DASL Data Entry Guide, 2014-15

DASL.NAIS.ORG

The DASL Survey season runs from August 4 through October 25, 2014. This guide will help ensure a smooth data entry process for your team and help you make the most of the DASL features. If you have any questions, please contact us at *daslhelp@nais.org*.
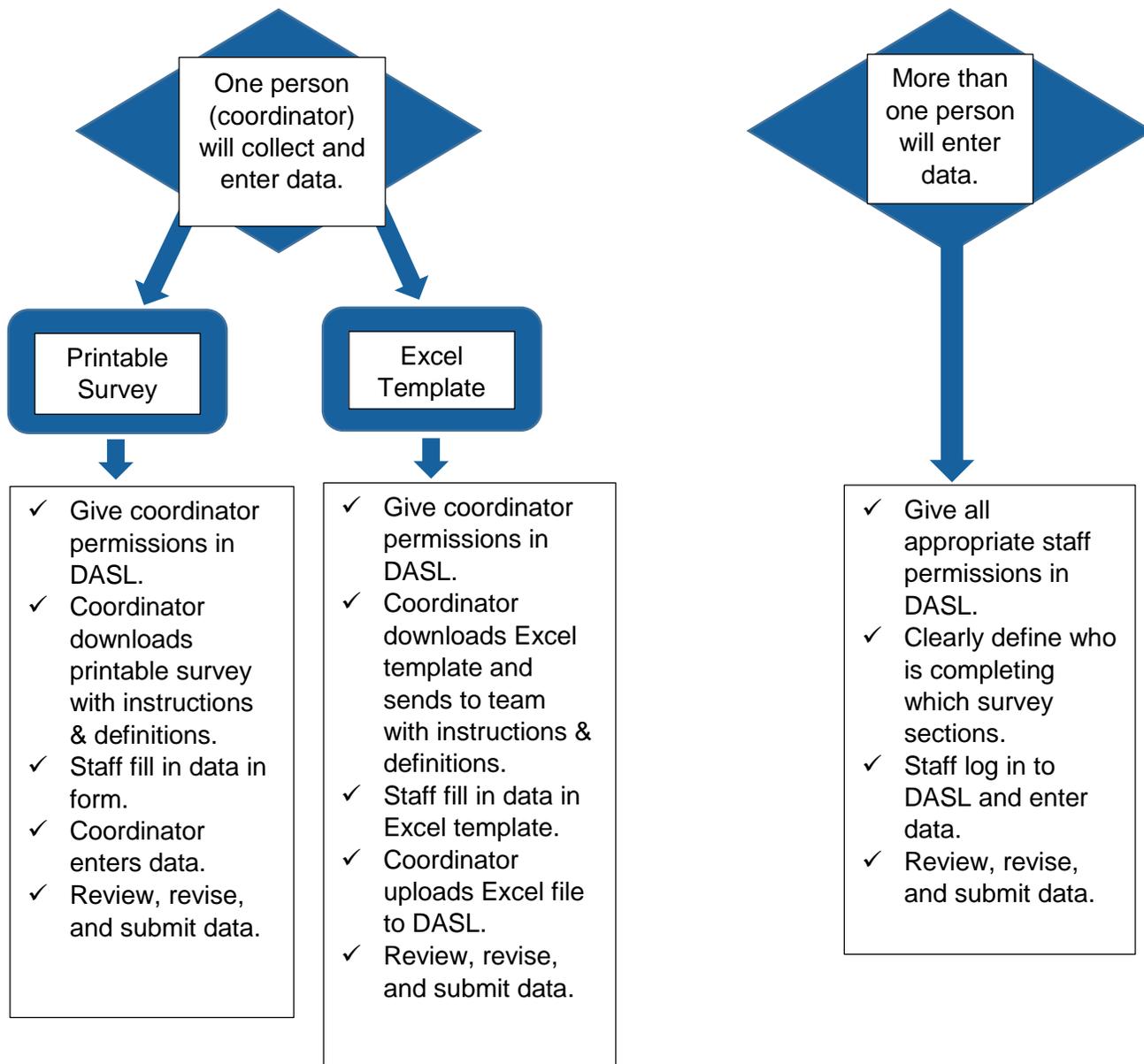
Steps to Entering Data

Each step below has detailed directions in the pages that follow.

