

DASL District Implementation Plan

Introduction

Implementation Plan

The attached DASL District Implementation Plan is scheduled for 8 – 10 weeks. This can be adjusted as necessary. However it is very important to note that steps cannot necessarily be skipped or done out of order. This Implementation Plan will give each district an opportunity for an excellent conversion from POISE to DASL.

Implementation Plan Phases

ID	Task Name	Start	Finish	Jun 2007			Jul 2007				
				6/10	6/17	6/24	7/1	7/8	7/15		7/22
1	DASL Implementation Plan	6/11/2007	8/3/2007	[Blue bar spanning from 6/11 to 8/3]							
2	Phase I – Planning	6/11/2007	6/18/2007	[Blue bar]							
3	Phase II – Security and Portal Implanenation (DASL Play)	6/18/2007	6/25/2007	[Blue bar]							
4	Phase III – Training (DASL Play)	6/25/2007	8/3/2007				[Blue bar]				
5	Phase IV – School Setup & Configuration (DASL Play)	6/25/2007	7/2/2007	[Blue bar]							
6	Phase V – Data Validation & Unit Testing (DASL Play)	7/2/2007	8/3/2007				[Blue bar]				
7	Phase VI – Go Live (LIVE DASL)	8/3/2007	8/9/2007								[Blue bar]
8	Phase VII – Post Implementation	8/9/2007	8/9/2007								[Blue bar]

DASL District Implementation Plan

Phase I – Planning – Week 1

(Initial and date each item in the checklist as it is completed)

- _____ District needs to have submitted the **DASL District Survey** to ITC
- _____ Your District will be assigned a ITC DASL Project Team
- _____ Superintendent will review **DASL District Implementation Plan** and identify DASL Implementation Leader. It is very important to choose the correct DASL Implementation Leader – this person will play a key role in the DASL Implementation Plan.
- _____ It is highly recommended that the Board of Education is at least informed of the DASL Implementation project.
- _____ Evaluate district hardware. CPUs must meet the specifications outlined in the Getting Started End User Documentation – 1B. Supported Web Browsers. Network laser printers will be needed to print DASL reports – including report cards, schedule cards, transcripts, and class lists. You may want to consider larger monitors – some users prefer 19” monitors with DASL. Your LAN will need to be responsive as DASL is a web based application and your browser and Adobe version should be current.
- _____ DASL Project Leader meets with ITC DASL Project Team to discuss the following:
 - Review and adjust **DASL Implementation Plan** as necessary
 - Review **DASL Project Leader Responsibility Document**
 - Review **DASL Implementation Team Responsibility Document** and identify DASL Implementation Team Members
 - Review and adjust **DASL Kick Off Meeting Agenda**
 - Arrange a date and time for the DASL Kick Off Meeting
 - Choose a tentative Go-Live Date
- _____ Hold DASL Kick Off Meeting
- _____ Complete and email the **DASL District Planning Sign-Off** (as an attachment) to your ITC DASL Project Team

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DASL District Survey

The following information must be documented before the DASL Implementation process can begin.

TO BE ANSWERED FOR THE DISTRICT	
School District Name	
Number of Students K-12	
Number of Elementary Schools	
Number of Middle Schools	
Number of High Schools	
Contact Info (Name, Email, Phone)	
Security Contact (Name, Email, Phone)	
Preferred Conversion Date	
Submit 06-07 Calendar to ITC	
Does your District currently use POISE?	
Other District Notes	

We will also need the DASL Administration Setup filled out by **each** building and returned to TCCSA.

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DASL Implementation Leader Responsibilities

It is imperative that the DASL Project Leader has the following skills and characteristics:

- Excellent organization skills
- Excellent communication skills
- Must have respect of DASL Implementation Team Members
- Have the authority to schedule meetings as needed
- Have a direct line of communication to the superintendent and other administrators
- **Please Note** – The DASL Implementation Leader does not have to be a POISE expert and/or a technology expert. However, the Team Leader must have outstanding management and people skills for the DASL Implementation Plan to be successful.

