Simplify and Streamline Your DASL Data Entry

A Guide to DASL Data Entry for 2024-2025

Why? With your DASL data you can easily benchmark your school data to highlight successes, review trends, find areas that need additional attention, and contribute to the Independent School Community.

Where? DASL.nais.org

When? DASL now has two separate data entry periods. Data entry for both DASL Data Foundation and DASL|BIIS Financial Operations opens Wednesday, June 12. DASL Data Foundation closes on Friday, October 18 at 4 pm Eastern Time. DASL|BIIS Financial Operations data entry closes on Friday, November 22 at 4 pm Eastern Time. If you have questions, please contact us at daslhelp@nais.org.

How? Make data entry easier on yourself by following the steps in this guide.
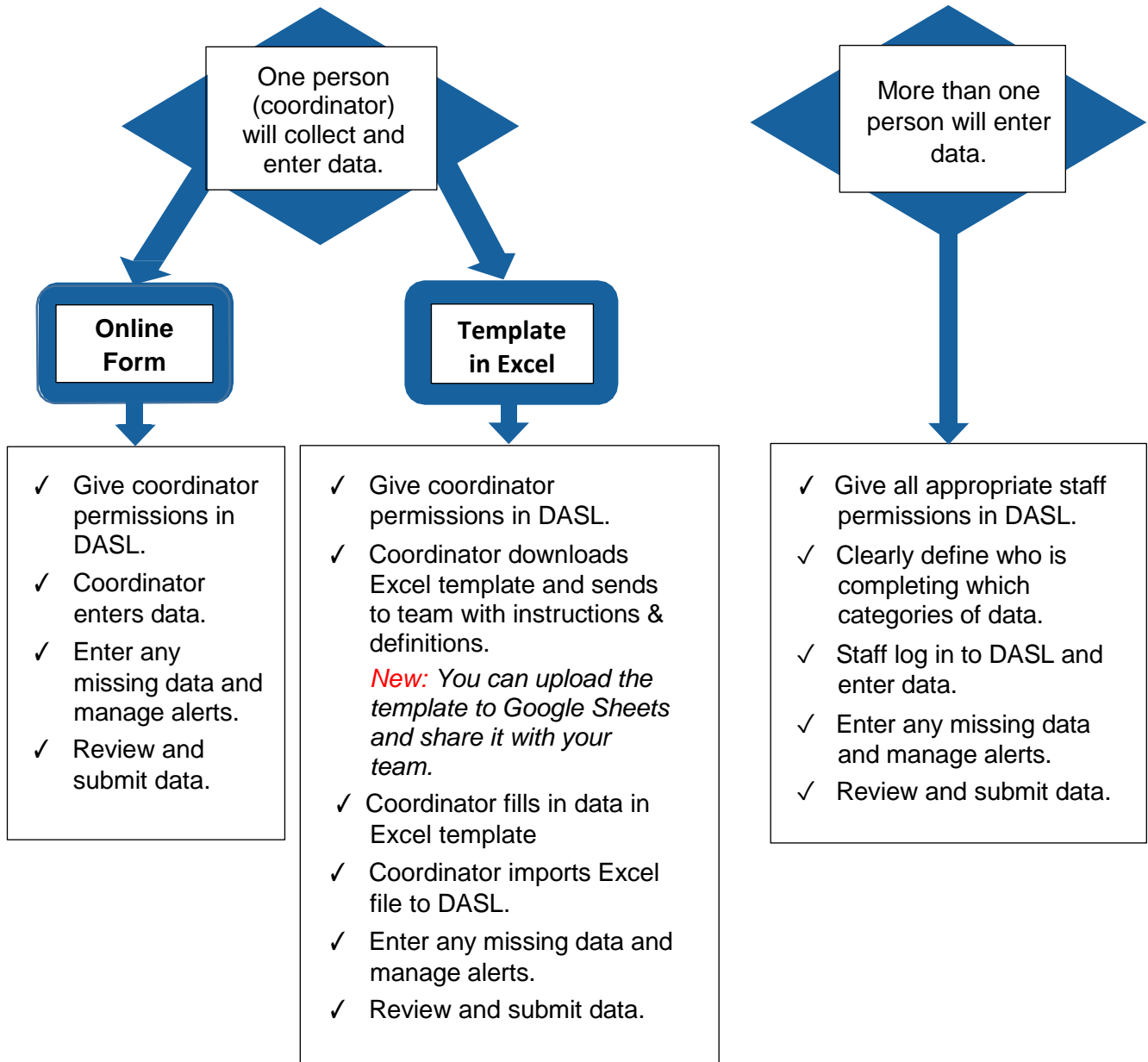*Note: Steps 1-4 must be taken by the Head of School or Business Officer*

