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End of Year Processes—Things to Remember...



Marks: If any marks are changed for students after the teachers enter the final reporting period marks, remember you have to go back and refresh the 4th quarter GPA set and your Cumulative GPA set (if applicable) to have a current and accurate GPA calculated for the students.

GPA and Honor Rolls: Note – Run all honor rolls and calculate all GPA's before completing the power withdrawal screen for graduating students.

Automatic Marks: If you have Automatic Marks set up in DASL, here are some items to keep in mind:

- **IMPORTANT**—To kick off the Automatic Marks job at the end of a reporting term (i.e. Sem1, Sem2, Final), you must edit and save an Automatic Mark Rule--this will kick off the job to calculate the marks. Go into the Automatic Marks Maintenance screen; click the edit pencil icon next to any Automatic Mark rule, then click Save in order to "trigger" the calculations.
- **IMPORTANT**—If you need to calculate automatic marks for students before the last day of school (i.e. seniors who are finished with classes before rest of students); use Automatic Mark Calculation Dates screen for this process. Go to Home>Management>School Administration>Marks Administration Menu>Automatic Marks Calculation Dates. To execute the automatic mark job, edit and save any automatic mark rule as described above.

Permanent Record Labels

When you set up your permanent labels, it is likely you will have to make some adjustments to the margin settings to accommodate the permanent record label format you select along with your school printer. Once you have determined which format you will use to print your permanent record labels, run tests on plain paper before using expensive label sheets to ensure everything is aligned correctly. On the R700 screen, toward the bottom of the screen you will find the "Output" selection buttons (report, labels report & labels). Select the report option (not label option).

DASL State Support has tested and recommends the following for permanent record labels:

- Avery 8163 for 2" x 4" labels/formats
- Avery 8164 for 3 1/3" x 4" labels/formats

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For a complete list of Permanent Record Label formatters, screen copies, and documentation, check out DASL's End User Documentation "Permanent Record Label Procedural Checklist" or "End of Year Label Set UP and Print Help". Click here to link to the DASL Student web documentation: <http://www.mdeca.org/student/DASL/DASLhome.htm>

Scheduling Q & A

Finalizing Schedules

Question: My school is finished with 08/09 scheduling, should I go ahead and finalize their schedule now in DASL Options?

Answer: No, wait as long as you can. Once the schedule is finalized the Drop function will become available. Then if a user chooses to drop a student from a course section using the 1st day of school, the student is counted as still in the class the 1st day. Therefore the filling counts will be off because the filling counts will include this student. If the schedule remains Unfinalized, the school will only be able to do Removes –which is what we want. When the schedule is Unfinalized and a Remove is processed, the course section assignment is permanently deleted from the student's schedule – which is what we want. Then the student's scheduling pages aren't cluttered with unwanted assignments.

New Scheduling Documents posted to DASL Student Web Page!

DASL State Support is very excited to announce two new documents. The first document is titled **Comparison of DASL Scheduling Pages**. This document details the pros and cons of the three scheduling pages in DASL: Course Section Assignments, Requests, and Request Assignments.

The 2nd document is titled **Scheduling Pages Table** and is a table format summarizing the pros and cons of all three of the scheduling pages. State Support recommends printing the 2nd document on a color printer if available.

Click here to link to the DASL Student web documentation: <http://www.mdeca.org/student/DASL/DASLhome.htm>

Dates to note on your calendars

DASL Open Labs

MDECA is offering DASL Open Labs on most Tuesdays and Thursdays during the month of June. All Open Labs will be held from 1:00-4:00 p.m.



DASL Scheduling Workshops

June 11 – 1:00-4:00 High School Scheduling

June 12 – 1:00-4:00 Middle School Scheduling

June 18 – 9:00-12:00 Elementary Scheduling

Click here <http://www.mdeca.org:8086/training/dasl> to access the DASL training calendar.

Registration is required for all training. Please register at rice@mdeca.org or 223-1112 x 3010.