

DASL Data Entry Guide, 2017-18

DASL.NAIS.ORG

The DASL Data Entry season runs from August 8 through October 11, 2017. 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

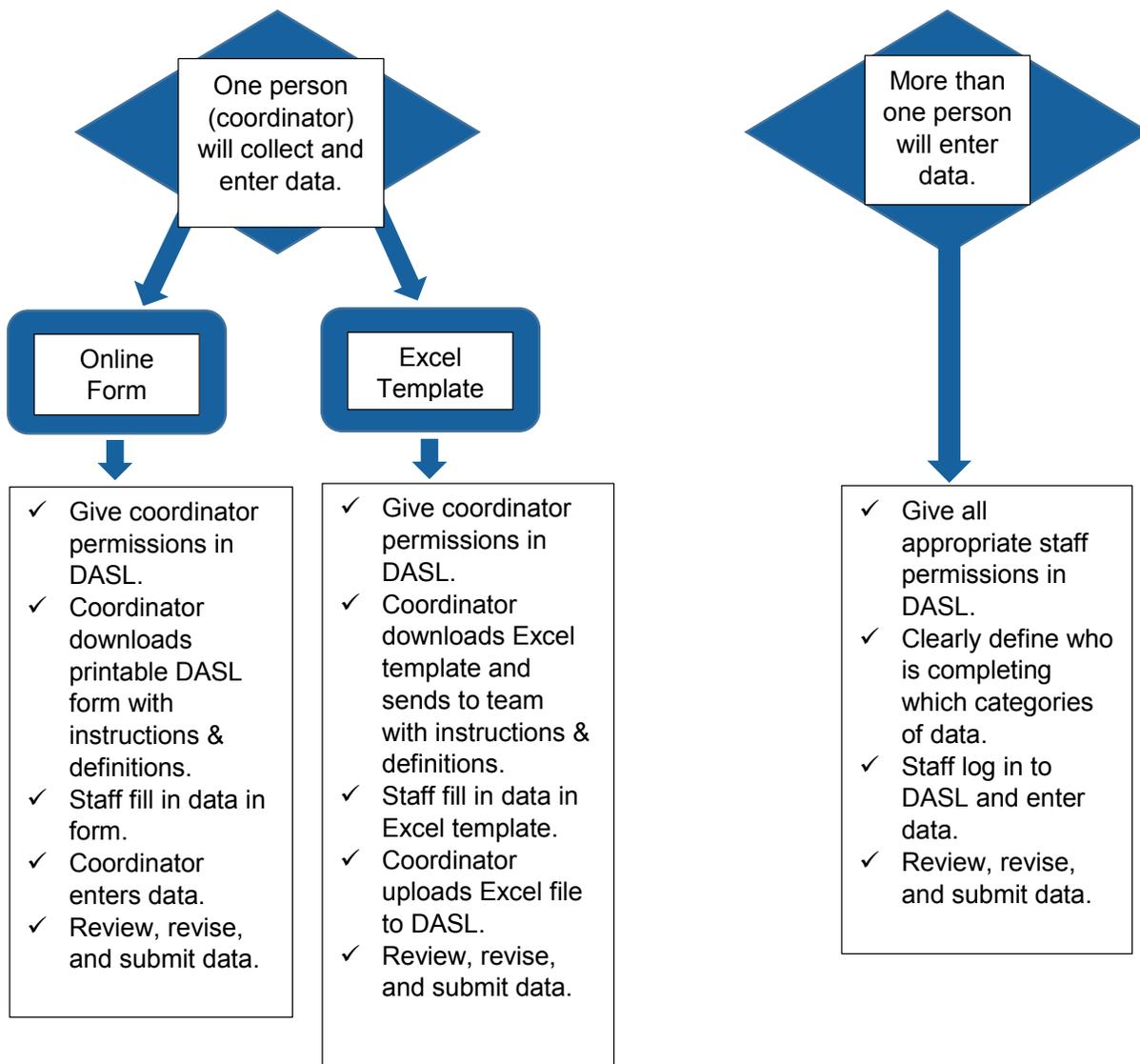
Each step below has detailed directions in the pages that follow.

- 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 11.**
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 that when you activate your DASL data entry, 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.
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.

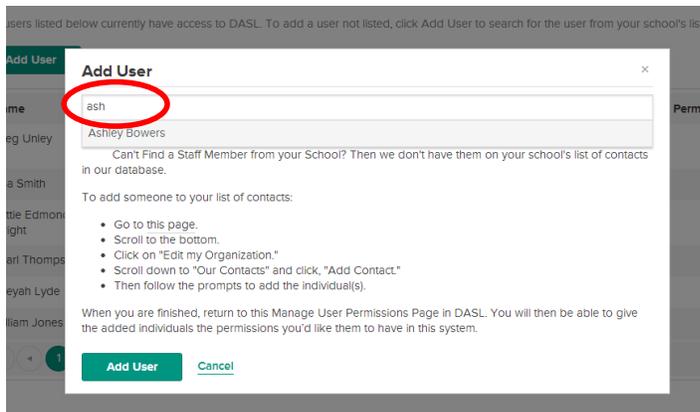
See Salaries & Compensation: This designation adds access to salary and compensation data for the permissions above.