1. Decide how your team will enter data - page 2

2. Confirm the associations to which your school belongs - page 3

3. Add colleagues and set appropriate access levels – pages 4-6

4. Activate your DASL data entry - page 7

5. Choose between entering:
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    b. Excel Export/Import – page 11
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6. Enter your data and use Core Question Definitions and daslhelp@nais.org to answer questions – page 13

7. Review, approve and submit your data – page 14

Decide Internally How Your Team Will Enter Data

Before you begin entering data, it will be helpful to decide whether one person will collect and enter all 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.

One person (coordinator) will collect and enter data.

More than one person will enter data.

Online Form

✓ Give coordinator permissions in DASL.
✓ Coordinator enters data.
✓ Enter any missing data and manage alerts.
✓ Review and submit data.

Template in Excel

✓ Give coordinator permissions in DASL.
✓ Coordinator downloads Excel template and sends to team with instructions & definitions.
  New: You can upload the template to Google Sheets and share it with your team.
✓ Coordinator fills in data in Excel template
✓ Coordinator imports Excel file to DASL.
✓ Enter any missing data and manage alerts.
✓ Review and submit data.

(More than one person will enter data)

✓ Give all appropriate staff permissions in DASL.
✓ Clearly define who is completing which categories of data.
✓ Staff log in to DASL and enter data.
✓ Enter any missing data and manage alerts.
✓ Review and submit data.

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, you will see a list of associations on the lower right to which your school is currently tied in DASL. Scroll down the page if you do not see it right away. You will also see this list on the Data Entry home page before activation.

3. Refer to the list of associations participating in DASL at the end of this document.

CHECK ASSOCIATIONS

The list below displays all the associations tied to your school in DASL. Check the **complete list** of participating associations to make sure your list is correct. E-mail us at daslhelp@nais.org to request any changes.

AISGW
AIMS
NBOA

Missing an association?

If your school belongs to an association on the participating list and it does not show up on your home page, reach out to the association directly to have them add your school.

Set 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.

School Data Permissions

DASL Administrators

- Fatima Garcia
- Gina Lee-Test, Head
- Zachary Davis, Business Manager

DASL Users

The users listed below currently have access to DASL. To add a staff member not listed, click **Add User**.

Add User

Name	Title	Pull Reports	Edit Data	See Salaries & Compensation	Manage User Permissions	Activate, Submit, and Review Data Collection	Access School Surveys
Betty Ott	Technology Director	☑	☑	☐	☐	☐	☐
Lilian Yahng-Test	Teacher	☑	☐	☐	☐	☐	☐
Paul Lear-Test	GA Consultant	☑	☑	☑	☐	☐	☐
Sheila Edmond-Test	Head's Assistant	☐	☐	☐	☐	☐	☐

|◄ ◄ **1** ► ►| 20 ▼ items per page | 1 - 4 of 4 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 See Salaries & Compensation box is also checked.

Edit Data: This user may enter data in the current data collection and in Update School Data. See note above re: salaries.

See Salaries & Compensation: This designation adds access to salary and compensation data.

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

Activate, Submit, and Review Data Collection: 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.

Give 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.

