

DASL Data Entry Guide, 2018-19

DASL.NAIS.ORG

The DASL Data Entry season runs from June 3 through October 10, 2018. 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 Head of School, Business Manager, or the person they have 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 40 associations now use DASL to collect data from their members.

3. Set the appropriate access level for each of your school's DASL users.

This step must be taken by the Head of School, Business Manager, or the person they have designated.

4. Activate your DASL data entry.

This step must be taken by the Head of School, Business Manager, or the person they have designated.

5. Enter your data by 5 pm eastern on October 10.

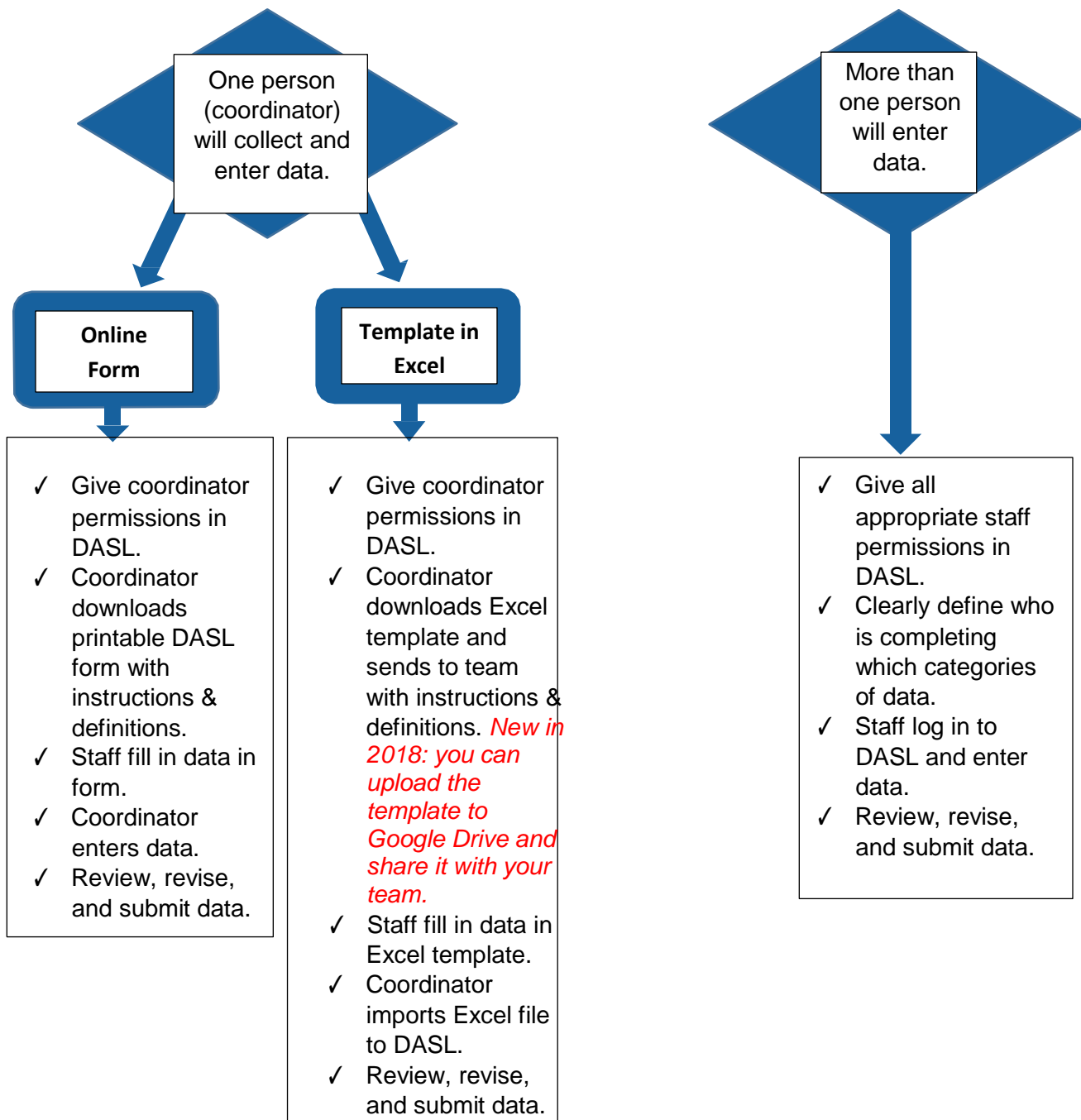
You will have the choice of using the online form or the Excel template.