1. **Decide internally how your school team will enter data.**
   This is an internal decision, no need to do anything in DASL to record this.

2. **In DASL confirm the associations to which your school belongs.**
   This step must be taken by the school head, business manager, or the person they've designated.
   It is critical you complete this step before you begin data entry, so that you see all the survey questions from all the associations to which you belong. More than 30 associations now use DASL to conduct their surveys.

3. **Set the appropriate access level for each of your school's DASL users.**
   This step must be taken by the school head, business manager, or the person they've designated.

4. **Activate your DASL survey.**
   This step must be taken by the school head, business manager, or the person they've designated.

5. **Enter your data on or October 25.**
   You will have the choice of using the online form or the Excel template.

6. **Review, approve, and submit your data.**

Decide internally how your school team will enter data.

Before you begin the survey, it will be helpful to decide whether one person will collect and enter all of your school's DASL survey data OR whether more than one person at your school will enter the data. Based on that decision, you can plan your process accordingly. See workflow tips below.

Note: This is an internal decision at your school that can help organize your staff. You do not need to tell NAIS or indicate in DASL how you plan to enter data.

One person (coordinator) will collect and enter data.

More than one person will enter data.

Printable Survey

Excel Template

- ✓ Give coordinator permissions in DASL.
- ✓ Coordinator downloads printable survey with instructions & definitions.
- ✓ Staff fill in data in form.
- ✓ Coordinator enters data.
- ✓ Review, revise, and submit data.

- ✓ Give coordinator permissions in DASL.
- ✓ Coordinator downloads Excel template and sends to team with instructions & definitions.
- ✓ Staff fill in data in Excel template.
- ✓ Coordinator uploads Excel file to DASL.
- ✓ Review, revise, and submit data.

- ✓ Give all appropriate staff permissions in DASL.
- ✓ Clearly define who is completing which survey sections.
- ✓ Staff log in to DASL and enter data.
- ✓ Review, revise, and submit data.

In DASL confirm the associations to which your school belongs.

This step must be taken by the school head, business manager or the person they've designated.

DASL is being used by more than 30 associations of independent schools to collaborate on collecting survey information. It is critical that you confirm the associations to which you belong so that when you activate your DASL survey, you'll be able to see and answer ALL questions from the applicable associations. (Some participating associations will conduct other surveys in addition to DASL.)

1. Go to *dasl.nais.org* and log in using your NAIS username and password.

2. From the DASL home page, at the bottom of the left-hand navigation menu, you will see a list of associations to which your school is currently tied in DASL.

MY ASSOCIATIONS

Independent Education

The Association of Independent Maryland & DC Schools

National Business Officers Association

Friends Council on Education

Missing an association?
If an association you belong to does not show up on your home page, email us at *daslhelp@nais.org* using the subject line "Missing association in DASL." Provide your school name, city and state, and the missing association(s).

Not a member?
If you see an association to which your school does NOT belong, click on the association name and you'll be brought to the association page.

The Association of Independent Maryland & DC Schools
AIMS

is a member of The Association of Independent Maryland & DC Schools.
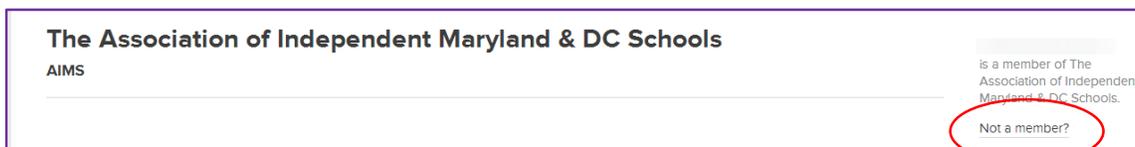
Not a member?

On the top of that page, click "Not a member?"

