

DASL Report Query Guide

DASL.NAIS.ORG

The Report Query Guide allows you to benchmark against other schools by allowing you to create various custom reports based on the schools, variables, and other criteria of your choice.

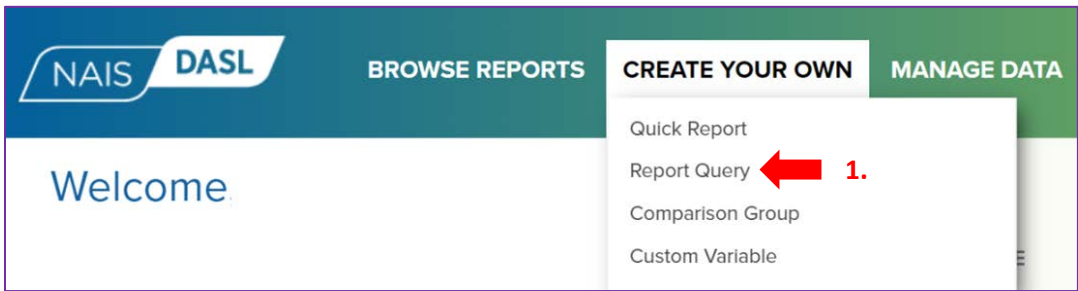
If you have any questions, please contact us at dashelp@nais.org.

This document covers:

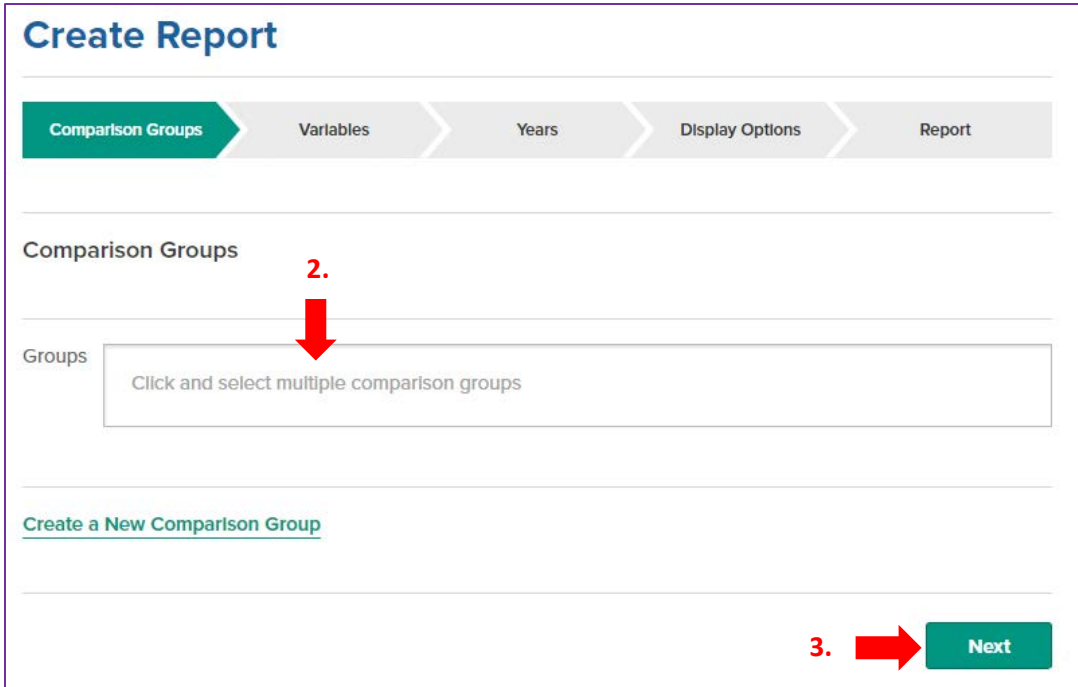
- How to configure a benchmark report in DASL, including guidance on the variable selector tool.
- How to create a custom comparison group.
- How to save and/or share a report.

Follow the steps below to put these tools to use for your school.

Create a Report Query



1. In the top navigation bar, hover over Create your Own and select "Report Query."
 - The system opens a wizard that walks you through the steps of creating your report.



- Comparison Groups are optional. If you do not select a Comparison Group, your report will display data for your school alone.
2. Click in the gray box next to "Groups."
 - Select the group(s) for which you'd like to run the report.
 3. Click "Next" at the bottom or "Variables" in the chevrons at the top.

Select your Variable(s)

Create Report

Comparison Groups → **Variables** → Years → Display Options → Report

Variables

Add Variables

Selected Variables - Drag to reorder, click X to remove.

Click and select multiple variables

[Create a New Custom Variable](#)

4. Click “Variables” to find the variable selector tool.
5. Click on “Add Variables” to open the selector tool.
 - The selector tool will appear on the right of your screen.
 - You can choose to browse the list to get to the variable(s) you seek, or to use the text search box at the top of the tool.