In addition to the responsibilities listed for DASL Implementation Team Members, the DASL Implementation Leader will be responsible for the following:

- Ensure that the Implementation Plan is being followed and that the project is proceeding on schedule
- Normally (but not always) the Team Leader will be responsible for DASL Security. At the very least, the Team Leader should assist in setting up the security and understand how DASL security is configured.
- Coordinate weekly progress meetings as needed
- Participate in all DASL Training Sessions
- Participate in all phases of the DASL Implementation
- Assist in Data Verification and Unit Testing in all areas
- Schedule training meetings as needed
- Work through all issues reported by the DASL Implementation Team Members
- Report all DASL bugs and unresolved issues to your ITC DASL Project Team
- Keep track of all issues and bugs reported
- Be the point person for communication from the ITC DASL Project Team and ITC – forward this communication on to the DASL Implementation Team Members as needed

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- Keep the administrators (principals and superintendent) updated on the DASL Implementation progress and notify the administrators if the project is not proceeding on schedule

Please Note: The DASL ITC Project Team will assist the DASL Implementation Leader with all of the above items. However, the DASL Implementation Leader is ultimately responsible for all of the above items and the completion of the DASL Implementation Plan.

Time Commitment

The time commitment for the DASL Implementation Leader will vary based on the expertise and experience of the DASL Implementation Team Members. During the 8-week implementation, it can be expected that the DASL Implementation Leader could spend more than 20 hours/week on DASL related tasks.

Please Note: Some Districts are arranging for a ½ day sub for their DASL Implementation Leader – depending on the current duties and responsibilities. Districts may want to consider this approach.

Please enter your DASL Implementation Leader on the DASL District Planning Sign-Off Document.

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DASL Implementation Team Responsibilities

The DASL Implementation Team must include the following people:

- Current POISE Users who will make the switch to DASL
- Current EMIS Users who will make the switch to DASL
- District Technology Coordinator
- Building Principal(s)
- Any other person(s) who will have future DASL responsibilities

Responsibilities of DASL Implementation Team Members:

- Participate in all phases of the DASL Implementation
- Participate in DASL Kick-Off Meeting
- Participate in DASL training sessions in your specific area
- Review and understand End User Documentation in your specific area
- Complete Data Verification and Unit Testing in your specific area (i.e. attendance, student registration, scheduling) as necessary
- Test Procedural Checklists in your specific area
- Report all DASL issues as soon as you encounter them to your DASL Implementation Leader
- Report all DASL ideas (enhancements) to your DASL Implementation Leader
- Remember change can be difficult. DASL is still very new and there will be issues to identify and work through. A positive attitude will be essential!

Time Commitment

The time commitment for DASL Implementation Team Members will vary based on the level of POISE/EMIS/DASL responsibility for each team member. During the 8-week implementation, it can be expected that each DASL Implementation Team Member could spend as much as 10-15 hours/week on DASL related tasks.

Please enter your DASL Implementation Team Members on the DASL District Planning Sign-Off Document.

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DASL Kickoff Meeting Agenda

Attendees: All DASL Implementation Team Members, DASL Implementation Leader, Superintendent

Facilitator: ITC DASL Project Team

Expected Duration: 1 ½ to 2 hours

Agenda

- I. Review list of DASL Implementation Team Members and DASL Implementation Leader
- II. Review DASL Implementation Team Responsibility Document
- III. Review DASL Implementation Leader Responsibility Document
- IV. Review DASL District Implementation Plan
- V. Review DASL Go-Live Date
- VI. Review DASL Benefits
- VII. Questions and Discussion

Deliverable: After successful completion of this meeting, you may complete with the DASL District Planning Sign-Off and proceed to the Security and Portal Implementation Phase.

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DASL Benefits

** Indicates that full or partial functionality was available in DSL

Data

- Data makes SENSE!
- Data can be exported and downloaded from multiple screens and reports
- Data is validated as it is entered – mistakes are caught and corrected immediately
- Data integrity and quality is greatly improved

Navigation

- Can navigate by old POISE report numbers – i.e. R700
- Can navigate by subject – i.e. report cards
- Can find students multiple ways – last name, partial names, ID, birthdate, SSN...
- Drop down lists
- Much more user friendly
- Much easier to train new staff in DASL-POISE – adds flexibility of having the right person do the DASL-POISE updates
- Full set of documentation – End User Documentation, Quick References, and Procedural Checklists
- No Batch Jobs
- Future: On-line help

Security

- User can be assigned to security “groups” and security roles can then be assigned to groups – makes security much more flexible and simpler to maintain
- Security can be as simple or complex as your district needs

Reports

- All reports are in .pdf format – can be printed, downloaded, emailed, copy/pasted
- All reports have multiple selection criteria and multiple sorting options
- Report Cards, Transcripts, Schedule Cards printed on laser printers
- All reports are ran and can be accessed in the Batch/Report Management Screen
- Can print certain pages or range of pages
- Can save Load Settings – criteria for running a certain report
- Future: Reports have capability of being further customizable
- Future: DASLr will allow ODBC connectivity for custom reports

Portal

- Portal customizable by building and/or job function
- Portal maintainable by secretarial staff – no html needed
- Future: Maybe personalized portals?