AIMS Membership ×

○ My school is a member.
Membership allows:
- Benchmarking with other members' data.
- Other members benchmarking with our data.
- Association-specific survey questions.

○ My school is NOT a member.
We do not want:
- Benchmarking with other members' data.
- Other members benchmarking with our data.
- Association-specific survey questions.

Save   Cancel
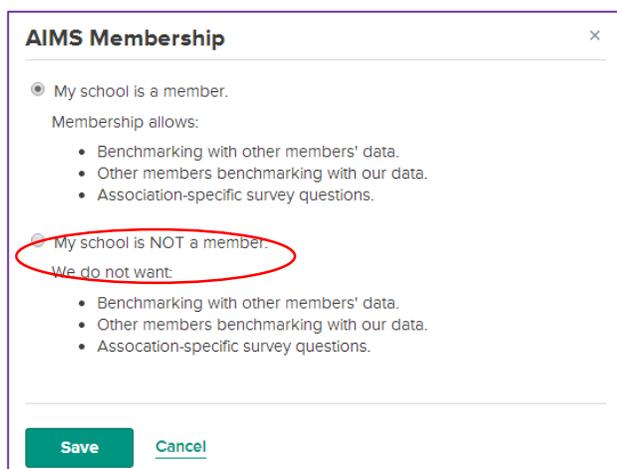
Select "My school is NOT a member" then click "Save."

National Association of Independent Schools | DASL Data Entry Guide

In DASL set the appropriate access level for each of your school's DASL users.

This step must be taken by the school head, business manager or the person they've designated.

1. Go to *dasl.nais.org* and log in using your NAIS username and password.

2. From the DASL home page, click on **User Permissions** at the bottom of the left-hand navigation menu.

3. On the **Manage User Permissions** page, in the DASL Users section, you will see all the individuals from your school who have access to DASL. Click on the boxes to indicate the access level each one should have in DASL. There may be additional people who have records in our database and are attached to your school, but do not yet have DASL access. See how to add a user on the next page.

Manage User Permissions

DASL Administrators

- Gina Lee
- Karen Hunter

DASL Users

To add individuals to your school's roster, click on the following link. Scroll to the bottom of the page, and click on "Edit my Organization." Scroll down to "Our Contact" and click, "Add Contact." Then follow the prompts to add the individual or individuals. When you are finished, return to DASL to give those individuals the permissions you'd like them to have in this system.

Add User

Name	Title	Pull Reports	Edit Data	See Salaries & Compensation	Manage User Permissions	Activate, Submit, and Review Survey
Greg Unley	Assistant Business Manager	☐	☑	☐	☐	☐
Lisa Smith	Director of Development	☑	☑	☐	☐	☐
Lottie Edmond-Wright	Head Assistant	☑	☑	☑	☐	☐
Pearl Thompson	Director	☐	☑	☐	☐	☐
Tkeyah Lyde	Heads Assistant	☑	☑	☐	☐	☑
William Jones	Director of Admissions	☑	☑	☐	☐	☐

|◄ ◄ **1** ► ►| 20 ▼ items per page   1 - 6 of 6 items

Pull Reports: This user may use Benchmarking and other reporting features in DASL.
Note*: This user will only be able to report on *salary* data if the Salaries box is also checked.

Edit Data: This user may enter data and previous data. See note above re: salaries.

See Salaries & Compensation: This designation adds access to salary and compensation data for the permissions above.

Manage User Permissions: This user may manage permissions and add new users.

