

# Simplify and Streamline Your DASL Data Entry

## *A Guide to DASL Data Entry for 2020-2021*

**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](http://DASL.nais.org)

**When?** Data entry is open from June 11, through 5pm EDT on October 15, 2020

**How?** Make data entry easier on yourself by following the steps in this guide.

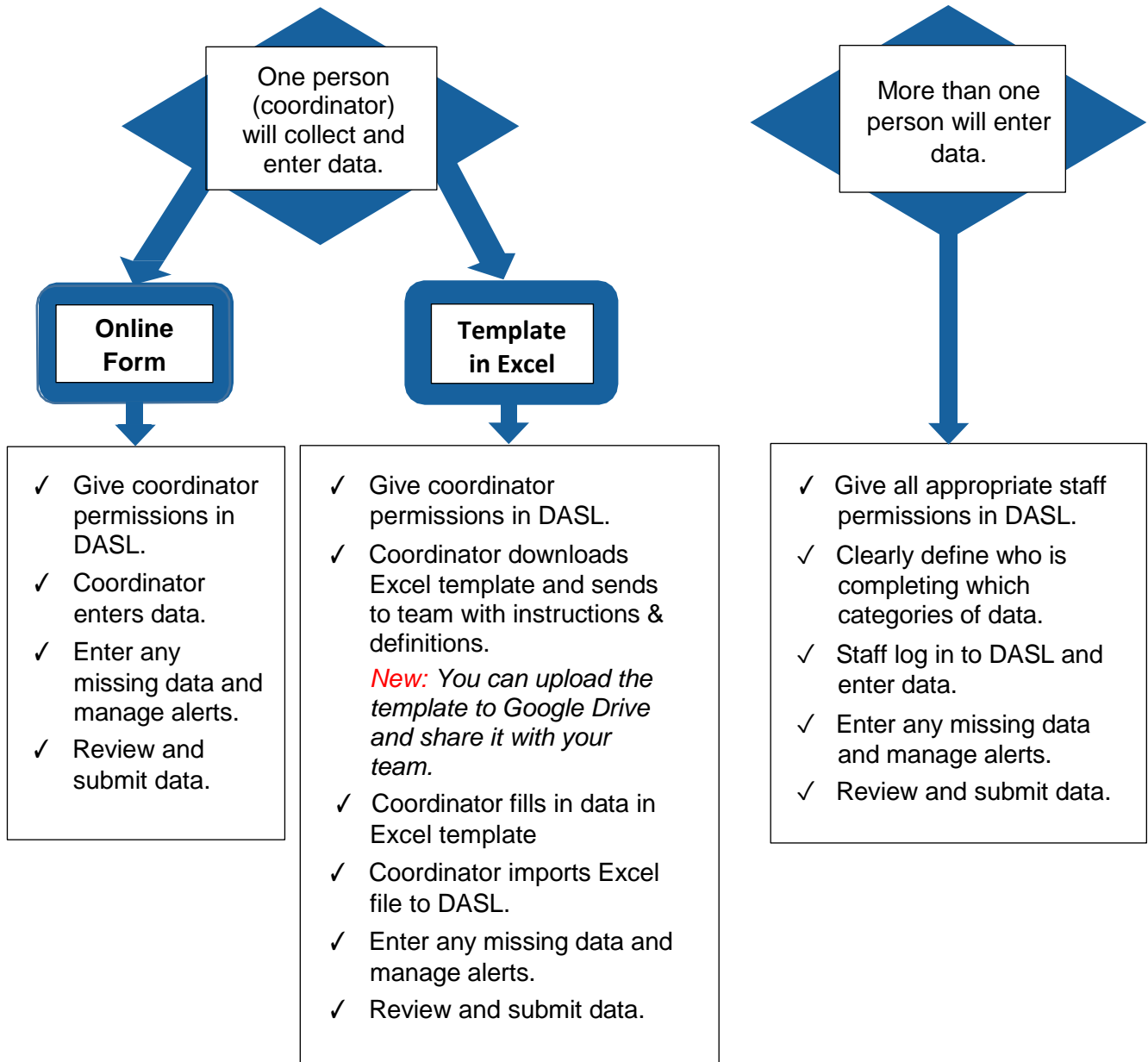
*Note: Steps 1-4 must be taken by the Head of School or Business Officer*

1. Decide how your team will enter data - [page 2](#)
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  - b. Excel Export/Import - [page 10](#)
  - c. Export to Google Sheets/Import - [page 10](#)
6. Enter your data and use [Core Question Definitions](#) and [daslhelp@nais.org](mailto:daslhelp@nais.org) to answer questions - [page 11](#)
7. Review, approve and submit your data - [page 12](#)

## 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 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.*



## 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](http://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.

**YOUR ASSOCIATIONS**

AISGW  
AIMS  
FCE  
MISBO  
CASE  
EMA  
AISAP  
ATLIS

### 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](mailto: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.


**Association of Independent School Admission Professionals**

AISAP

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is a member of Association of Independent School Admission Professionals.