Student

- ** Copy student pictures
- Power Withdraw by grade level
- Graduation Verification

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- Increased Student Medical functionality
- Student information on graduated students is kept from year to year (replaces POISE archive)
- Improved transcripts – selection criteria and formatting
- Future: Custom Transcripts
- Future: Student Transfer
- Future: Sports Eligibility
- Future: JVS Integration

Fees

- Homeroom Fee Collection
- Fees can automatically be assigned as students drop/add classes
- Fees Reports with multiple selection criteria and sorting options
- View and pay fees from previous years
- Future: Fee transfers from building to building

Discipline

- Can assign discipline via student or discipline action
- Discipline Reports with multiple selection criteria and sorting options

Report Card Processing

- Report Cards can be run as often as needed for a single student, group of students, or all students
- User defined text on Report Cards
- Custom Report Card Formatter allows you to design report card for your building – logos, text, etc.
- Additional Mark Types
- Additional Student Course History

Scheduling

- Scheduling process can be run on-line in minutes
- Scheduling process can be run during the day
- Multiple Master Schedules
- Multiple Schedule Result sets
- Granularity of Schedule Terms – unlimited number and can be as small as 1 week
- Schedule Terms can be in non-consecutive terms
- Course Filling Counts adjusted automatically during Batch Scheduling
- Program Codes – enrollment weight
- “Best” Partial Schedule is saved
- Course Capacity enforcement
- Teacher Link Groups – can be run in a reasonable amount of time
- Can easily work in “next” year for scheduling purposes without touching data in current year
- Schedule Cards are printed on regular paper on laser printers in several formats
- Pre-Requisite and Co-Requisite functionality
- Improved Course Request functionality
- Future: Custom Formats for Schedule Cards

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Assessment

- ** All student results for Proficiency, Achievement, and OGT
- ** Off-year assessments
- DSL still available in most Assessment areas
- Future: Additional off-year assessments
- Future: District specific short cycle assessments
- Future: Additional Decision Support functionality

Attendance

- Attendance can be entered on-line by teachers (similar to SWAN)
- Attendance and Absence List is updated immediately
- Attendance can also be entered by student or using fast-entry for multiple students
- Attendance can be configured as Daily (once or twice per day) or Period (each period of the day) by building
- Absence Types can be classified as Excused or Unexcused

EMIS

- All EMIS reporting and transfers has been greatly simplified
- All EMIS transfers come in verification and update modes
- EMIS errors can be fixed right in DASL – in most cases, hyperlinks from transfer verification screen to appropriate record to be updated

EZQuery (DSL replacement)

- ** Improved Seating Chart
- ** Improved Student List
- ** Improved Upcoming Birthdays
- ** Improved Student Contacts
- ** Improved Enrollment
- ** Improved Discipline
- ** Improved POISE Student
- ** Testing Results For A Specific Teacher
- Addition of Student Medical Information
- Future: Addition of all DSL functionality into DASL-EZQuery

How can your District take advantage of the DASL Benefits?

- Training, training, training
- Look at DASL as more than just a POISE replacement
- Submit all issues and suggestions to your DASL Team Leader
- Have a district vision as to how you can use data to improve student learning
- Be patient while learning the new system
- Think of creative ways to use your student data
- Give your teachers access to DASL-EZQuery – they will come up with other uses for DASL to improve student learning
- The more work you put into it – the more benefits you will reap

DASL District Implementation Plan

Phase I - Planning Sign-Off

Please email this completed document to your ITC DASL Project Team.

Important! Completion of this document indicates that you have performed ALL of the steps in the Planning Phase on the DASL District Implementation Plan checklist. You are now ready to begin the Portal and Security Implementation. Once the ITC DASL Project Team receives the completed document, the DASL Implementation Leader will be notified when your DASL database is ready for the Portal and Security Implementation Phase.

District Name	
Superintendent Name and Email	

DASL Implementation Leader

Name	Role	Email Address

DASL Security Administrator

Name	Role	Email Address

DASL Implementation Team Members

Name	Role	Email Address

Outstanding Issues – Please list any outstanding issues that need to be resolved before proceeding to the Security and Portal Implementation Phase.

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Phase II – Security and Portal Implementation – Week 2

(Initial and date each item in the checklist as it is completed)

____ ITC makes the DASL PLAY Database available to the district

____ Hands-On Training of Portal and Security for the person(s) responsible for DASL Security – given by ITC DASL Project Team. It is highly recommended to have two people per district who understand DASL Security. Another option that many ITCs use is to have the ITCs set up and manage all the DASL security for the Districts. A third option is to use a hybrid approach where the ITC initially sets up security and the District takes it over.