Activate, Submit, and Review Survey: This user leads the data entry process for a school. *Note:* Heads of School and Business Managers automatically have this access and can opt to designate a colleague.
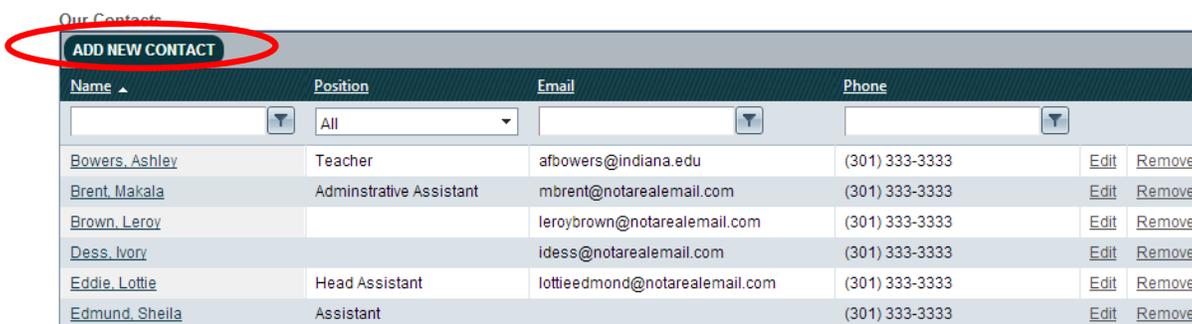
Giving DASL access to additional people from your school

1. Your list of "DASL Users" includes all the individuals from your school who currently have DASL access. There may be additional people who have records in our database and are attached to your school, but do not yet have DASL access. To add another individual from your school to your DASL Users, click on the "Add User" button above the table of DASL Users.

2. First you will search our database to find that person's record. In the pop-up box, start typing in the name of the individual. If you see the name, click on it, then click "Add User." You can then assign DASL permissions to that individual.
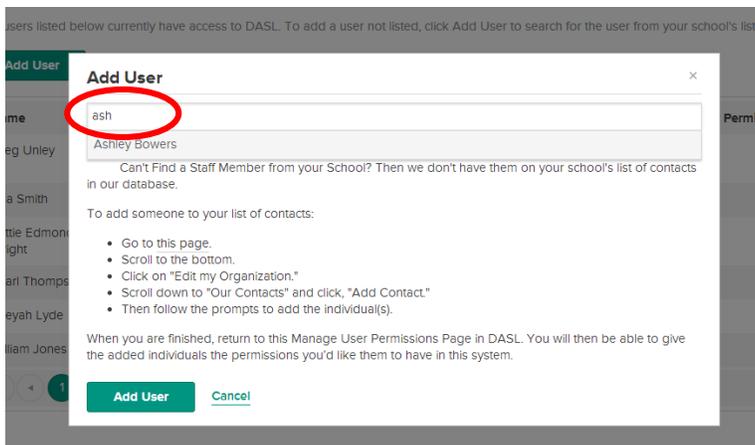
If you need assistance, please contact us at _daslhelp@nais.org_.

4. If the name you are searching for does not appear, that means the person does not have a record in our database. To add a new contact record to our database, click on the link provided in the pop up window, go to Edit My Organization and scroll down to Our Contacts. *Note: you will be able to complete this step only if you are the head of school, business manager, or assistant to the head of school. All others should contact one of these individuals at your school to have this change made.*

Click on "Add New Contact." Fill in the form and press "Save." Within three hours, the record will be in our database and you can return to the DASL User Permissions section to add the user and set his or her permissions in DASL.

Activate your DASL survey.

This step must be taken by the school head, business manager or the person they've designated.

1. From the DASL home page at *dasl.nais.org*, in the left-hand navigation menu, under "My Data," click "Survey Home."

2. On the Activation page, enter the data requested. Decide whether to first populate the fields with your prior year's data. Review and agree to the Terms and Conditions.

You can opt to have DASL populate these fields with last year's data, if you submitted your data in 2013-14.

Review the Terms and Conditions, and check the box to agree.

Click to activate your survey. This opens the survey for other DASL Users from your school to enter data.