Select Variable(s)

All Categories: Key Variables

Search for Variables...

- Financial Operations
- Employee and Board Information
 - FTEs
 - Class Size/Teaching Load by Division
 - Teacher Race/Ethnicity
 - Employee and Board Counts
 - Trustee Counts
 - Total Employees
 - Employees of Color
 - International Employees
 - Employee Gender Counts
 - All Employee Counts: Male
 - All Employee Counts: Female
 - All Employee Counts: Non-Binary**
 - All Employee Counts: Not reported
 - Teacher Counts: Male
 - Teacher Counts: Female
 - Teacher Counts: Non-Binary**
 - Teacher Counts: Not reported**
 - Trustee Counts
 - Hiring and Attrition
 - Employee Benefits and Salary

6. To find variables in any of the categories listed, click on the triangle to expand the category list.
 - You can expand lists nested within lists to drill down to your desired variable(s).
 - To collapse a list, click on the same triangle you used to expand it, and the list will close back up so that you can access other sections without having to scroll.
- New Variables that have been added in the last three years will show in green. Mouse over the variable to see when it started, so that you know for which year(s) you can expect to see data.*
- Changed Variables with a modified definition will show in blue. Mouse over the variable to get details about the change.*

Select Variable(s) ×

All Categories: Key Variables

Search for Variables... 🔍

- ▶ Financial Operations
- ▲ Employee and Board Information
 - ▶ FTEs
 - ▶ Class Size/Teaching Load by Division
 - ▶ Teacher Race/Ethnicity
 - ▲ Employee and Board Counts
 - ▶ Trustee Counts
 - ▲ Total Employees
 - Teacher: Teacher
 - Teacher: Total Teacher
 - Instructional Support: Teacher assistant
 - 7. →** Instructional Support: Teacher aide
 - Instructional Support: Learning specialist
 - Instructional Support: ESL/ELL Instructors
 - Instructional Support: Coaches
 - Instructional Support: Interns
 - Instructional Support: Dormitory supervisor
 - Instructional Support: Extended Day Staff
 - Instructional Support: Other Instructional support

3 Selected Variables
 Employee and Board Information - Employee and Board Counts

8. → Select
Cancel

■ New Variables
■ Changed Variables

7. Check the box(es) next to the variable(s) that you would like use.
8. Then click “Select” at the bottom of the tool to add these variables to your list.
 - The variables you have selected will be listed in the Selected Variables box.

Create Report

Comparison Groups
Variables
Years
Display Options
Report

Variables

Add Variables

Selected Variables - Drag to reorder, click X to remove.

Total Employees: Instructional Support: Teacher assistant	×
Total Employees: Instructional Support: Teacher aide	×
Total Employees: Instructional Support: Learning specialist	×


Remove All

[Create a New Custom Variable](#)


- Drag and drop your variables to get them in the order you prefer.
- To remove a variable, click the X next to its name.
- To remove all selected variables, click “Remove All.”

Select Variable(s)

All Categories: Key Variables

teacher a  a.

Showing 50 variables out of the 198 that match your search criteria...

- Number of Employees: Instructional Support: **Teacher Assistants**
- Number of Employees: Instructional Support: Teacher Aides**
- Lowest Salaries: Instructional Support: **Teacher Assistants**
- Lowest Salaries: Instructional Support: **Teacher Aides**
- Highest Salaries: Instructional Support: **Teacher Assistants**
- Highest Salaries: Instructional Support: **Teacher Aides**  b.
- Total Employees: Instructional Support: **Teacher assistant**
- Total Employees: Instructional Support: **Teacher aide**
- Employees of Color: Instructional Support: **Teacher assistant**
- Employees of Color: Instructional Support: **Teacher aide**
- International Employees: Instructional Support: **Teacher assistant**
- International Employees: Instructional Support: **Teacher aide**

You can also use search terms to find your variables.

- Type the search terms into the box and hit return or click the magnifying glass.
- The search will return all variables that meet your search criteria.
- Click the variable(s) you'd like to add to your list.

Select your Year(s)

Create Report

Comparison Groups Variables **Years** Display Options Report

Select Years

Range 2016-17 to 2018-19

Individual Years 2018-19 x

Back Next

- 9. Click “Years” to select years displayed in report.
- 10. To select a range of years, including every year between the start and finish, click “Range” and select the first and last years in the range.
- 11. To select one or more specific year(s), click “Individual Years” and list the years in the box.
- 12. Click “Next” at the bottom right or “Display Options” in the line of chevrons.

Select your Display Options

Report Type ← **13.**

Summary Report - Provides summary statistics across the companion group(s) for the variables selected, and displays your school's value. Available for all variables.