[View Association Reports](#)

[Not a member?](#) 


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

**AISAP Membership** ×

My school is a member.


Membership allows:

- Benchmarking with other members' data.
- Other members benchmarking with our data.
- Association-specific questions.

My school is NOT a member. 

We do not want:

- Benchmarking with other members' data.
- Other members benchmarking with our data.
- Association-specific questions.



[Cancel](#)

Select "My school is NOT a member." and click "Save."

## 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

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**DASL Administrators**

- Andrew Holmgren, Head Master
- Tom Travers, Director of Finance

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**DASL Users**

The users listed below currently have access to DASL. To add a user not listed, click Add User to search for the user from your school's list of contacts.

[Add User](#)

Name	Title	Pull Reports	Edit Data	See Salaries & Compensation	Manage User Permissions	Activate, Submit, and Review Data Collection
Alexandra Sloane	Middle School Science Teacher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Denise Florucci	Director of Human Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Nicole Webster	Director of Admission & Enrollment Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rebecca Crawford	Assistant to the Head Master	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**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.

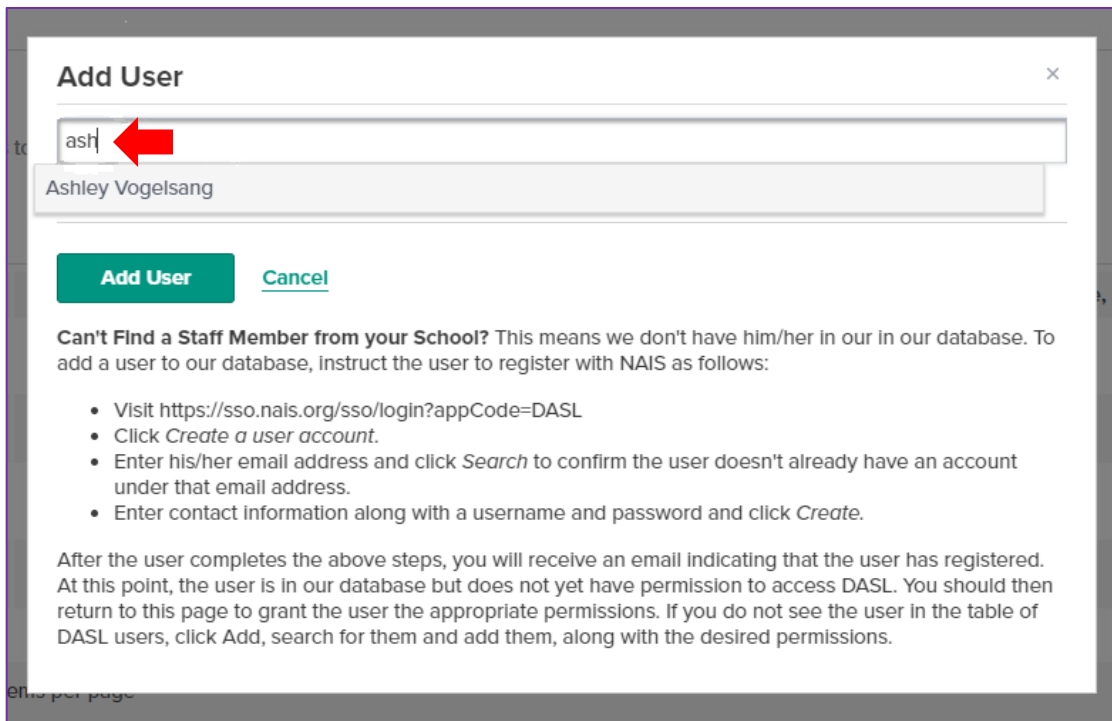
**Manage User Permissions:** This user may manage permissions and add new users.

**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.



If you need assistance, please contact us at [daslhelp@nais.org](mailto:daslhelp@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 2020-21.”

2. Click “Start Activation Now.”



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

What Is your religious affiliation? ?

Select

Year school was founded ?