Enter Your Data (Option 1: Using the Online Form)

1. From the DASL home page at *dasl.nais.org*, in the left-hand navigation menu, under "My Data," click "Survey Home."

2. On your Survey Home page, click the category name to go to that part of the survey.

   The survey is divided into 12 categories of questions, each of which has one or more sub-categories. This page will display the list of categories, and indicate your school's progress in responding to the questions in that category. (In the example shown, in the category "School and Students," this sample school has completed 9 out of 169 questions applicable to that school.)
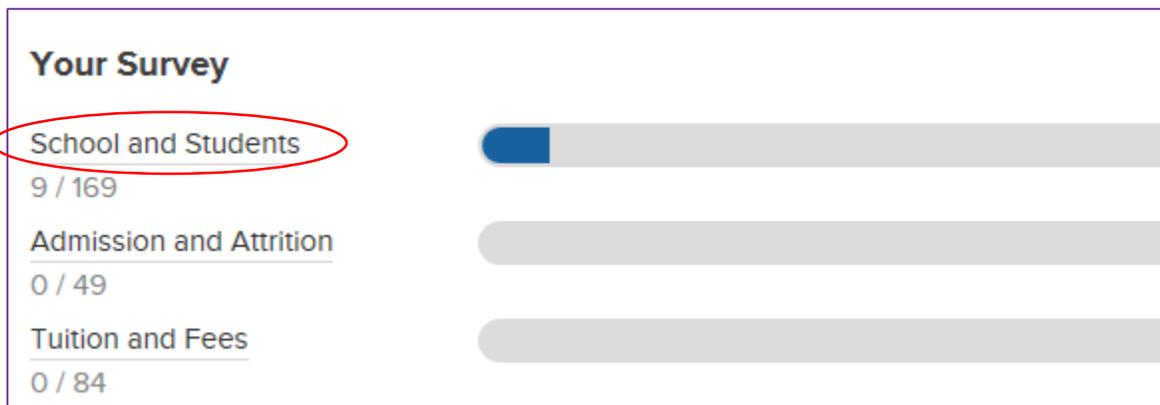
3. On each survey page, you will have the option of filling the fields with data from last year, if you submitted data to StatsOnline in 2013-14.

4. Save your work often by clicking the "Save" button at the bottom of the page.

5. Within each category, fill in answers to the "Core Data" questions. Below this list, you may see questions from one or more of your associations.

Enter Your Data (Option 1: Using the Online Form), continued

6. Within a survey category (e.g., School and Students), navigate from one subcategory to the next using the pull-down menus. OR click the "Next" button at the bottom of the page.
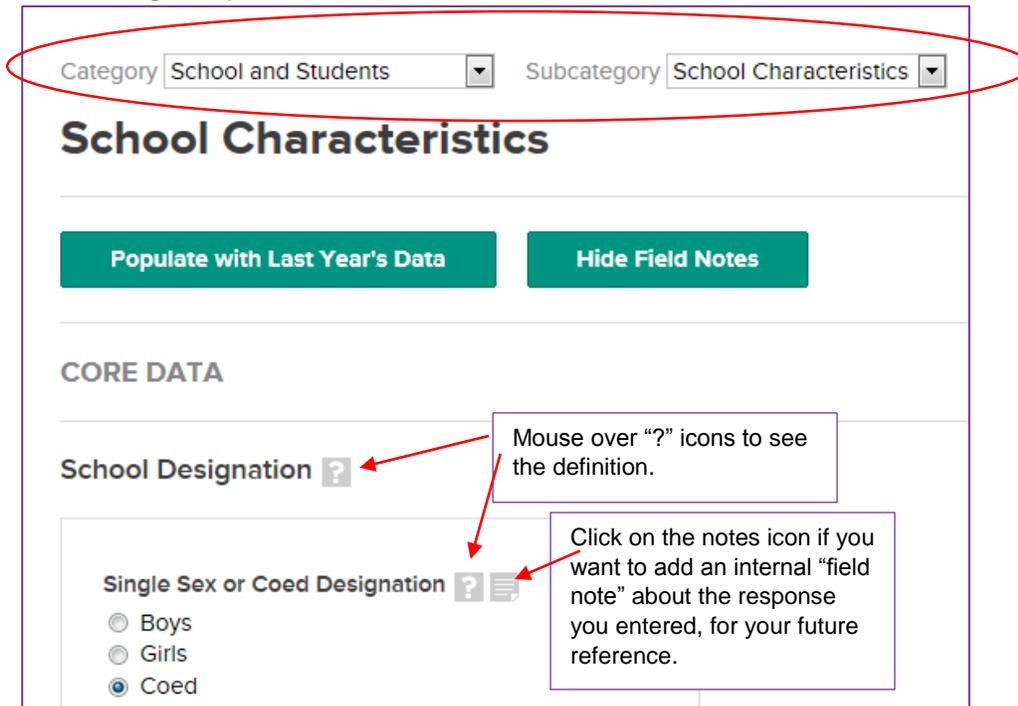
Mouse over "?" icons to see the definition.