3. If the name you are searching for does not appear, that means the person does not have a record in our database. To add that user to our database, do the following:

   a) From the School Data Permissions page, click the "Add User" button.

   b) Click "Invite User."

   c) Enter your school's email address for the user.

   d) Click "Send Invite."

e) The invitee will receive an email with a link for them to create a new user account. This email will also tell the recipient the name of the person who is inviting them.

f) Once they have successfully created an account, an email will be sent to any people at the school who can set user permissions in DASL. The inviter will also receive an email indicating that the new user has created an account.

g) Once this account has been created, you can use the process in Step 2 above to add the user to DASL and set permission levels.

Complete your account

What's your name and password?

FIRST NAME

LAST NAME

PASSWORD

RE-ENTER PASSWORD

Where do you work?

ORGANIZATION

No organization; create a personal account.

Start typing an organization name

TITLE

PRIMARY ROLE

### What's the best number to reach you?

PHONE NUMBER

EXTENSION (OPTIONAL)

☐ By checking this box and clicking "Complete Account", I agree to the Privacy Policy and Terms and Conditions which govern the use of the NAIS site, products, and services.

Complete Account

Activate Your DASL Data Entry

For anyone from your school to enter data in either the DASL Data Foundation or DASL|BIIS Financial Operations, the Head of School or Business Officer must activate data entry for your school. Activation must take place during the data entry window in DASL Data Foundation.

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1. In the DASL navigation under "MANAGE DATA," click "Data Entry."
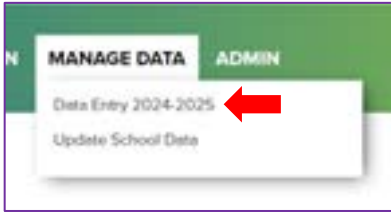
2. Click "Activate Now."
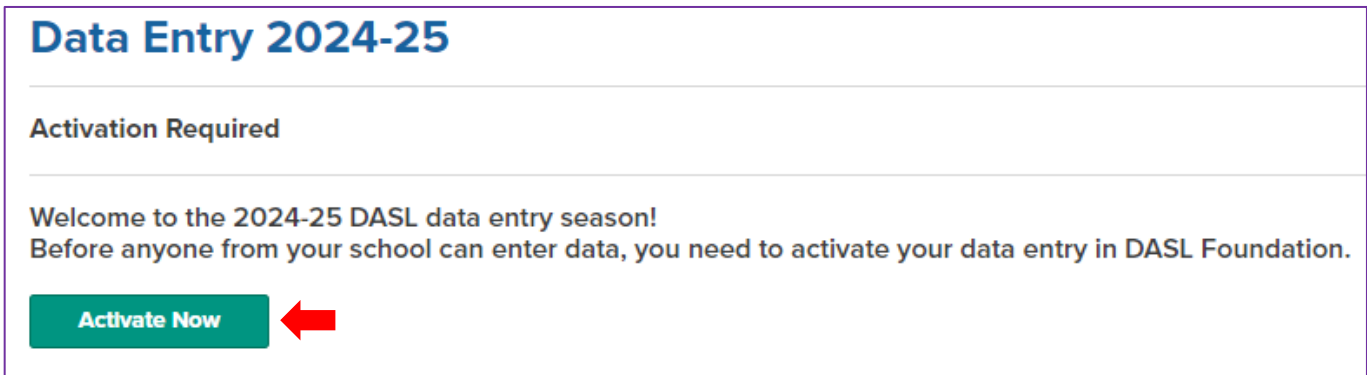
3. On the Activation page, enter the data requested.

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

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

1. The collection is divided into 14 categories of questions (13 in DASL Foundation and 1 in DASL|BIIS Financial Operations), each of which has one or more subcategories. 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" this sample school has completed 18 out of 26 questions applicable to that school.)

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 "?" icon 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 "N/A" icon 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 "Ctrl + S" command on your keyboard.

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

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

1. Within a category, 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.

Mouse over the "?" 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.

2. 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.

To mark an entire column as Not Applicable, select the N/A symbol next to the column title you wish to disregard.