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.

1. From the DASL home page at *dasl.nais.org*, in the left-hand navigation menu, under “Data,” click “Enter School Data.”
2. On the Activation page, enter the data requested. Decide whether to first populate the fields with your prior year’s data.

MY DASL

REPORTS

- Report Queries
- Dashboards
- Statistical Tables
- Custom Reports
- Demographics
- School Survey Reports

REPORTING TOOLS

- Create Report
- Comparison Groups
- Custom Variables

DATA

- Enter School Data
- Update School Data
- School Surveys

USER PERMISSIONS

- School Data Permissions

ASSOCIATION TOOLS

MY ASSOCIATIONS

- NAIS

DATA

Activate Your 2017-18 Data Collection

i Welcome to the 2017-18 DASL data collection season!

Before anyone from your school can enter data, you need to activate your data collection.

You can activate your data collection by answering and submitting the designation questions below.

Export/Print

School Characteristics

[Populate with Last Year's Data](#) [Hide Field Notes](#)

School Characteristics

i **INSTRUCTIONS**

- Identify key, general information about your school below.
- Please note that many of the questions in this section control the questions you will or will not see throughout the other categories. For example, your answer to “Does your school have international students enrolled?” is “No,” then all questions regarding international students will

You can opt to have DASL populate the fields with last year’s data, if your school submitted data in the prior year.

3. Review and agree to the *Terms and Conditions*.

Update Past Survey Data

User Permissions

MY ASSOCIATIONS

- National Association of Independent Schools
- Independent Education
- The Association of Independent Maryland & DC Schools
- National Association of Episcopal Schools
- ESHA Executive Committee
- Council for the Advancement and Support of Education

What is your lowest grade level? ? ⓘ
Select ▼

What is your highest grade level? ? ⓘ
Select ▼

Ungraded School ? ⓘ
 Yes
 No

Are you a special needs school? ? ⓘ
 Yes
 No

Does your school have a religious affiliation? ? ⓘ
 Yes
 No

What is your religious affiliation? ? ⓘ
Select ▼

Year school was founded ? ⓘ
eg: 1234 ⓘ

I acknowledge I have read and understand the Terms and Conditions.

Activate

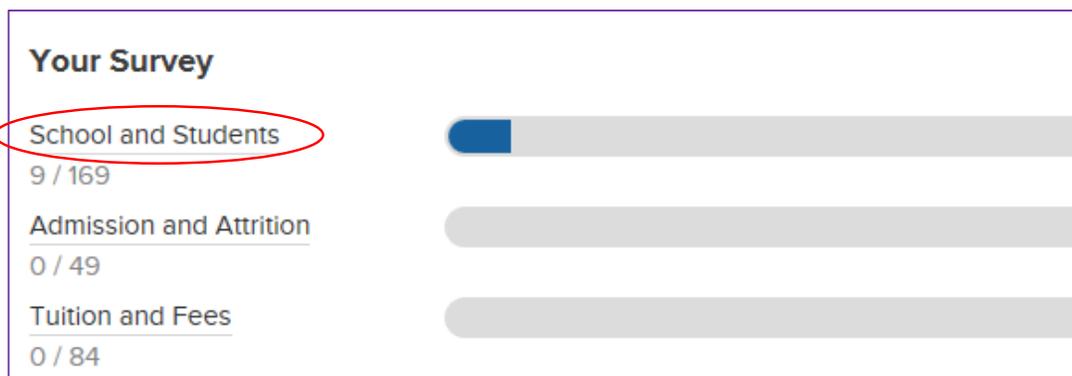
Review the *Terms and Conditions*, and check the box to agree.

Click to activate your survey. This allows 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 “Data,” click “Enter School Data.”
2. On your Data Entry page, click the category name to go to that part of the data collection.

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 9 out of 169 questions applicable to that school.)



3. **Helpful Hints:** For many subcategories in the data collection, you will find a small movie camera icon  to the right of the page title.
 - a. Click on this icon to access a short, recorded demo of data entry on that page, with helpful hints for entering data in this area.
4. On each collection page, you will have the option of filling the fields with data from last year, if you submitted data to DASL in the prior school year.
5. In addition, you can designate any field as “Not Applicable” if the question does not apply to your school. Doing this as you go along will indicate to NAIS and your other associations that this question is complete for your school, and you will prevent unnecessary alerts during the data scrubbing window.
6. Save your work often by clicking the “Save” button at the bottom of the page.
7. 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 of the page.