Click on the notes icon if you want to add an internal "field note" about the response you entered, for your future reference.

7. **"Are you missing anything?" message**
DASL has been designed to be more responsive than in the past. For example, if your school is a girls' school, you will not see questions related to boys' enrollment. To be sure we have not inadvertently omitted a question that *should* apply to you, we have checks built in. If you feel that there are questions missing from a survey page, look to the top of the page for a message like the following. If you need to adjust one of your responses describe in the box, click on that question name to go back to that point in the survey.

Enter Your Data (Option 2: Using the Excel Template)

You can now opt to download an Excel template, use it to gather your data, and then upload the template to populate fields for your school in the DASL survey.

1. From the DASL home page at *dasl.nais.org*, in the left-hand navigation menu, under "My Data," click "Survey Home."

2. On the "Your Survey" home page, click on "Export Survey Template."
   An Excel file will open, programmed with all of the survey questions, drop-down options, validation rules, and other elements of the survey itself.
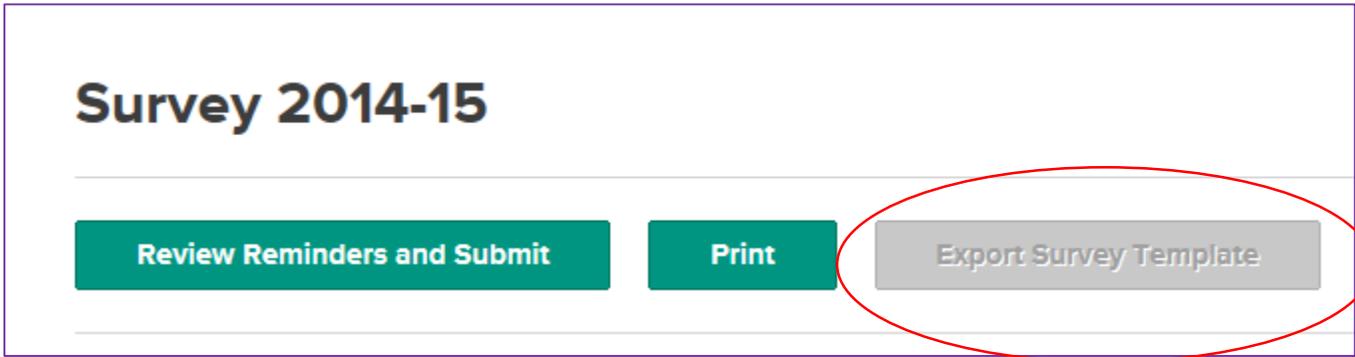
3. Save this file to your hard drive, and enter your school's data into the template.

4. All of the item definitions and drop-down menu options are programmed into the Excel spreadsheet. To access definitions:


Mouse over the item label in the first column of the Excel Spreadsheet, to see the definition. If it doesn't pop up, look at the top of your Excel window. If you have a yellow bar that says, "Protected View," click on the "Enable Editing" button in that bar.

5. Before the close of the survey season on October 25, you will be able to upload the completed Excel file to DASL, verify that your data were populated correctly to the survey form, and submit them to the system.

Review, approve, and submit your data.

This step must be taken by the school head, business manager or the person they've designated.

