

**DASL COURSE SYLLABUS (updated 12/08/08)**

<b>COURSE</b>	<b>DESCRIPTION</b>	<b>WHO SHOULD ATTEND?</b>	<b>PRE-REQUISITE</b>
<b>Assessment</b>	<b>TBA</b>	Guidance Counselors; Guidance Secretary; Building Secretary	Getting Started; Username and Password
<b>Attendance</b>	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
<b>Back to School Checklist</b>	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;
<b>Course Group Scheduling</b>	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
<b>Course Requests/Public Course Requests</b>	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	Counselors; Guidance Secretary	Getting Started; Username and Password

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	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.		
<b>Discipline</b>	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
<b>Elementary Scheduling</b>	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
<b>EZ Query</b>	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
<b>Fees</b>	Users will learn how to set up codes and proration tables that are related to fees including general, course and miscellaneous fees. They will also learn how to bulk assign fees for beginning of the school year, assign fees individually and make payments. A review of how to run reports for the fees module will also be completed.	Building Secretary	Getting Started; Username and Password

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<b>Getting Started</b>	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. They will also learn how to run basic reports, use the student search and DASL Portal.	Anyone who uses DASL	Username and Password
<b>Graduation Eligibility</b>	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
<b>High School Scheduling</b>	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
<b>High School/Middle School Batch Scheduling</b>	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
<b>Counselors, Homerooms &amp; Lockers</b>	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	Guidance Secretary; Building Secretary	Getting Started; Username and Password

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	review of how to run reports for the counselors, homerooms and lockers will also be completed.		
<b>Interim/Report Cards</b>	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
<b>Medical</b>	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
<b>Middle School Course Group Scheduling</b>	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
<b>Middle School Team Scheduling</b>	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

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<b>Registration</b>	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
<b>Schedule Changes</b>	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
<b>Transcripts</b>	Users will learn how to set up codes that are related to transcripts. They will also learn how to add, view and edit student course history during the school year. Users will learn how to create student transcripts and how to run related reports.	Guidance Counselors; Guidance Secretary; Building Secretary	Getting Started; Username and Password
	<b>POSITION BASED COURSES</b>		
<b>Attendance Secretary</b>	Course will cover Attendance, Attendance letters, and Attendance reports.		Getting Started; Username and Password
<b>Counselor /Counselor Secretary</b>	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

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<b>Elementary Secretary</b>	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 Mgmt, and Schedule Mgmt.		Getting Started; Username and Password
<b>Fee Secretary</b>	Course will cover Proration Tables, Assigning and Adjusting Fees, and Fee Reports.		Getting Started; Username and Password
<b>Middle School /High School Building Secretary</b>	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 Mgmt.		Getting Started; Username and Password
<b>Principal</b>	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
<b>Scheduling Workshops</b>	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