To mark an entire row as Not Applicable, select the N/A symbol next to the row title you wish to disregard.

To mark a single cell as Not Applicable, select the N/A symbol in the cell you wish to disregard.

3. 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**

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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.
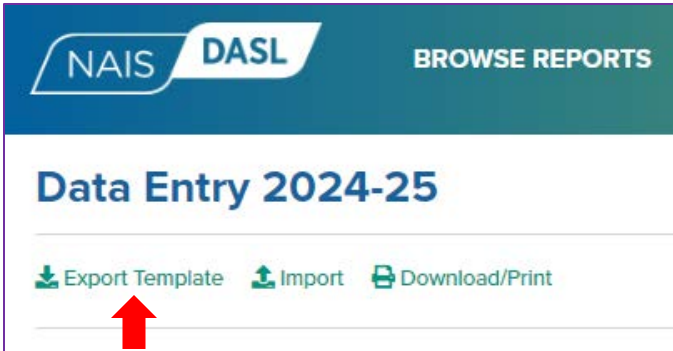
1. From the Data Entry 2024-25 home page, click the "Export Template" link.

2. An Excel file will open programmed with all the data collection questions, drop-down options, and validation rules that apply to your school based on the characteristics your school provided during Activation.

3. Save this file to your hard drive and enter your school's data into the template.

   a. *New:* You can upload the Excel file to Google Sheets 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.

   To upload the Excel file into Google Sheets go to that application and click the **+** button and in the File Menu select Open and select the "Upload" tab and either drag the DASL Excel file into the box or select the its destination on your computer.
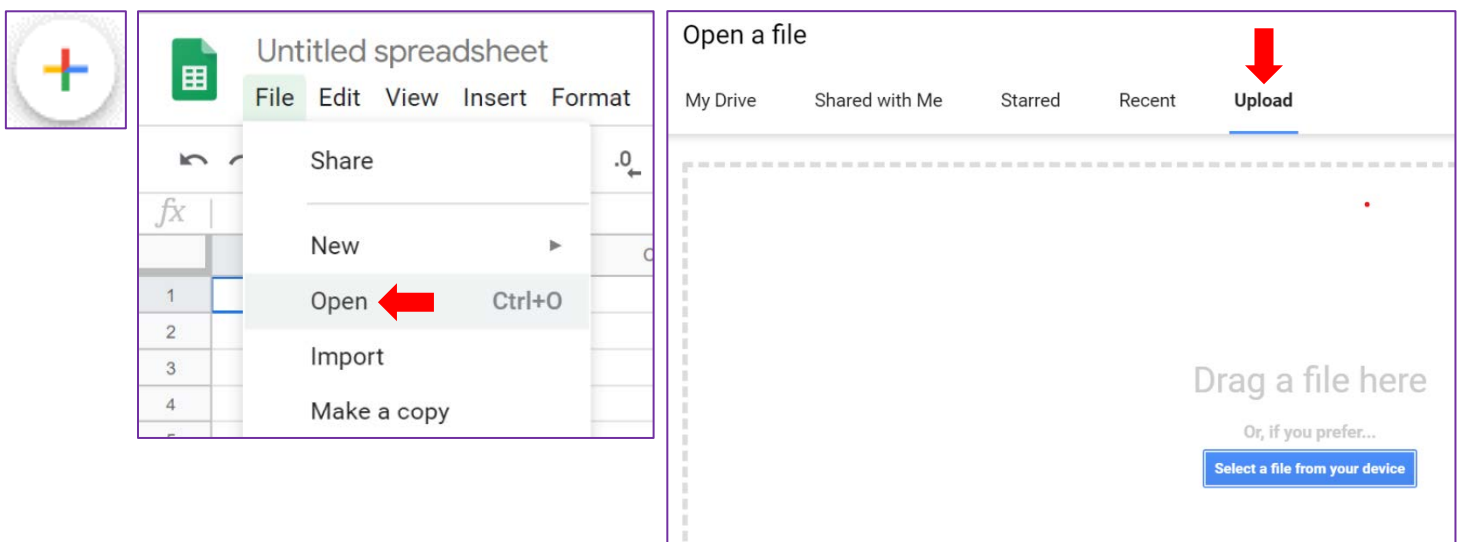