____ Set up DASL Security using the Security End User Documentation and the Security Procedural Checklists and/or Quick References as a guide

____ Train Secretaries on use of DASL Portal and have them add items to the DASL Portal for their building

____ Go Live with Portal (by building)

____ Update Browser Home Page to DASL Portal for all teachers and staff (by building) – Teachers and Staff will now use the DASL Portal to do SWAN Attendance, to access “old” DSL, and for all other DASL Portal functionality

____ Work thru DASL Password/Log In issues (by building)

____ Complete and email the **DASL Security and Portal Sign-Off** (as an attachment) to your ITC DASL Project Team

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Phase II - Portal & Security Implementation Sign-Off

Please email this completed document to your ITC DASL Project Team.

Important! Completion of this document indicates that you have performed ALL of the steps in the Portal & Security Implementation Sign-Off Phase on the DASL District Implementation Plan checklist.

District Name	
Building Name	

Please Note – Each Building must submit a separate Phase II Sign-Off sheet.

You are now ready to begin Phase III Training and Phase IV School Setup & Configuration. DASL Security must be implemented before moving forward to Phase III and Phase IV.

Outstanding Issues – Please list any outstanding issues that need to be resolved before proceeding to the Training Phase and/or the School Setup & Configuration Phase

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Phase III – Training – Weeks 3-8

(Initial and date each item in the checklist as it is completed)

Although Training is listed as Phase III, it is on-going through Phase IV - School Setup & Configuration and Phase V – Data Validation & Unit Testing. Please note that some training sessions require security be setup and configured. Phase II Security and Portal Implementation must be completed in the allotted time frame before certain training sessions can take place.

____ Each DASL Implementation Team Member must attend DASL Training Sessions held by ITC as needed for their area of responsibility. These training sessions are typically lecture style training and not hands-on and are held for multiple school districts. Depending on the Training Schedule, these training sessions may start before Phase III or even before the beginning of the DASL Implementation Plan. You will be notified of available training sessions by your ITC DASL Project Team.

____ Each DASL Implementation Team Member must review the End User Documents as needed for their area of responsibility. The End User Documentation is available at the URL below and is also handed out during training sessions.

____ Each DASL Implementation Team Member must review the Training Exercises & Scenarios as needed for their area of responsibility. The Training Exercises & Scenarios are available at the URL below and are also handed out during training sessions.

____ Each DASL Implementation Team Member must review the Procedural Checklists and/or Quick References as needed for their area of responsibility. The Procedural Checklists and Quick References are available at the URL below and are also handed out during training sessions.

____ Hands-on training sessions will be conducted by the ITC Project Team as needed in Phase IV School Setup & Configuration, Phase V Data Validation & Unit Testing, and Phase VI Go-Live.

____ Complete and email the **DASL Training Sign-Off** (as an attachment) to your ITC DASL Project Team

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Training Documents are available thru the Help link on the DASL Main Menu.

- End User Documentation
- Quick References
- Procedural Checklists
- Training Exercises & Scenarios
- Videos

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Phase III - Training Sign-Off

Please email this completed document to your ITC DASL Project Team.

Important! Completion of this document indicates that you have performed ALL of the steps in the Training Phase on the DASL District Implementation Plan checklist.

District Name	
Building Name	

Please Note – Each Building must submit a separate Phase III Sign-Off sheet.

Once you have completed Phase IV School Setup & Configuration and Phase V Data Validation & Unit Testing, you will be ready to proceed to the Phase VI Go-Live.

Outstanding Issues – Please list any outstanding training issues that need to be resolved before proceeding to the Go-Live Phase. Also indicate areas where additional training may be needed after Go-Live

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Phase IV – School Setup and Configuration – Weeks 3-4

(Initial and date each item in the checklist as it is completed)

Important! Please note that these items need to be configured for each building (unless they are district configurations) and in **both DASL PLAY and DASL LIVE**. The configuration in DASL PLAY will be used for Phase III Training and Phase V Data Validation & Unit Testing. The configuration in DASL LIVE will be for Phase VI Go-Live. DASL Live will be available approximately 2 weeks before your District Go-Live date.

____ Have a “fresh” DASL LIVE database set up by ITC. Any district **MUST** utilize this new database to ensure data integrity prior to beginning the conversion.