6. Review, approve, and submit your data.

Decide internally how your school team will enter data.

Before you begin entering data, it will be helpful to decide whether one person will collect and enter all of your school's DASL 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.



In DASL confirm the associations to which your school belongs.

This step must be taken by the Head of School.

DASL is being used by more than 40 independent school associations to collaborate on collecting data from their members. It is critical that you confirm the associations to which you belong so you'll be able to see and answer ALL questions from the applicable associations. (Some participating associations will ask questions to supplement the core set.)

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. You will also see this list on the Data Entry homepage.
3. Refer to the list of associations participating in DASL at the end of this document.

MY ASSOCIATIONS

Independent Education

The Association of Independent Maryland & DC Schools

National Business Officers Association

Friends Council on Education

Missing an association?

If your school belongs to an association on the participating list and 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" and click "Save."

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

This step must be taken by the Head of School, Business Manager, or the person they have designated.

1. Go to *dasl.nais.org* and log in using your NAIS username and password.
2. From the DASL home page, click on **School Data Permissions** at the bottom of the left-hand navigation menu.
3. On the **School Data 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	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lisa Smith	Director of Development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lottie Edmond-Wright	Head Assistant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pearl Thompson	Director	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tkeyah Lyde	Heads Assistant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
William Jones	Director of Admissions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

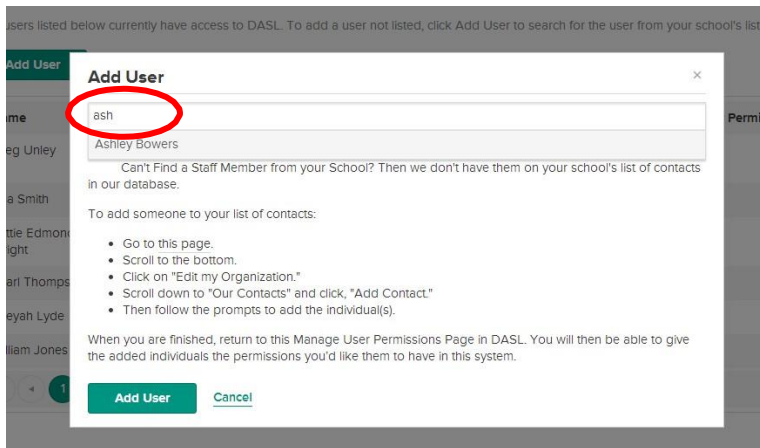
See Salaries & Compensation: This designation adds access to salary and compensation data for the permissions above.

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
dashelp@nais.org.

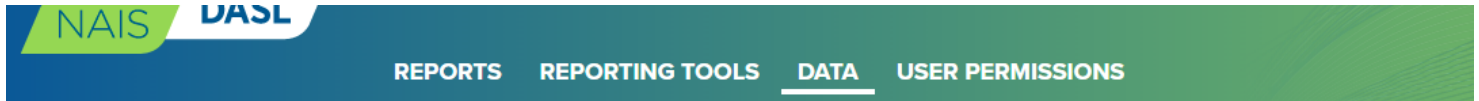
3. If the name you are searching for does not appear, that means the person does not have a record in our database.
4. To add a user to our database, instruct the user to register with NAIS as follows:
 - Visit <https://sso.nais.org/sso/login?appCode=DASL>
 - Click *Create a user account*.
 - Enter his/her email address and click *Search* to confirm the user doesn't already have an account under that email address.
 - Enter contact information along with a username and password and click *Create*.

After the user completes the above steps, you will receive an email indicating that the user has registered. At this point, the user is in our database but does not yet have permission to access DASL. You should then return to this page to grant the user the appropriate permissions. If you do not see the user in the table of DASL users, click Add, search for them and add them, along with the desired permissions.

Activate your DASL data entry.

This step must be taken by the Head of School, Business Manager, or the person they have designated in the School Data Permissions tool in DASL (see above).

