

DASL COURSE SYLLABUS (updated 01/04/12)

COURSE	DESCRIPTION	WHO SHOULD ATTEND?	PRE-REQUISITE
Assessment	Users will learn how to run pre-identification exports, review “Who Needs It” data, review assessment import management and test data, and run various assessment reports. Manually entered test data will be covered as well.	Guidance Counselors, Guidance Secretary, Building Secretary	Getting Started, Username and Password
Attendance	Users will learn how to set up codes that are related to the attendance screens. They will also learn how to enter attendance information and maintain student attendance calendars for a student or group of students. The set up and use of Attendance letters will be reviewed as well as learning how to run reports for the attendance module will also be completed.	Attendance Officers, Building Secretaries who complete attendance	Getting Started, Username and Password
Back to School Checklist	Users will receive a checklist of items that are recommended to be completed at the beginning of the year. The following will be briefly reviewed: registration and withdrawal of students, making sure the building is properly set up for the school year, adding staff members to a building, finalizing the master schedule, bulk assign fees, printing schedules and class lists, and assigning fees.	DASL Coordinator, EMIS Coordinator. Each district will need to decide what personnel will have access to the EMIS information and all of those persons should come to this class.	Getting Started, Registration, Attendance, Scheduling,
Course Group Scheduling	Users will learn how to set up codes that are related to course group scheduling including adding a staff member and updating and creating course sections. They will also learn how to bulk assign students into homerooms and classes. A review of how to run reports for schedules and class lists will be completed.	Building secretary	Getting Started, Username and Password

COURSE	DESCRIPTION	WHO SHOULD ATTEND?	PRE-REQUISITE
Course Requests/Public Course Requests	Users will learn how to set up codes that are related to scheduling so requests can be given to students. They will also learn how to enter requests for students individually, by group, and/or via the public course request module, which allows students/parents to enter course requests. A review of how to run reports for the course request module will also be completed.	Counselors, Guidance Secretary	Getting Started, Username and Password
Discipline	Users will learn how to set up codes that are related to discipline, which include the set up of infractions and actions. They will also learn how to enter and maintain discipline incidents for a student or group of students. A review of how to run reports for the discipline module will also be completed.	Building Secretary, Discipline Administrator	Getting Started, Username and Password
Elementary Scheduling	Users will learn how to set up codes that are related to elementary scheduling including adding a staff member and updating and creating course sections. They will also learn how to bulk assign students into homerooms and classes. A review of how to run reports for schedules and class lists will be completed.	Building secretary	Getting Started, Username and Password
EZ Query	Users will learn how to access the EZ Student information, how to run EZ Query Reports, and how to search for students using SIS Student Search. They will learn how to download student information into several different formats. They will also learn how to access EZ Query Reports, Testing, and Tools.	Anyone who uses DASL	Username and Password
Getting Started	Getting Started is designed for the user who has never used DASL before. It will introduce DASL to the user and help them maneuver around the software package.	Anyone who uses DASL	Username and Password

COURSE	DESCRIPTION	WHO SHOULD ATTEND?	PRE-REQUISITE
	They will also learn how to run basic reports, use the student search and DASL Portal.		
Graduation Eligibility	Users will learn how to set up codes and rules related to the Graduation Verification/Eligibility module. They will also learn how to link the rules to students and run the module to find out if a student is eligible to graduate on time.	Guidance Counselors, Guidance Secretary	Getting Started, Username and password
High School Scheduling	Users will learn how to set up codes that are related to scheduling to help create a master schedule. They will also learn how to create and edit courses, course sections and course groups for the master schedule as well as run the batch scheduler. A review of how to run reports for the scheduling module will also be completed.	Guidance Counselors, Guidance Secretary, Building Secretary	Getting Started, Username and Password
High School/Middle School Batch Scheduling	Users will learn how to run scheduling reports to verify data after course requests have been entered. They will learn how to configure the Single Student Scheduler and the Batch Scheduler. They will also learn how to review scheduling statistics and run reports to resolve conflicts and verify schedules. The Study Hall Wizard will also be covered.	Guidance Counselors, Guidance Secretary, Building Secretary	Getting Started, Username and Password
Counselors, Homerooms & Lockers	Users will learn how to set up codes that are related to setting up counselors, homerooms and lockers. They will also learn how to bulk assign counselors, lockers and homerooms to students and/or assign counselors, lockers and homerooms to an individual student. A review of how to run reports for the counselors, homerooms and lockers will also be completed.	Guidance Secretary, Building Secretary	Getting Started, Username and Password