1234

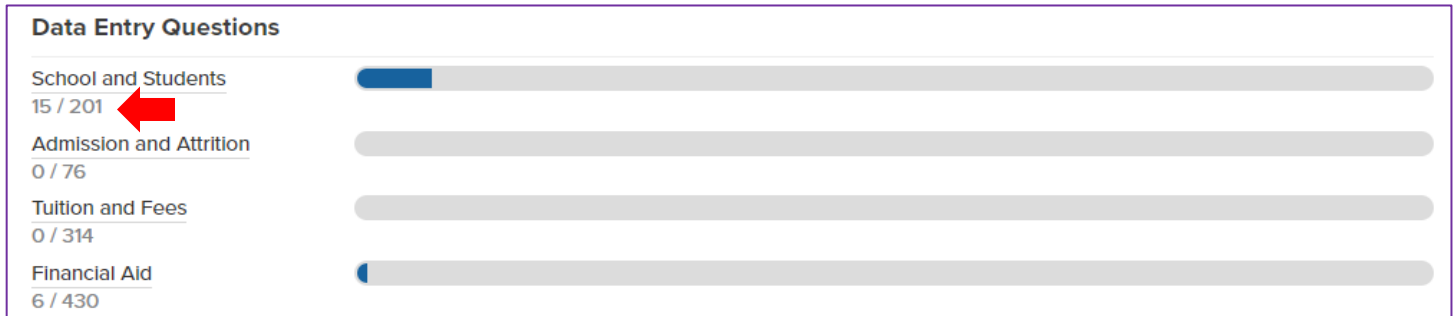
I acknowledge I have read and understand the [Terms and Conditions](#).

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 2020-21.

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 15 out of 201 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:

- 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.
- 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.
- Mouse over the "?" icon for a field to view the definition for that data point.
- 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.
- Use the "N/A" icon to designate any field as "Not Applicable" if the question does not apply to your school.
- 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, 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 (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.

**School Characteristics**

**School Characteristics**

**INSTRUCTIONS**

- Identify key, g

Single Sex or Coed Designation ?

- Boys
- Girls
- Coed

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.

	Lunch	Books / Supplies		Activities
2 Years and Younger	\$ 12345	\$ 12345	\$ 12345	\$ 12345
	\$ 12345	\$ 12345	\$ 12345	\$ 12345
	\$ 12345	45	\$ 12345	\$ 12345

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

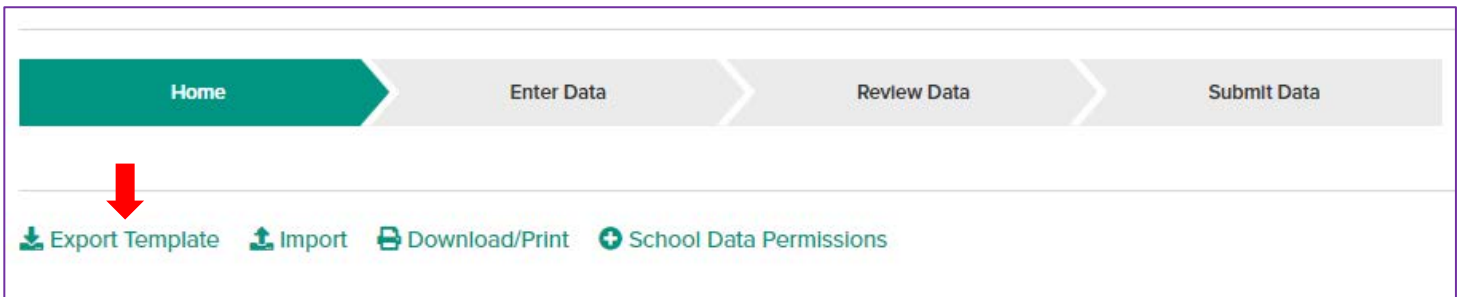
On this page, DASL is displaying only the fields that are applicable to your school, based on the answers you provided earlier in the data entry process. Below are the specific answers you entered that determine which fields are shown. Click on the question to edit your response:

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

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

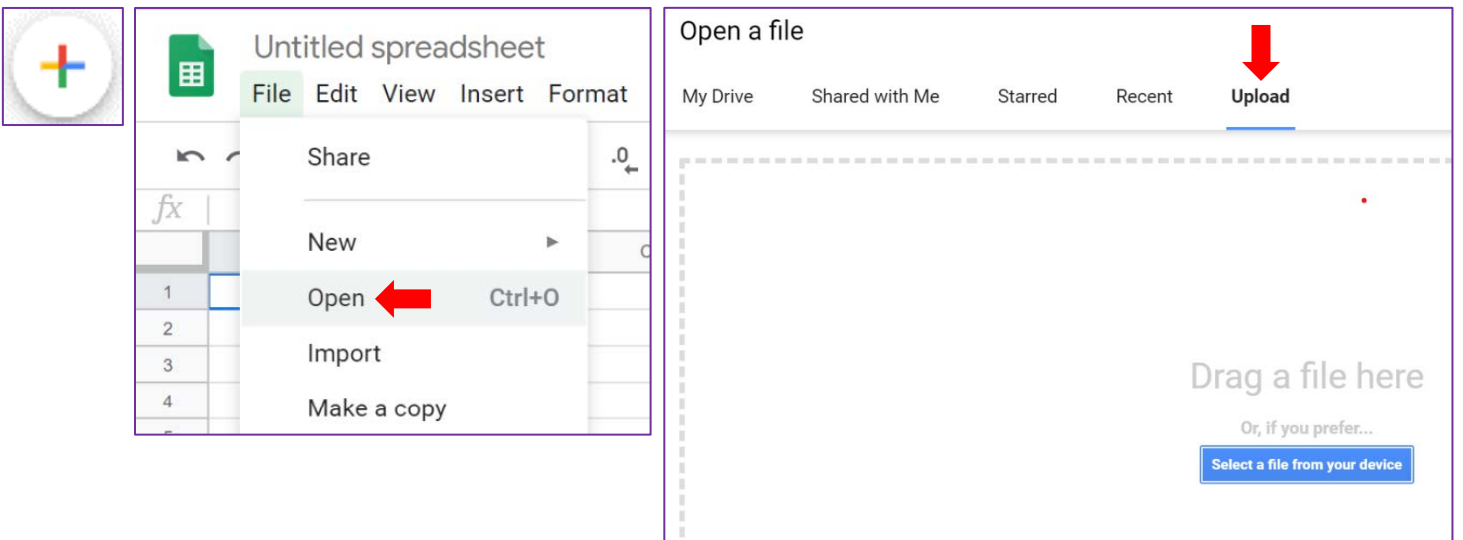
You can opt to download an Excel template, use it to gather your data, and then import the template to populate fields for your school in the DASL data collection.

1. From the Data Entry 2020-21 home page, click the “Export Template” link below the Home chevron.



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.*

4. 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 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.

## Enter Your Data

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.

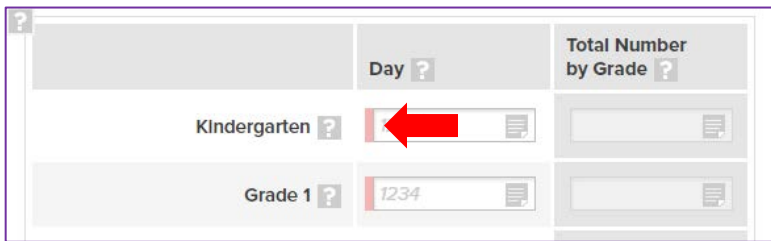
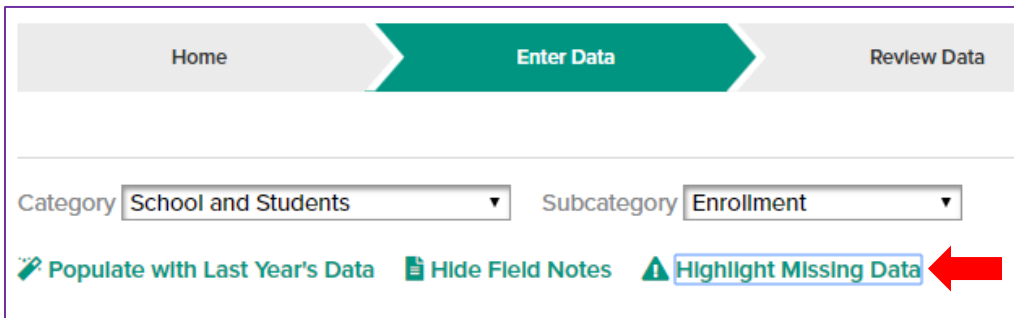


2. Email [dashelp@nais.org](mailto:dashelp@nais.org) for all other inquiries.

## Review, Approve, and Submit Your Data

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

1. From the Data Entry 2020-21 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 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 Data” chevron.



3. 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.

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.”



**Congratulations!** You have submitted your DASL data entry for 2020-21. 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.

## Associations Participating in DASL 2020-21

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
CASE	Council for Advancement and Support of Education
CSEE	Center for Spiritual and Ethical Education
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
	Tennessee Association of Independent Schools
TABS	The Association of Boarding Schools
	The National Coalition of Girls Schools
VAIS	Virginia Association of Independent Schools