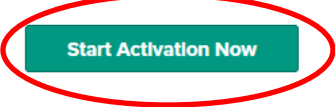
1. In the DASL navigation under “Data,” click “Data Entry 2018-19.”
2. Click “Start Activation Now.”



Data Entry 2018-2019

Activation Required

Welcome to the 2018-2019 DASL data entry season!
Before anyone from your school can enter data, you need to activate your data entry.



Enter Data for
120
days

Entry Started
Wednesday, June 13, 2018

Entry Ends
Wednesday, October 10, 2018



SETUP YOUR TEAM

Give access and setup permissions so other team members can help with data entry.

[+ School Data Permissions](#)



CHECK ASSOCIATIONS

Check that your school is in all the appropriate associations. Contact daslhelp@nais.org if you feel that associations are missing from the below list.

[NAIS](#)
[AISAP](#)



PREPARE DATA

Download/print a blank copy of your data entry fields or your data for a previous year.

[Download/Print](#)

3. On the Activation page, enter the data requested.

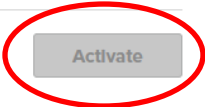
What is your religious affiliation?

Select

Year school was founded

1234

I acknowledge I have read and understand the [Terms and Conditions](#).



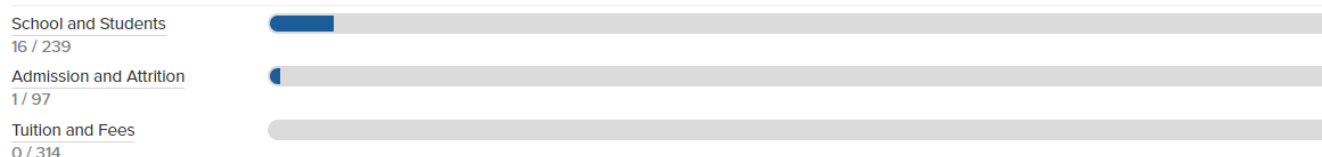
Review and agree to the *Terms and Conditions* and click, “Activate.”

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

1. Click on Data Entry 2018-19.

The collection 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 16 out of 239 questions applicable to that school.)

