

DASL Tips and Tricks

1. Searching for students using the “Find Students” option

- * Gives you all students in the building in context
- a* Gives you all students whose last name begins with the letter A
- ande* Gives you all the students whose last name begins with Ande
- a,s Gives you all the students whose last name begins with A and first name begins with S
- 5/25 Gives you all students whose birthday is May 25th
- Smith, t Gives you all students whose last name is smith and first name starts with a T
- You can also search by SS# , student ID, or phone #

2. Scrolling through a list of kids

3. Using Advanced Search

4. Unclemis

- Is an interactive report. You can click on the student’s name and a new window opens so you can correct the errors. When finished with that student you can close the window to return to the original report.

5. Emis tabs and private tab in 07/08 will be grayed out until the 07N snapshot is taken.

6. If you would like to report a staff member’s ID for a membership code you need to check the “Require Staff Member” box on the Membership Maintenance page.

7. When transferring in DASL the entire transferred record is overwritten. There is no way to transfer a single student.

8. Checkemis is a very useful tool for EMIS coordinators.

DASL EMIS NOTES

DASL Demographic/Attendance

Student Demo/Att information is maintained on the Student Edit Profile EMIS Tabs. UNCLEMIS is for Verifying only in DASL; it does not move/update data anywhere. Changes made to the EMIS Tabs are moved over to ALPHA EMIS with a Transfer of the Demo/Att record.

Programs such as Attupdemis, and Majoremis, when run in Update mode, update certain fields on the Student Edit Profile EMIS Tabs. After these updates are run, the district needs to transfer the Demo/Att record to move the info. to the Alpha system.

DASL EMIS - Maintenance Screens

These screens are updated in the LIVE DASL database by running MEMBEMIS, CLISEMIS/CTRMEMIS, and DISCEMIS in Update mode. Users must then transfer the appropriate record to move the data to the Alpha.

Example: User has entered Membership codes in DASL Membership Members screen. MEMBEMIS should be run in Verify mode to check for errors. After making any corrections, run MEMBEMIS in Update mode to move the Membership codes (program codes) to the EMIS Maintenance screen. Then transfer the Program record to move the codes over to the ALPHA system where they will then appear on the EMSPGM - Maintain Student Program Record.

Verify - File Download Options

When running a program in Verify mode that has File Download Options, select a File Type and Download method and look at the report! For example, when running Attupdemis in Verify mode, the report that appears directly on the screen is for "validation" type errors, so it may show no problems. But if you look at the report created by selecting the Download options, it will show each student and the attendance for you to verify. You need to check this to make sure things look correct before running the update and moving on.

Correcting Data after a Snapshot

Some time after a Snapshot is taken, your ITC may turn off the ability to run programs in Update mode on the snapshotted database. (The ITC can still run the programs if the circumstances warrant it). If there are changes to the Demo/Att record, the user must point to the appropriate snapshotted reporting period, make corrections to the Student Profile EMIS tabs and transfer the Demo/Att record for that particular reporting period.

The following items are still maintained through the Alpha System as of FY2007, April 16th:

- Gifted record
- KRAL Assessment
- Proficiency-Only (This is the proficiency record for students who completed course work in a prior-year.)
- Vocational Mapping
- Vocational Correlating
- Vocational Work Follow-up (Period D)

Update the following records on the Alpha if you started this year by entering the records on the Alpha. Update in DASL if you started the school year with these records in DASL. If in doubt, check with your ITC!

- Preschool Assessment
- Special Ed Record (the record that was new in FY07)