Complete Report (Select school characteristics) - Provides school-by-school list of values for the variables selected. Not available for: Salaries & Compensation.

Group By ← **14.**

Variable - creates a table for each variable, with years as columns. Display my school's variables in one table.

Year - creates a table for each year, with variables as columns.

Comparison Groups

If my report contains comparison groups display them as rows. display them as columns.

Show Statistics For ← **15.**

Numeric data (Select statistics)

Text data (Select statistics)

Additional Options ← **16.**

Show individual school data for selected school

Adjust dollar values for cost of living (COLA) for selected school *Note: this will change the dollar amounts in your report to show what they would be in the selected school's location.*

NAIS Test School [Change School](#)

Adjust dollar values for inflation (CPI)

Show Data Exclusion Buttons

Enable Temporary Data Exclusion

Include Null Values Exclude Null Values

Filters (narrow the results of your report) ← **17.**

Category

Subcategory

Variable

Use display options to configure your report and focus its contents to suit your needs.

13. Report Type

- *Summary Report* includes statistical data only.
- *Complete Report* includes the summary report table AND a list of the schools in the comparison group, with the values for each school. NOTE: Complete reports are not available for compensation, salaries, and other sensitive data.

14. Group By

- *Variable* if you want to see the change in each variable over a number of years.
- *Year* if you want to see the relationship among variables within a specific year.

15. Show Statistics For

- Click on "Select Statistics" next to either type of data to select the statistics that the system will run. By default, the system provides the maximum value, minimum, average, 90th, 75th, 50th, 25th, and 10th percentiles. For Text data, it provides the count and percentage.

16. Additional Options

- Adjust for cost of living (COLA).
- Adjust dollars for CPI will adjust for inflation and show numbers in current day dollars.
- Enable Temporary Data Exclusion will allow you to remove the highest and/or lowest values in your benchmarking report.
- Include or exclude null or blank values from report calculations.

17. Filters

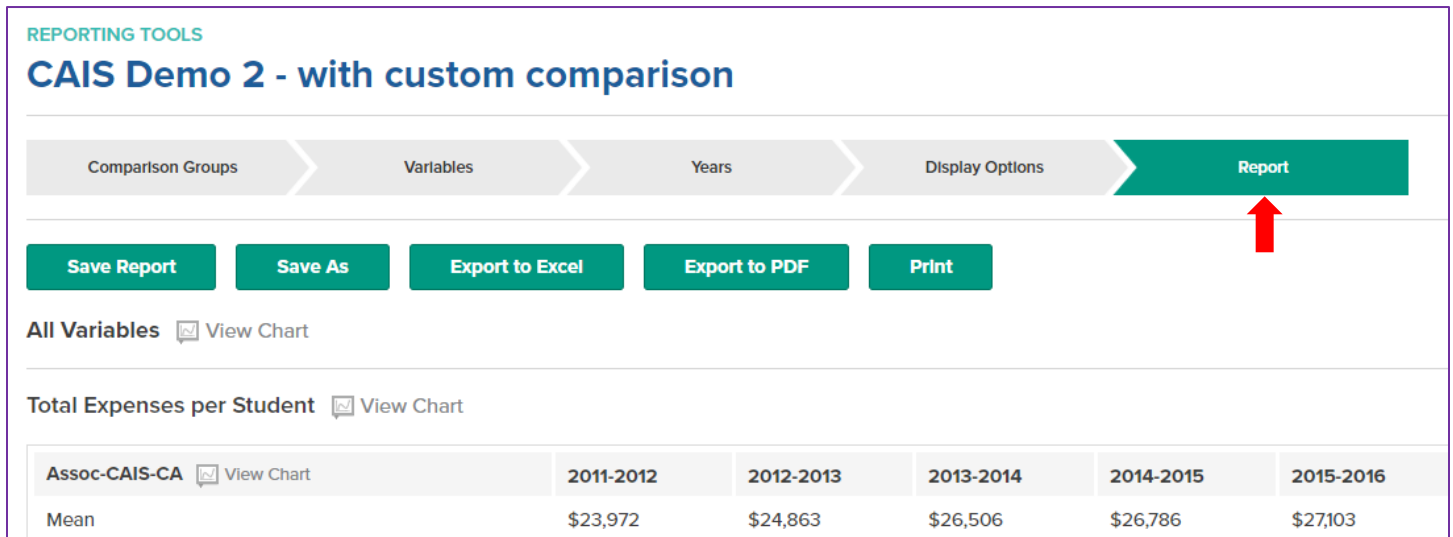
- Filter on any data point by selecting the category, subcategory and the variable. Set the variable to be greater than/equal to/less than a value entered.

Generate, Use and Manage your Report

Once your display options are set, click “Next” at the bottom of the screen, or “Report” in the chevron row at the top to generate your report.