____ Correct all nightly extraction errors from the SEXT program logs prior to loading any DASL Data. Corrections must be made in POISE and then the data re-extracted from POISE to load into DSL_DB. Extraction error reports are created for each building if any errors are encountered. Descriptions of these errors as well as corrective action may be found at [http://www.tccsa.net/DASL/SEXT Extraction Error Descriptions](http://www.tccsa.net/DASL/SEXT%20Extraction%20Error%20Descriptions)".

____ De-duplicating TEAC records. Corrections must be made in POISE. See the ***De-Duplicating TEAC Records Document***.

____ Configure Marking Pattern Rules for each Course Term (completed by ITC but must be verified by building). Have DASL State Support verify these Marking Pattern Rules if necessary.

____ Configure Default Mark Types for the districts (completed by ITC but must be verified by building)

____ Provide your ITC DASL Project Team with approved School Calendar for upcoming school year

____ Verify that your current school year calendar is up to date in POISE and all calamity days are correct and changes made. Verify Reporting Term start and end dates. P105, P301, P310 must be reviewed carefully.

____ Data load performed by ITC of the Marks package so that student marks are loaded in with the correct mark types – based on the Default Mark Types settings.

____ Configure DASL Options Screens (Home – Management – School Administration – DASL Options)

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- Fees Configuration
- Attendance Configuration including default Absence Codes
- Scheduling Configuration
- Marks Configuration

_____ **** **Phase V Data Validation may be started now** ****

_____ Review and configure Code Tables and Parameters

- Absence Types configured for Excused Period and Report to EMIS

_____ Review and configure Master Calendar – including parameters for calendar days

_____ Ensure that calamity days for the current school year are entered into DASL for the districts (each building)

_____ Ensure that Rotation Days and Rotation Day Periods meet the needs of each building within district

_____ Review and configure Student Attendance Calendars (Sub-Calendars) – including parameters for sub-calendar days

_____ Assign students to Sub-Calendars appropriately

_____ Update the Absence Type Maintenance for any types that should be "Is Excused".

_____ Review and configure District and Building Grade Level Codes and sort orders (no duplicate sort orders)

_____ Review loaded Reporting Terms and update to include a meaningful description. Do NOT change the Reporting Terms codes.

_____ Review and configure Virtual Reporting Terms for the marks to be stored outside of the standard Reporting Terms, customized for each building

_____ Review Course Terms and update to include a meaningful description. Do NOT change the Course Terms codes.

_____ Review and update Course Master Definitions – including the Miscellaneous parameters, EMIS parameters, "Report to EMIS", and "Is High School Credit"

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- ____ Review and update Course Section Definitions – including Course Section Meeting Times and Meeting Time Descriptions
- ____ Set the default Scheduler Job Parameter Set
- ____ Define Homeroom Terms and assign to Homerooms
- ____ Validate Student Homeroom assignments
- ____ Add additional Mark Types needed for Marking Patterns
- ____ Create multiple Marking Patterns to meet customized needs of each building
- ____ Create multiple GPA Sets to meet customized needs of each building
- ____ Create multiple Honor Rolls to meet customized needs of each building
- ____ Create Absence Letter Rules as necessary
- ____ Set unused Miscellaneous Data Groups to “Read Only”
- ____ Verify that Discipline Action Maintenance is setup to EMIS specifications
- ____ Verify that Discipline Infraction Maintenance is setup to EMIS specifications
- ____ Complete and email the ***DASL School Setup and Configuration Sign-Off*** (as an attachment) to your ITC DASL Project Team

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De-Duplicating TEAC Records

When using DASL the "TEAC" file will be a "district" file of all the teachers – Staff Members. Therefore, each teacher must have a different TEAC code in POISE for conversion to DASL.

If you have a teacher that teaches in all your buildings and is using the same TEAC code in each building, that will be correct. No change will be necessary.

If you have a teacher that teaches in all your building and is using a DIFFERENT TEAC code in each building, that is a problem. You will need to be sure that the teacher has the SAME TEAC code in each building.

If you have TWO DIFFERENT TEACHERS, TEACHING IN TWO DIFFERENT BUILDINGS, HAVING THE ** SAME ** TEAC CODE, one of those codes must be changed.

The example below showing Teacher A (Mrs. Sue Barclay) in Building A and Teacher B (Mr. D Barclay) in Building B would be a situation that requires the TEAC code to be de-duplicated.

Steps to take when de-duplicating TEAC records

1. Run REPO report TEAC versions 10 and 11 out of your high school's account, as they have been set up then to pull the whole district's TEAC records into one report. Version 10 is sorted by TEAC ID, and you can see quickly if there is more than one teacher using the same id. Version 11 is sorted by the teacher's last name, so you can quickly see if teachers that teach in multiple buildings are using the same TEAC code or not.
2. Find the TEAC codes that are duplicates listed on the report version 10, or the ones that are the same teacher with different TEAC codes on the report version 11.
3. Decide which TEAC codes you will be changing and in which building.