COURSE	DESCRIPTION	WHO SHOULD ATTEND?	PRE-REQUISITE
Interim/Report Cards	Users will learn how to set up codes that are related to marks. They will also learn how to make sure marks are properly entered so interims and report cards can be run from DASL. A review of how to update GPAs, run Report Cards, Honor Rolls, and other related reports for the marks module will also be completed.	Guidance Secretary, Building Secretary	Getting Started, Username and Password
Medical	Users will learn how to set up codes that are related to the medical screens for immunizations and the health log. They will also learn how to enter medical information for a student which includes entering immunizations, medical alerts, screenings, entering health logs and viewing medical contact information. A review of how to run reports for the medical module will also be completed.	Nurses	Getting Started, Username and Password
Middle School Course Group Scheduling	Users will learn how to bulk assign students to homerooms, enter course group information, and bulk assign course groups by using homerooms. They will also learn how to add individual course section assignments if needed.	Counselors, Building Secretary	Getting Started, Username and Password
Middle School Team Scheduling	Users will learn how to create and define team memberships using membership groups and assign students to teams. They will also learn how to create course request mass update groups and rules and assign/execute those mass update rules. They will learn how to configure the Batch Scheduler. They will also learn how to review scheduling statistics and run reports to verify schedules.	Counselors, Building Secretary	Getting Started, Username and Password

COURSE	DESCRIPTION	WHO SHOULD ATTEND?	PRE-REQUISITE
Registration	Users will learn how to set up codes that are related to registering students, withdrawing students, and adding contacts. They will also learn how to register a student, withdraw a student, add contacts, use alerts, use student profile bulk update, and edit student profile tabs. A review of how to run reports and create labels for the registration module will also be completed.	Building Secretary, Central Office	Getting Started, Username and Password
Schedule Changes	Users will learn how to create schedules for newly enrolled students and how to change existing schedules for add/drops. Master schedule maintenance creation/updating of courses and course sections will also be reviewed. Also a review of how to run schedule cards and related reports for the scheduling module will be completed.	Guidance Counselors, Guidance Secretary, Building Secretary	Getting Started, Username and Password
Student Transfer	Users will learn how to transfer a single student and multiple students. Users will learn how to enroll students from another district within the MDECA ITC and also from other ITCs in the state. Importing course history and attendance will be covered as well as COHI marks mapping.	Building Secretary, Central Office, EMIS Coordinator, Guidance Counselor	Getting Started, Registration; Username and Password
Reporting Services	Users will learn how to log on and navigate within Reporting Services and generate reports. They will also learn how to set up and maintain subscriptions.	EMIS Coordinator, Secretary, Principal, Superintendent, Guidance Counselor	Getting Started, Username and Password, Reporting Services Access
	POSITION BASED COURSES		
Attendance Secretary	Course will cover Attendance, Attendance letters, and Attendance reports.		Getting Started, Username and Password

COURSE	DESCRIPTION	WHO SHOULD ATTEND?	PRE-REQUISITE
Counselor /Counselor Secretary	Course will cover Marks, Counselor Mgmt, Interims/Report Cards, Graduation/Eligibility, Year End Labels, Course Requests, Schedule Mgmt, Course History Entry, GPA/Honor Rolls, Transcripts, and Assessment.		Getting Started, Username and Password
Elementary Secretary	Course will cover Registration/Withdrawal, EMIS Record Tab Mgmt, Attendance, Assessment (Pre-ID Labels), Marks Mgmt, GPA/Honor Rolls, Interims/Report Cards, Year End Labels, Entering and Managing Discipline, Entering and Managing Medical, Entering and Managing Fees, Homeroom/Location Management, and Schedule Management.		Getting Started, Username and Password
Fee Secretary	Course will cover Proration Tables, Assigning and Adjusting Fees, and Fee Reports.		Getting Started, Username and Password
Middle School /High School Building Secretary	Course will cover Registration/Withdrawal, EMIS Record Tab Mgmt, Locker Mgmt, Assessment (including Pre-ID Labels), Attendance, GPA/Honor Rolls, Marks Mgmt, Interims/Report Cards, Year End Labels, Entering and Managing Discipline, Entering and Managing Medical, Entering and Managing Fees, Homeroom/Location Mgmt, and Schedule Management.		Getting Started, Username and Password
Principal	Course will cover the process of submitting the following reports: Schedule Cards, Report Cards, Teacher Mark Spread, and Attendance Data.		Getting Started, Username and Password

COURSE	DESCRIPTION	WHO SHOULD ATTEND?	PRE-REQUISITE
Scheduling Workshops	Workshops are offered in June. These workshops are not training courses; they are an opportunity for you to come to MDECA to work in the lab. A DASL staff person will be available to answer questions. Space is limited, so please call to register.		Getting Started, Scheduling, Username and Password