REPORTING TOOLS

CAIS Demo 2 - with custom comparison



Comparison Groups Variables Years Display Options **Report**

Save Report Save As Export to Excel Export to PDF Print

All Variables View Chart

Total Expenses per Student View Chart

Assoc-CAIS-CA <input checked="" type="checkbox"/> View Chart	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Mean	\$23,972	\$24,863	\$26,506	\$26,786	\$27,103

Your report will display as a table or series of tables, each providing the data you requested for the comparison group(s) and year(s) you designated in the report creation process.

- Click the “View Chart” link to the right of the report labels to see charts of your data.
- Click the hamburger icon in the upper right-hand corner of each chart to get the image for your report or presentation.
- To save your report, click “Save Report.” Give it a name and a description that will appear in your list of saved reports.
 - If you want others at your school who have access to DASL to be able to use your report, click the radio button for sharing the report. If you want it to be available only in your account, click private.
 - Click “Save As” to create a copy of your report and give it a different name. See the section below for how to use this and save time in building a personal library of reports.
- Export the report to Excel to get the numbers in an Excel spreadsheet.
- Export to PDF to get a formatted document with your report.
- Print the report as-is.

See potentially incorrect data? Temporarily exclude data from you report

You can now temporarily exclude data that appear as outliers or incorrect and notify the DASL Team to check potentially incorrect data.

Day Students: Grade 1 to Grade 12: Tuition and Fees: Average View Chart
(Tuition and Fees - Tuition and Fees)

NAIS Test Group <input type="checkbox"/> View Chart	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Mean	\$23,756	\$24,426	\$26,780	\$26,848	\$26,496
Max Value	\$38,250	\$39,850	\$63,125	\$48,912	\$50,700
Min Value	\$7,488	\$8,088	\$8,613	\$8,949	\$615
90th Percentile	\$33,204	\$33,642	\$37,740	\$38,765	\$38,406

Click on the temporary exclusion icon when the Confirm Exclusion pop-up box appears:

- Check “Notify NAIS”
- Click on “Temporarily Exclude”

Confirm Exclusion ×

Are you sure you wish to temporarily exclude **Day Students: Grade 1 to Grade 12: Tuition and Fees: Average** for values \leq \$615 in 2020?. Proceeding will remove this datapoint for this report only and it will reappear next time this report is run.

Notify NAIS?

Next you will see a note at the top or your report about the excluded data.

Filtered where: Day Students: Grade 1 to Grade 12: Tuition and Fees: Average (2020) \leq \$615. [Clear filter](#)

- If needed, you can temporarily exclude multiple data points as many times as needed

Saved Reports

1. In the navigation bar on the top, hover over Browse Reports and click “Saved Report Queries” from the drop-down box.
2. You will see a list of the reports you have created and saved in the past.
 - Click on the name of a report in your list, to update it for this year.
 - This will take you to the report builder and run the report for you with the settings you last saved.

NAIS Test School	2016-2017	2017-2018	2018-2019
Value	\$34,035	\$37,535	\$20,480

NAIS Test School	2016-2017	2017-2018	2018-2019
Value	\$26,600	\$28,600	\$15,480

3. Click “Years” and select the year for which you wish to run the report.
4. Click back on “Report” to run it again with the updated year.
5. Export the report to Excel or PDF if you want to save the data as currently reflected in the query.
6. Click “Save Report” to update the settings in your saved queries.

NOTE: to save time, create new reports based on a saved query. Follow the steps above, making adjustments to the comparison groups, variables, and/or display options. Click “Save As” and give the report a different name from the original. Then both queries will appear in your saved list.

My Report Queries [Shared with Me](#) [Starred](#)

[Create](#) [Share](#) [Remove](#)

		Title
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Percent International Students - Region
<input type="checkbox"/>	<input type="checkbox"/>	Percent International Students - Type
<input type="checkbox"/>	<input type="checkbox"/>	Tech Spending by School Size - for Tim <i>Previous Year's tech spending - adjusted for inflation</i>
<input type="checkbox"/>	<input type="checkbox"/>	Tech Spending per student - for Tim <i>Previous Year's tech spending per student, adjusted for inflation</i>
<input type="checkbox"/>	<input type="checkbox"/>	Tech Spending per student by School Size - for Tim <i>Previous Year's tech spending per student, adjusted for inflation</i>
<input type="checkbox"/>	<input type="checkbox"/>	Heads Experience

- You can share reports with colleagues and they with you.
- Click “Shared with Me” to see any reports shared by your colleagues.
- Click the star next to any report to add it to your favorites list.
- Click “Starred” to see the list of reports you have added to your favorites.

Questions?

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

1. **Questions about terms/definitions:** Please reference the documents and demos found in the Help tab in the upper right-hand corner of the DASL website.



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