Example 1: The report below is showing the same TEAC code of BARC in both BUILDING A and BUILDING B and is two different teachers. This would be an example of a situation that does need correction. You will need to decide if you are changing the code in BUILDING A or BUILDING B.

Example 2: The report below is showing TEAC code of BAUM for the same teacher in two different buildings. This situation would be correct and would need no changing.

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Example 3: The report below is showing TEAC codes of BINC and BINK for the SAME teacher in TWO DIFFERENT BUILDINGS. This would be a problem and would need to be corrected. The teacher would need to have the same TEAC codes in both buildings.

TEACHER ID TITLE/INIT LAST NAME

=====

Example 1:

BARC	MRS SUE	BARCLAY	BLDA
BARC	MR. D.	BARCLAY	BLDB

Example 2:

BAUM	MS. S.	BAUMAN	BLDA
BAUM	MS. S.	BAUMAN	BLDB

Example 3:

BINC	MRS. C.	BINKLEY	BLDA
BINK	MRS. C.	BINKLEY	BLDB

4. To change BARC in BUILDING A you will want to display the TESH screen and print out the list of courses/sections that is displaying for that teacher. You now have all her courses that will need to be changed.
5. Add the new TEAC record that you will be replacing BARC with in the TEAC records.
6. Change all CMST records that have the old TEAC code of BARC to the new TEAC code.
7. Change all the CGRP records that have the old TEAC code of BARC to the new TEAC code.
8. Display the HRMS screen. For all records that have BARC as the TEAC code, change that code to the new TEAC code.
9. Display the ROOM screen. If you do not name your rooms with a TEAC code you should be fine and nothing on this screen would need changed.
10. Once the above steps are complete, you may go to TEAC and delete the old TEAC code of BARC.

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11. **** GRADE BOOK PACKAGES **** If you are using a 3 party grade book program (i.e. excelsior, grade quick, grade machine, etc.) please be aware that you may need to change the teacher information that you have set up in your grade book as well for any TEAC codes that are changed in POISE.

When you change a TEAC code for those that use Progress Book, you MUST notify TCCSA either prior to, or that day. We will need the old TEAC code, the staff member's name and the new TEAC code.

Note: You should also only have on the TEAC screens in your buildings, current teachers. If the teacher has moved to another building, or retired, please remove from your buildings TEAC screen. For Progress Book users, please do not re-use 'old' TEAC codes for new teachers.

03/22/06 – NOTE: The social security number has been added to both of these reports as well. This is a required field for DASL – if there is not a SSN filled in, this staff record does not go into DASL. You will need to either put in the appropriate SSN, or put in a made up one. They must also be unique – so for example you have a STAF record and another called TEAC, both can NOT have 999999999 for their SSN, one could be that and the other would need to be something else unique.

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Phase IV - School Setup & Configuration Sign-Off

Please email this completed document to your ITC DASL Project Team.

Important! Completion of this document indicates that you have performed ALL of the steps in the School Setup & Configuration Phase on the DASL District Implementation Plan checklist **in both DASL PLAY and DASL LIVE** as necessary.

District Name	
Building Name	

Please Note – Each Building must submit a separate Phase IV Sign-Off sheet.

Once you have completed Phase III Training and Phase V Data Validation & Unit Testing, you will be ready to proceed to Phase VI Go-Live.

Outstanding Issues – Please list any outstanding issues that need to be resolved before proceeding to the Go-Live Phase.

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Phase V – Data Validation & Unit Testing – Weeks 5-8

(Initial and date each item in the checklist as it is completed)

Please Note: Some of these items may be available in previous DASL School Years depending on the timing of your implementation. Your ITC DASL Project Team will assist you with Phase V Data Validation & Unit Testing.

____ Student Reports – Run and validate student reports (including R101) **for each building**. Compare these reports to POISE student reports. Follow the Student Registration, Assigning Student Medical Info, Assigning Lockers to Students, and Assigning Homerooms to Students Procedural Checklists and/or Quick References for step by step instructions on validating the Student Module and Reports.

____ Attendance Reports – Run and validate attendance reports **for each building**. Compare these reports to POISE attendance reports. Follow the Attendance and Attendance Letters Procedural Checklists and/or Quick References for step by step instructions on validating the Attendance Module and Reports.