The screenshot shows the 'School Characteristics' section of the DASL form. At the top, there are two dropdown menus: 'Category' set to 'School and Students' and 'Subcategory' set to 'School Characteristics'. Below these are two buttons: 'Populate with Last Year's Data' and 'Hide Field Notes'. The 'CORE DATA' section is titled 'School Designation' and includes a 'Single Sex or Coed Designation' section with radio buttons for 'Boys', 'Girls', and 'Coed'. A red oval highlights the navigation dropdowns. Two callout boxes provide instructions: one points to a question mark icon next to 'School Designation' with the text 'Mouse over “?” icons to see the definition.', and another points to a notes icon next to 'Single Sex or Coed Designation' with the text '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 disregard 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.

The screenshot shows a table with columns for 'Boys 5-Day Full', 'Girls 5-Day Full', and 'Boys 5-Day Half'. The rows represent age groups: '2 Years and younger', '3 Years', and '4 Years'. Each cell contains an example value 'eg: 1234' and an 'N/A' icon. Three callout boxes explain the N/A feature:

- The first callout points to the 'N/A' icon next to the '2 Years and younger' row title: 'To mark an entire row as Not Applicable, select the N/A symbol next to the row title you would like to disregard.'
- The second callout points to the 'N/A' icon in the 'Boys 5-Day Full' cell for the '3 Years' row: 'To mark a single cell as Not Applicable, select the N/A symbol in the cell you wish to disregard.'
- The third callout points to the 'N/A' icon next to the 'Girls 5-Day Full' column title: 'To mark an entire column as Not Applicable, select the N/A symbol next to the column title you wish to disregard.'

10. “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 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.

Populate with Last Year's Data Hide Field Notes

Are you missing anything?

Based on your answers to other survey questions, DASL has determined some questions in this section do not apply to your school. If you think they do apply, please review your answers to the following questions:

- What is your high grade? **Grade 12**
- School Type: **Day**

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 upload the template to populate fields for your school in the DASL data collection.

1. From the DASL home page at dasl.nais.org, in the left-hand navigation menu, under “Data,” click “Enter School Data.”
2. On the “Data Collection” home page, activate your data entry by providing your school characteristics data and signing off on the Terms and Conditions as describe above.
3. Once your data entry is activated, click on “Export Template.”
An Excel file will open, programmed with all of the data collection questions, drop-down options, validation rules, and other elements of the data collection itself.

DATA

Data Collection 2017-18

NAIS Test School [Change School](#)

Review Alerts and Submit

Export/Print

Export Template

Import

4. Save this file to your hard drive, and enter your school’s data into the template.

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.

6. Before the close of the data entry season on October 11, you will be able to upload the completed Excel file to DASL, verify that your data were populated correctly to the data entry 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 Data Collection home page, confirm that all the categories have been completed.
2. Click the "Review Alerts and Submit" button.

DATA

Data Collection 2017-18

NAIS Test School [Change School](#)

Review Alerts and Submit

Export/Print

Export Template

Import

3. On the "Submission Alerts" page, if there are any data in your school's data entry 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 Data" 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.

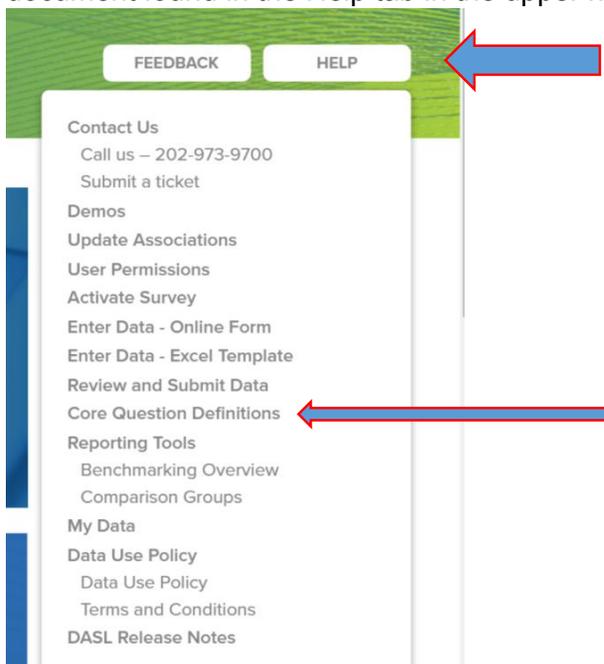
Submit Survey

Congratulations! You have submitted your DASL data entry for 2017-18. 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.

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 2017-18

| | |
|---------|--|
| 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 |
| 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 |
| 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 |