PLEASE NOTE: *The same login must be used to download and upload your workbook. If the workbook structure has been modified or manipulated in any way, your workbook will not upload. Please do not alter this workbook in any way, other than adding responses to cells that request data.*

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

Mouse over the red triangle located in the upper right corner of the item label to see the definition. If it does not 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. Once you have completed filling out your Excel spreadsheet, return to the Data Entry homepage in DASL and select "Import."
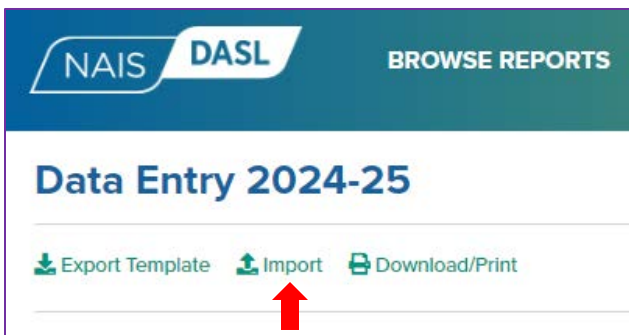
On the following screen select your file from where you saved it and click the "Import" button.

Note: The system defaults to not overriding any existing data in the system. If you do want to override existing data, check the box next to "Let answers in this file override…"

6. Once you have imported your data remember to add any notes to datapoints for data scrubbers and future colleagues at your school (See Page 9, Figure 1).

Enter Your Data

As a reminder, DASL Data Foundation entry opens Wednesday, June 12 and closes on Friday, October 18 at 4 pm Eastern Time. DASL|BIIS Financial Operations data entry also opens Wednesday, June 12 but closes later, on Friday, November 22 at 4 pm Eastern Time.

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.

Review, Approve, and Submit Your Data

This step must be taken by the Head of School, Business Manager, or the person they have designated. Confirm that all categories in DASL Data Foundation are completed and follow the same steps for DASL|BIIS Financial Operations.

1. From the DASL Data Foundation or DASL|BIIS Financial Operations 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:* Click the Highlight Missing Data link to mark the fields with missing data with pink stripes. This will make it easier to find your missing data and reach 100% data entry completion.
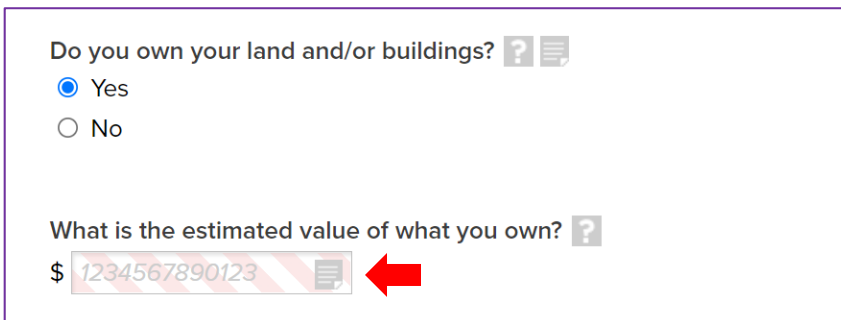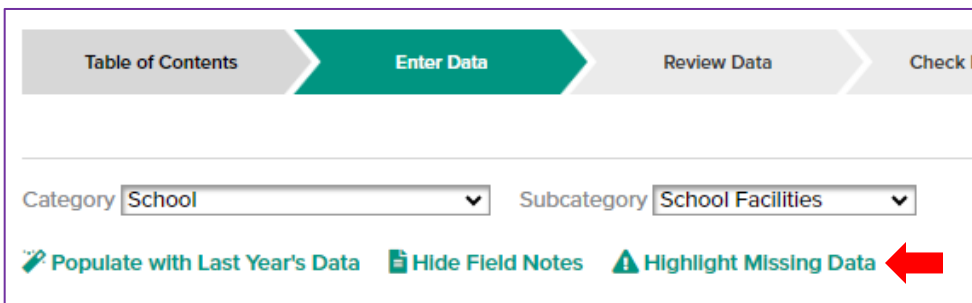
2. Click the "Review Data" chevron.
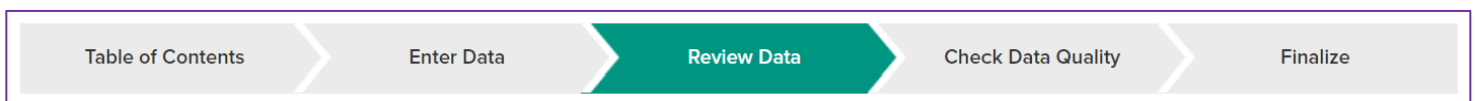
The system will display two types of potential errors on this page:

- Yellow messages indicate potential inaccuracies and/or missing data 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.

Review Alerts and Missing Data

Alerts

The following data elements have been flagged for your review. Please review and click Submit Data above when you are ready to submit your final data.

⚠ **Students - Enrollment on Opening Day**

Your percent change for this value from last year has a large variation in value from what you have provided for this data point across time. Please check your answer for this year or prior years using the Update School Data tool. See the related questions below.

Total Enrollment

Missing Data

The following subcategories have missing data points. Please review and click on the subcategory to provide data.

3. New: Click the "Check Data Quality" chevron. Intended for school administrators, this view presents the data entered by ratios, along with two years of historic data, that provide a good opportunity to catch any data entry errors.

   Note: Salary information in this view will only be visible to those with that permission level.

   Schools can click on the hyperlinked numbers in the current data entry column and navigate directly to those data to see their entries in DASL this year, and update as needed.

   Note: The Check Data Quality tab is different for Foundation and Financial Operations.

Table of Contents	Enter Data	Review Data	Check Data Quality	Finalize

Check Data Quality

Key Ratios
Use this page to see your school's recently entered data from a different perspective. If anything looks odd, click on the hyperlinked numbers to investigate that section of your entered data, and correct as needed. If you are unable to see the hyperlinks, please do a hard refresh of your browser by holding the control + the refresh icon for your browser.

	Data Entry 2024-25	Data Entry 2023-24	Data Entry 2022-23
Total Enrollment	1,143	1,142	1,142
DIVERSITY			
Number Students of Color	704	679	665
Percent Enrollment of Students of Color	61.6%	59.5%	58.2%
Number of International Students	1	1	0
Percent Enrollment of International Students	0.1%	0.1%	0.0%
ADMISSION/ATTRITION (previous year)			
Acceptance Rate	18.1%	21.0%	19.8%
Yield	82.1%	77.9%	72.7%
Student Attrition Rate	2.6%	3.5%	2.9%
Teacher Attrition	14.00	25.00	0.00
FINANCIAL AID			

4. When you are satisfied that all the data entered for your school are correct, go to the Finalize section and click, "Submit Data."

Table of Contents	Enter Data	Review Data	Check Data Quality	Finalize

Associations Participating in DASL 2024-25

ACCIS	Association of College Counselors in Independent Schools
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
AISNE	Association of Independent Schools in New England
AISGW	Association of Independent Schools of Greater Washington
ATLIS	Association of Technology Leaders in Independent Schools
AWSNA	Association of Waldorf Schools of North America
CAIS-CA	California Association of Independent Schools
CSEE	Center for Spiritual and Ethical Education
CAIS-CT	Connecticut Association of Independent Schools
CASE	Council for Advancement and Support of Education
CESA	Council on Educational Standards and Accountability
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
ICGS	International Coalition of Girls' Schools
MISBO	Mid-South Independent School Business Officers
NAES	National Association of Episcopal Schools
NAIS	National Association of Independent Schools
NBOA	National Business Officers Association
	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	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
VAIS	Virginia Association of Independent Schools