____ Scheduling Reports – Run and validate scheduling reports **for each building**. Compare these reports to POISE scheduling reports. Follow the Scheduling Process Procedural Checklist and/or Quick Reference for step by step instructions on validating the Scheduling Module and Reports.

____ Discipline Reports – If using the Discipline module, run and validate discipline reports **for each building**. Follow the Discipline Procedural Checklist and/or Quick Reference for step by step instructions on validating the Discipline Module and Reports.

____ Fee Reports – If using the Fees module, run and validate fees reports **for each building**. Compare these reports to POISE fees reports. Follow the Fee Accounting Procedural Checklist and/or Quick Reference for step by step instructions on validating the Fee Module and Reports.

____ Report Cards - Run and validate report cards **for each building**. Produce end of quarter and end of semester report cards and compare them to POISE, including GPAs and Honor Rolls. These report cards will only be available in DASL with standard formats at this time, but they can be used to compare results to POISE report cards. Check all data on report cards very closely – including credits, GPA calculations, marks, honor rolls, etc. Follow the Report Cards Processing Procedural Checklist and/or Quick Reference for step by step instructions on validating Report Cards.

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_____ Transcripts - Run and validate transcripts. Produce student transcripts and compare them to POISE. These transcripts will only be available in DASL in standard formats at this time, but they can be used to compare results to POISE transcripts. Check all data on transcripts very closely – including credits, GPA calculations, marks, class ranks, etc. Follow the Student Transcript Procedural Checklist and/or Quick Reference for step by step instructions on validating Student Transcripts.

_____ EMIS Data - Run and validate EMIS data and updates – including Verify Student Demographics (UNCLEMIS) to view the errors. Your ITC DASL Project Team will work with you on the timing of this testing. Use the EMIS Guide End User Documentation and the Year End Procedural Checklist for reference.

_____ Data Cleanup - There will be a few data clean-up issues that will need to be addressed in DASL LIVE - for example, student contacts and admissions/withdrawals of students who are attending school elsewhere. Your ITC DASL Project Team will work with you on the correct timing and method of cleaning up this data.

_____ Report all issues from the above Data Validation & Unit Testing to your ITC DASL Project Team as soon as they are encountered.

_____ Have a final District Go-Live Meeting to ensure all go-live issues are resolved and all steps from previous phases have been completed.

_____ Complete and email the ***DASL Data Validation & Unit Testing Sign-Off*** (as an attachment) to your ITC DASL Project Team

DASL District Implementation Plan

Phase V - Data Validation & Unit Testing Sign-Off

Please email this completed document to your ITC DASL Project Team.

Important! Completion of this document indicates that you have performed ALL of the steps in Phase V Data Validation & Unit Testing on the DASL District Implementation Plan checklist.

District Name	
Building Name	

Please Note – Each Building must submit a separate Phase V Sign-Off sheet.

Once you have completed Phase III Training and Phase IV School Setup & Configuration, you will be ready to proceed to Phase VI Go-Live.

I certify that all preparations have been made as noted in previous Implementation Phase Sign-Offs. I further certify that I believe our District is prepared to convert to DASL and to perform all functions necessary for our daily business. Lastly, any outstanding issues are listed below, and I have discussed these issues with my ITC. We agree that deployment may proceed given that these issues will be addressed by the date indicated.

DASL Implementation Leader	
District Superintendent	

Outstanding Issues – Please list any outstanding issues that need to be resolved before proceeding to the Go-Live Phase.

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DASL District Implementation Plan

Phase VI – Go-Live – Week 9-10

(Initial and date each item in the checklist as it is completed)

Please Note: This phase will take place 1 to 2 weeks before your scheduled District Go-Live Date. The District Go-Live date can be any day of the week – not just a Monday or day following a holiday.

_____ Make sure that the Phase IV School Setup & Configuration is complete in DASL Live

_____ Verify that your current school year calendar is up to date in POISE and all calamity days are correct and changes made. Verify Reporting Term start and end dates. P105, P301, P310 must be reviewed carefully.

_____ Make sure admission dates on students for the next school year are within that school year in POISE. Admission dates must be between 8/1 and the last day of school for each school year. Admission dates that fall between the last day of the school year and 8/1 will not load correct DASL Admission History records.

_____ Make sure the POISE/EMIS Spring Cleanup (including B109 and PURGEMIS) is complete or wait and complete the process in DASL. Do not convert to DASL in the middle of the Spring Cleanup!