1. From the Survey Home page, confirm that all the survey categories have been completed.

2. Click the "Review Reminders and Submit" button.
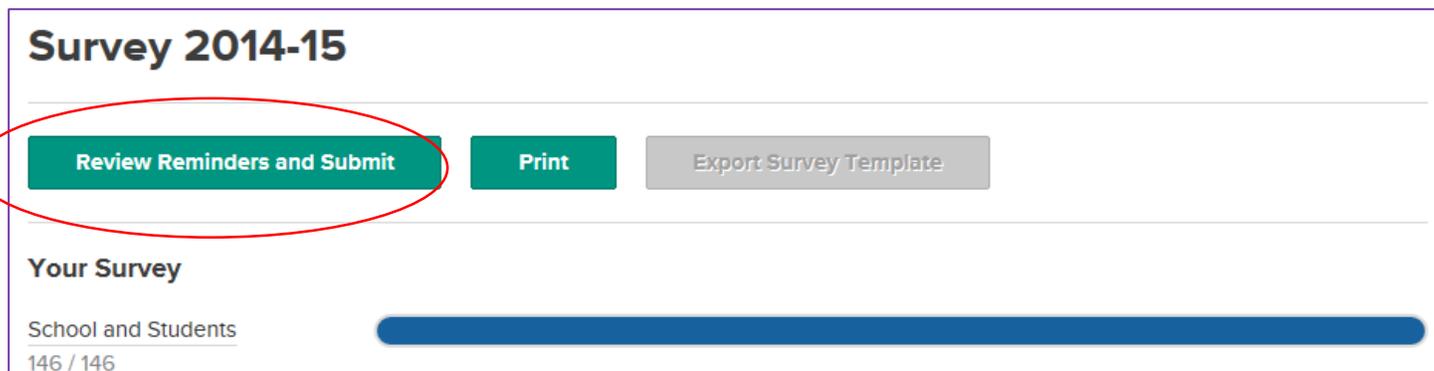
Survey 2014-15

Review Reminders and Submit   Print   Export Survey Template

Your Survey

School and Students
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3. On the "Survey Submission Alerts" page, if there are any data in your school's survey that vary more than would be expected based on your school's data history, you will see warning signs, with a link to the potential error.

- Yellow messages indicate potential inaccuracies in the data entered for your school.
- Red messages indicate data missing for required questions.

Use this list to review and revise your school's data as needed. Add explanatory notes, if you feel they will be helpful to you and your colleagues in the future and/or to your associations as they verify data entries for your school.

4. When you are satisfied that all of the data entered for your school are correct, click the "Submit Survey" button.
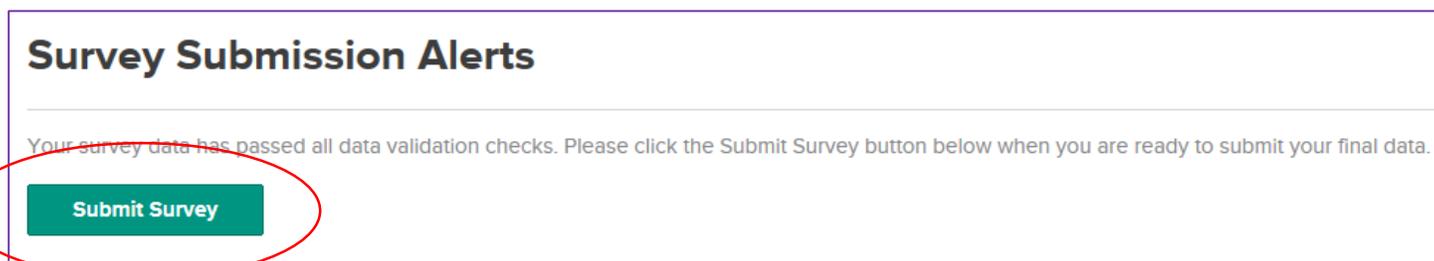
Survey Submission Alerts

Your survey data has passed all data validation checks. Please click the Submit Survey button below when you are ready to submit your final data.

Submit Survey

Congratulations! You have submitted your DASL data entry for 2014-15. Your associations will review data and may contact you with questions if any entries for your school seem unusual. Data will be available for benchmarking and other reporting as soon as associations are confident that the data are accurate.