country—from nursery school to college. That amounts to more than one-fourth of the U.S. population age 3 and older.

Things to remember about Student Promotion / Bulk Enrollment

- The Student Promotion/Bulk Enrollment is a two-part process. First you push the students out of 08/09 which is referred to as the promotion and then pull them into 09/10 which is referred to as the bulk enrollment.
- The Student Promotion/Bulk Enrollment process can be repeated throughout the school year to pick up any new students who have enrolled in your district since you last completed the process. Repeat-

2009-2010 Student Scheduling

If you plan to use DASL Batch Scheduler to generate student schedules for the 2009-2010 school year, you need to first ensure the following steps have been completed prior to running DASL Batch Scheduler:

1. MDECA must complete the initialization of your DASL 2009-2010 database. This requires that you submit your initialization survey and provide an approved or tentative 2009-2010 school year calendar.
2. Review all courses, course sections and course groups to ensure they are set up correctly for 2009-2010.
3. Begin entering student course requests.

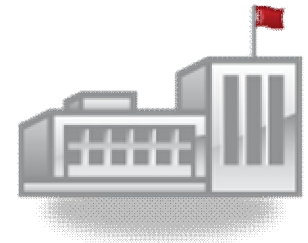
There are two options in DASL to enter student course requests.

- The DASL Public Course Request application. Complete details for using this application can be found in the Public Course Request Step-by-Step checklist.
- Manually enter student course requests. See the Course Request Step-by-Step checklist.

Once all student course requests have been entered into DASL, you are now ready to run the Batch Scheduler. See the Batch Scheduler Step-by-Step checklist for full details. Note: if you plan to run the DASL Batch Scheduler, you must enter student course requests into DASL.

ing the process will only pick up any students who were not previously promoted and bulk enrolled to 2009-10.

- MDECA strongly recommends using admission date of 8/1/09 for the enrollment date when you complete the bulk enrollment process. This is noted in the Student Promotion/Bulk Enrollment Step-by-Step checklist on page 12, bullet 4-g. Do not use your first day of school as the enrollment date.



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How to Extend the School Year for Make-Up Calamity Days

Use the calendar date wizard to extend the school year by the extra days. At the building level in the school year you'd like to change, navigate to: Home » Management » School Administration » School Building Administration » Calendar Dates Wizard.

1. You will be on the Calendar Boundaries tab. Enter the new ending date. NOTE: Leave the checkmark in Changes to Dates are Planned. At this time this checkbox is not functional.
2. Click next to go to Configure and Confirm Boundary Changes tab.
3. In the Rotation Day Type dropdown select the day of the week.
4. In the School Day Type dropdown select School Day.
5. The Student Att. Day Count and Staff Att. Day Count automatically update to 1.0.
6. Click Next to go to Schedule Term Dates tab. Verify the 4th quarter schedule term end date is correct.
7. Click Next to go to Non-Attending Days tab. No changes are needed here.
8. Click Next to go to the final tab named Master Calendar Review where your changes are now reflected. Click Finish.



Next go into any of your sub-calendars and create an exception day for make-up days that may be non-attending on the sub-calendars. This would be for example a sub-calendar configured as every other day or a sub-calendar that is only MWF etc.

How to Change a Non-Attending Day to a School Day for Calamity Make-up Days

At the building level, navigate to: Home » Management » School Administration » Scheduling Administration » Master Calendar.

1. Locate the day that will be a makeup day instead of a non-attending day.
2. Click on the edit pencil icon.
3. In the Actual School Day Type dropdown select School Day.
4. In the Actual Rotation Days dropdown select the day of the week.
5. The Actual Student Attendance Day Count and Actual Staff Attendance Day Count automatically update to 1.0. Ignore Is Fixed checkbox because it is not functional at this time.
6. In the Tumble Day Rotation section, select only None.
7. In the Add Additional Day To section, leave both selections unchecked. Click Save.
8. Next verify that Actual Days count is correct.

IMPORTANT



Reminder from Progress Book Support

If you extend your attendance days due to bad weather, please contact the PB support team to ensure that any necessary changes are made in PB as well!

DASL Training dates to note on your calendar!

Feb 10	Tue	1:00p -4:00p - Attendance
Feb 11	Wed	8:00a -12:00p - HS/MS Batch Scheduling
Feb 18	Wed	12:00p -3:00p - Course Request/ Public Course Request
Feb 19	Thu	12:00p -4:00p - MS Team Scheduling
Feb 24	Tue	1:00p -4:00p - Registration
Mar 4	Wed	8:00a -12:00p - HS/MS Batch Scheduling
Mar 5	Thu	1:00p -4:00p - Discipline
Mar 11	Wed	12:00p -4:00p - MS Course Group Scheduling
Mar 12	Thu	1:00p -4:00p - Fees
Mar 18	Wed	12:00p -4:00p - HS/MS Batch Scheduling
Mar 19	Thu	1:00p -4:00p - Medical
Apr 1	Wed	8:00a -12:00p - Elementary Scheduling
Apr 2	Thu	1:00p -4:00p - Discipline
Apr 8	Wed	1:00p -4:00p - Graduation Eligibility
Apr 9	Thu	1:00p -4:00p - Fees
Apr 16	Thu	1:00p -4:00p - Medical
Apr 23	Thu	12:00p -4:00p - Year End Checklist
Apr 29	Wed	12:00p -4:00p - Elementary Scheduling
May 6	Wed	8:00a -12:00p - Elementary Scheduling
May 14	Thu	12:00p -4:00p - Elementary Scheduling

To Register for DASL Training
Send email to rice@mdeca.org
Or call 937-223-4980