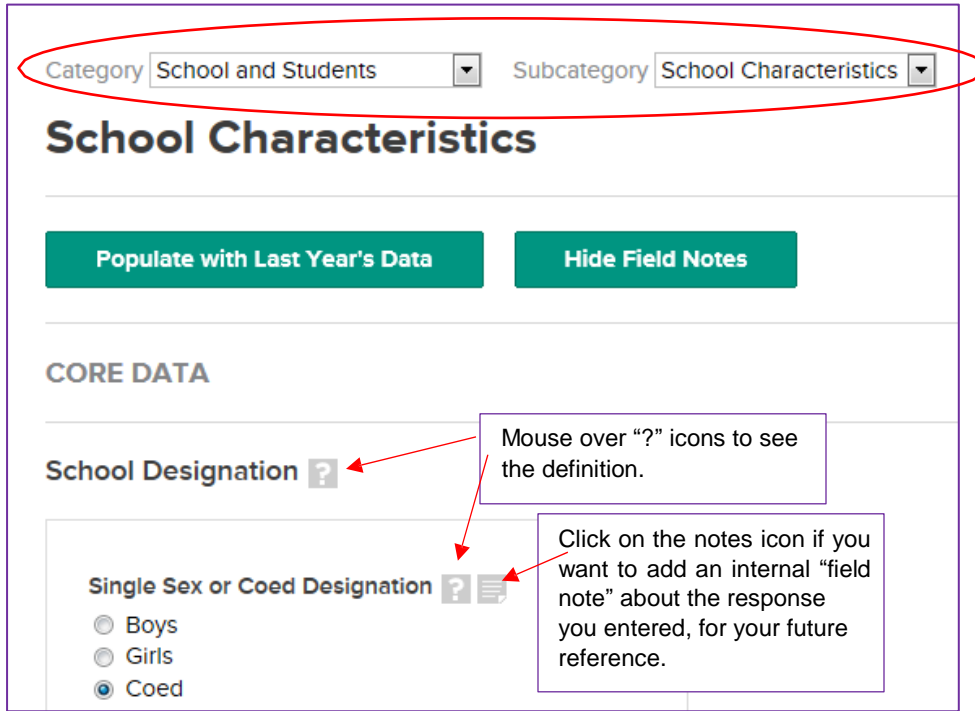
Data Entry Questions



2. Click the category name to go to that part of the data collection.
3. Scroll down the page, and enter data in the fields.
4. **Helpful Hints:**
 - a. For many subcategories in the data collection, you will find a box at the top of the page with a video and instructions for data in that section. Review these before entering your data.
 - b. Use the “Populate with last year’s data” link at the top of the page if you want to enter last year’s numbers and edit them.
 - c. Mouse over the ? symbol for a field to view the definition for that data point.
 - d. Click the page icon to leave a note about any data point for future reference. This could be a note of how you got the data to enter in that field, or an explanation for a number that might look incorrect.
 - e. Use the orange N/A symbol to designate any field as “Not Applicable” if the question does not apply to your school.
 - f. Save your work often by clicking the “Save” button at the top or bottom of the page, or use the Control S command.
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

8. Within a 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 or top of the page.



The screenshot shows a web form with the following elements:

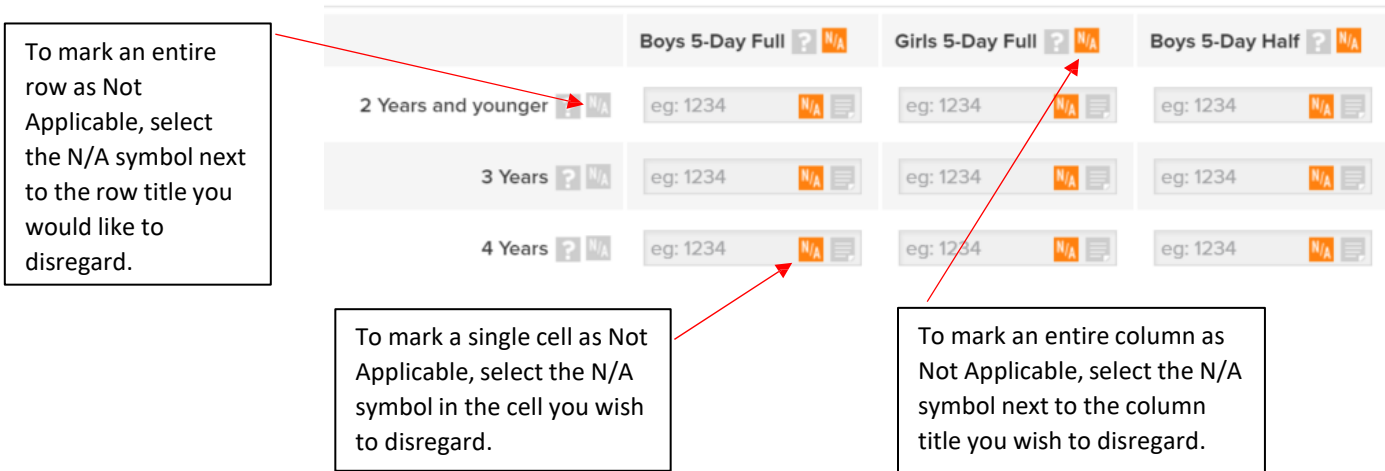
- Category: School and Students (dropdown menu)
- Subcategory: School Characteristics (dropdown menu)
- Buttons: "Populate with Last Year's Data" and "Hide Field Notes"
- Section: CORE DATA
- Field: School Designation ? (with a question mark icon)
- Field: Single Sex or Coed Designation ? (with a question mark icon and a notes icon)
- Options for Single Sex or Coed Designation:
 - Boys
 - Girls
 - Coed

Annotations in the image:

- A red oval highlights the Category and Subcategory dropdown menus.
- A callout box points to the question mark icon next to "School Designation": "Mouse over '?' icons to see the definition."
- A callout box points to the notes icon next to "Single Sex or Coed Designation": "Click on the notes icon if you want to add an internal 'field note' about the response you entered, for your future reference."

9. Not Applicable

This feature provides a quick way for you to respond to questions that are not applicable to your school. With the N/A option, you will be able to mark entire rows and columns as Not Applicable, so you don't have to leave blanks in the survey. This will also ensure that the Progress bar will accurately reflect your completion rate.



