



DASL Tips & Tricks



September 23, 2008
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DASL Tips & Tricks is dedicated to addressing DASL questions and issues from local schools.

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Contact Us

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Quarter 1 Interim and Report Card Processing – Things to Remember...

GPA Sets: Always refresh your GPA set prior to running report cards or transcripts. It is very important to review ALL your GPA sets to ensure each tab is complete and accurate. Note, since honor rolls are tied to specific GPA sets, be sure you have the correct GPA set selected in your Honor Roll Maintenance screen before you refresh the GPA set. GPA sets should also be refreshed prior to running the honor roll report (R303).

Marks: If any marks are changed for students after the teachers enter the quarter 1 reporting period marks, remember you have to go back and refresh the 1st quarter GPA set and your Cumulative GPA set (if applicable) to have a current and accurate GPA calculated for the students.

Report Cards: To run interim progress report cards, use R700 Format 11 (alpha marks school) or Format 12 (numeric marks school which will print alpha equivalent mark). For quarter 1 report card, use R700 non-custom or custom formats. If you use Custom Report Card Formats, they will have different format options.

- Make sure that "Refresh GPA and Honor Roll Results" is NO.
- Don't run report cards for all grade levels at the same time.
- Submit a separate R700 for each grade level to reduce processing time.
- When submitting more than one R700, wait until the first job completes before submitting another one.

Help Desk Hints

Just a reminder to use Helpdesk for submitting all DASL help requests for assistance or to propose DASL enhancements. If you don't have a Helpdesk account, please email rice@mdeca.org so that we can establish your Helpdesk account. Please tell your staff members they should use Help Desk instead of the DASL Feedback button.

Help Desk Documentation

There is a link to Help Desk documentation on the DASL Portal Page.



2009-2010
calendars
will be
needed to
process DASL
School Year
Initializations
beginning in
February of
2009.

How do I update my calendar if we have a cancellation due to calamity or bad weather?

- Go to: Home-Management-School Administration-Scheduling Administration-Master Calendar.
- Find the date you did not attend school due to bad weather.
- Click the edit pencil for the date. Go to the field labeled "Actual School Day Type" and select the appropriate item from the drop down box (i.e. calamity day or snow day).
- Click Save. You do not need to change the "planned" days.

Dates to note on your calendars

When: Sep. 23, 2008
What: DASL Open Lab
Where: MDECA Training Lab
Time: 1:00 pm—4:00 pm
To Register Email: rice@mdeca.org with time you will arrive and topic.



When: Sep. 25, 2008
What: DASL Discipline
Where: MDECA Training Lab
Time: 1:00 pm—4:00 pm
To Register Email: rice@mdeca.org

When: Oct. 6, 2008
What: DASL Assessment
Where: MDECA Training Lab
Time: 1:00 pm—4:00 pm
To Register Email: rice@mdeca.org

When: Oct. 7, 2008
What: DASL Transcripts
Where: MDECA Training Lab
Time: 1:00 pm—4:00 pm
To Register Email: rice@mdeca.org

When: Oct. 15, 2008
What: DASL EZ Query
Where: MDECA Training Lab
Time: 1:00 pm—4:00 pm
To Register Email: rice@mdeca.org

***** RESCHEDULED *****

**Please join the staff at
MDECA as we celebrate with
a Retirement Reception for
Kathy Wynn!**

Date: Tuesday, September 30, 2008

**Time: Any time between
3:00 and 5:00 p.m.**

**Place: MDECA
225 Linwood Street, Dayton**

As most of you are aware, Kathy retired July 31, 2008. We are celebrating her retirement with an Open House at this time, since most of you were on summer break when she actually retired. If you know people in your district who have also recently retired who would like to wish Kathy a "Happy Retirement", please invite them as well.

We look forward to having you as our guest as we wish Kathy a long and happy retirement, and we know that Kathy is looking forward to seeing all of you.

**Please let us know if you plan to attend so we can plan for refreshments.
snyder@mdeca.org