	Boys 5-Day Full ? N/A	Girls 5-Day Full ? N/A	Boys 5-Day Half ? N/A
2 Years and younger ? N/A	eg: 1234 N/A	eg: 1234 N/A	eg: 1234 N/A
3 Years ? N/A	eg: 1234 N/A	eg: 1234 N/A	eg: 1234 N/A
4 Years ? N/A	eg: 1234 N/A	eg: 1234 N/A	eg: 1234 N/A

Annotations in the image:

- Callout 1 (top left): "To mark an entire row as Not Applicable, select the N/A symbol next to the row title you would like to disregard." (Points to the N/A icon next to "2 Years and younger")
- Callout 2 (bottom left): "To mark a single cell as Not Applicable, select the N/A symbol in the cell you wish to disregard." (Points to the N/A icon in the cell for "4 Years" and "Boys 5-Day Full")
- Callout 3 (bottom right): "To mark an entire column as Not Applicable, select the N/A symbol next to the column title you wish to disregard." (Points to the N/A icon next to "Girls 5-Day Full")

10. Only Applicable Fields are Displayed

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 data entry page, look to the top of the page for a message like the following. If you need to adjust one of your responses described in the box, click on that question name to go back to that point in the data collection.

Only applicable fields are displayed

On this page, DASL is displaying only the fields that are applicable to your school, based on the answers you provided earlier in the data entry process. Below are the specific answers you entered that determine which fields are shown. Click on the question to edit your response:

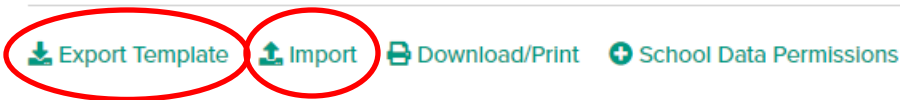
- [Single Sex or Coed Designation](#) **Girls**

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

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

Data Entry 2018-19

NAIS Test School [Change School](#)



1. From the Data Entry 2018-19 home page, click the “Export Template” link below the Home chevron.
2. An Excel file will open, programmed with all of the data collection questions, drop-down options, validation rules that apply to your school based on the characteristics your school provided during Activation (see above).
3. Save this file to your hard drive and enter your school’s data into the template.
 - a. *New in 2018-19:* you can upload the Excel file to Google drive as a google sheet and share it with your colleagues. Each person can enter data into the sheet. When you are done, download the file as an Excel file and import it to DASL.

PLEASE NOTE: *The same login must be used to download and upload your workbook. If the workbook structure has been modified or manipulated in any way, your workbook will not upload. Please do not alter this workbook in any way, other than adding responses to cells that request data.*

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

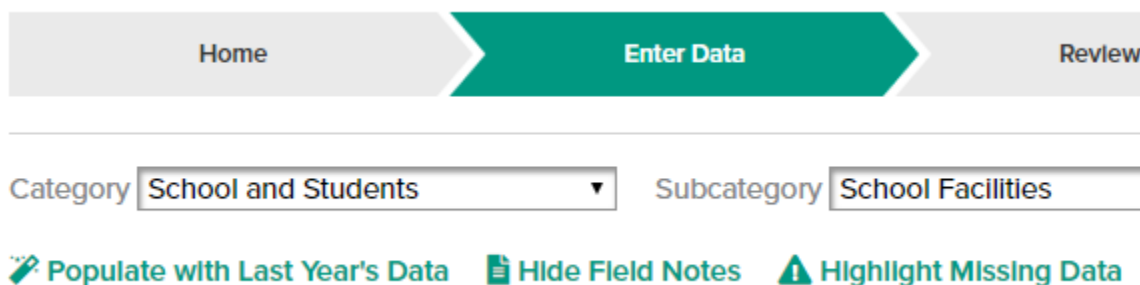
School Characteristics	
School Characteristics	School Designation
Single Sex or Coed Designation	Select from list
Does your school offer a Day program?	Select from list
Does your school offer a Boarding program?	Select from list

Mouse over the red triangle located in the upper left corner of the item label 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.

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 Data Entry 2018-19 home page, confirm that all the categories have been completed.
 - a. If you are missing data in a category, click on that category title and review each subcategory within it.
 - b. *New in 2018-19:* Click the Highlight Missing Data link to mark the fields with missing data with a pink bar to the left of the field. This will make it easier to find your missing data and reach 100% data entry completion.



2. Click the "Review" chevron



3. The system will display two types of potential errors on this page:
 - 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. Click the link in the error message to return to the data point in question. 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 the data entered for your school are correct, go to the Submit Data section and click, "Submit."

Data Entry 2018-2019

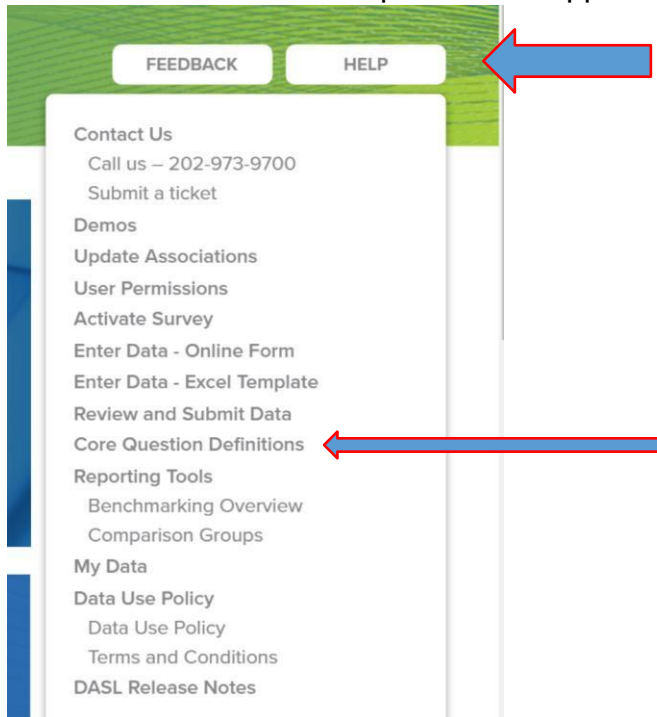


Congratulations! You have submitted your DASL data entry for 2018-19. Your associations will review data and may contact you with questions if any entries for your school seem unusual. Data will be available for benchmarking and other reporting by mid-November.

Questions?

If you have any questions, please try the following options.

1. **Questions about terms/definitions:** Please reference the Core Question Definitions document found in the Help tab in the upper right hand corner of the DASL website.



2. Email daslhelp@nais.org for all other inquiries.

Associations Participating in DASL 2018-19

ACIS	Association of Colorado Independent Schools
ADVIS	Association of Delaware Valley Independent Schools
AIMS	Association of Independent Maryland and D.C. Schools
AISAP	Association of Independent School Admission Professionals
AISGW	Association of Independent Schools of Greater Washington
AISNE	Association of Independent Schools in New England
ATLIS	Association of Technology Leaders in Independent Schools
AWSNA	Association of Waldorf Schools of North America
CAIS	California Association of Independent Schools
CAIS-CA	Canadian Accredited Independent Schools
CAIS-CT	Connecticut Association of Independent Schools
ESHA	Elementary School Heads Association
EMA	Enrollment Management Association
FCIS	Florida Council of Independent Schools
FCE	Friends Council on Education
GISA	Georgia Independent Schools Association
HAIS	Hawaii Association of Independent Schools
ISANNE	Independent Schools Association of Northern New England
ISACS	Independent Schools Association of the Central States
ISAS	Independent Schools Association of the Southwest
ISSL	Independent Schools of St. Louis
MISBO	Mid-South Independent School Business Officers
NAES	National Association of Episcopal Schools
NAIS	National Association of Independent Schools
	Network of Sacred Heart Schools
NEASC	New England Association of Schools & Colleges: Commission on Independent Schools
NJAIS	New Jersey Association of Independent Schools
NYSAIS	New York State Association of Independent Schools
NCAIS	North Carolina Association of Independent Schools
NWAIS	Northwest Association of Independent Schools
OAIS	Ohio Association of Independent Schools
SCPAIS	Palmetto Association of Independent Schools
PAIS	Pennsylvania Association of Independent Schools
PRIZMAH	Center for Jewish Day Schools
SAIS	Southern Association of Independent Schools
SAES	Southwestern Association of Episcopal Schools
TAIS	Tennessee Association of Independent Schools
TABS	The Association of Boarding Schools
NCGS	The National Coalition of Girls Schools
VAIS	Virginia Association of Independent Schools