_____ If you are Scheduling in POISE before converting to DASL, please follow these steps:

- Pre-Load DASL LIVE a week or two before the go-live date
- Perform School Year Initialization in DASL LIVE
- Perform Student Promotion in DASL LIVE
- Final LOAD into DASL LIVE

_____ Clear out interim marks in POISE if necessary

_____ ITC (with DASL State Support) will reload Marks data after Default Mark Types have been configured – very important – please make sure Default Mark Types are configured properly for both the current year and course history

_____ ITC (with DASL State Support) will process the Final POISE Extraction before your final DASL Load (time sensitive – will be coordinated with State Support)

_____ ITC will alter ProgressBook configuration to integration with DASL (if applicable)

DASL District Implementation Plan

_____ Adjust DSL security to only allow Testing/Proficiency data to be used. DASL-EZQuery should be used for all other DSL functions. Your ITC DASL Project Team will assist you with understanding what functionality can be used in DSL vs. DASL-EZQuery.

_____ ITC (with DASL State Support) will copy Security from DASL PLAY to DASL LIVE – optional and as requested.

_____ The only data copied from DASL PLAY to DASL LIVE is the Security as stated above. As stated in Phase IV, the School Setup & Configuration items that were updated in DASL PLAY also need to be updated in DASL LIVE.

_____ Please Note! The DASL Portal will not be copied from DASL PLAY to DASL LIVE. District personnel will need to recreate the DASL Portal in DASL Live.

_____ Change Browser Home Pages from DASL PLAY to DASL LIVE

_____ Go-Live using DASL LIVE – District is notified to use the Production rather than the Play environment

_____ IMPORTANT: If you are using ProgressBook (mid-year conversion or start of year), be sure to validate marks and attendance data on the first day of go-live.

_____ ITC will disable accounts in DASL PLAY

_____ ITC will remove access from POISE, Alpha REMIS programs, and Alpha EMIS – however ITCs should NOT remove the district from the POISE extracts as this data may be needed for possible debugging and research as needed.

DASL District Implementation Plan

ITC DASL / ProgressBook Conversion

1. **Determine Shut-Down Time**

Coordinate with the district a time at which ProgressBook and SIS can be taken offline – no later than 3pm

2. **Go-Live Support**

Contact DASL State Support (Chris Keller, Lora Lawrence, Jeff Handley) and Software Answers (Bob Ahrens, Scott Miller) for contact numbers for after hours go-live support – if the conversion process is taking place in the evening.

3. **DASL Security**

A reminder – Security Associations in DASL (linking the User to the Staff code) will need to be completed before the PB conversion

4. **Disable Access to ProgressBook and SIS**

- a. For ProgressBook, update the PB_Master database's table for District Login. The district being converted should have its district name altered by adding “_disable” or some other value added to the end. This will prevent PB users from being able to log in.
 1. If users are already logged in, their sessions will not be killed
 2. There is currently no solution for this other than resetting the web server, which will kill every user's session
- b. For SIS, run the script that alters the SIS access, disallowing users from entering the system.
 1. The system user account that is used for executing the SIS extracts for the ProgressBook load should be excluded from this, leaving access on for that user
 2. After the conversion is complete, this user account can be disabled or deleted upon the ITCs discretion

5. **Final Load from SIS to ProgressBook for the single district**

This should be a single district load, to expedite the process

6. **Back up the ProgressBook database for the district**

This backup file should be kept until the ProgressBook year-end cleanup/roll-over process is executed. The backup file would be needed should the district need to revert back to SIS due to ProgressBook conversion issues discovered after going Live on DASL.

7. **Final load from SIS/EMIS to DASL**

DASL District Implementation Plan

ITC DASL / ProgressBook Conversion

- a. ITC processes the extract from SIS/EMIS (for the single district, to expedite the process)
 1. This can be achieved by editing the sis_control.ini file and the district_control.ini file
 2. Also check the emis_control.ini to see if it's current
 3. By running for a single district, extract times may be less than 5 minutes
 - b. ITC processes the load into DSL
 1. Because only the single district is being loaded into DSL, all other districts are unable to use DSL until the next full load is processed
 2. The nightly DSL job should be disabled as a safety measure to prevent accidentally trying two loads at once
 3. By running for a single district, the load times are drastically reduced
 - c. ITC contacts Lora Lawrence from the DASL Team
 - d. Lora processes the DSL→DASL load
 1. Lora also sets the IsLive and IsProgressBookOn flags to ON
 - e. Lora Lawrence contacts the ITC to inform them the load was completed.
8. **Ensure that the DASL GradeBook WebServices (GBWS) are configured properly for DASL Live**
- a. While this may have been configured and tested ahead of time, it's important to double-check at this time, to ensure that the DASL config files are set up properly.
 - b. Testing documentation has been provided by the DASL Team
9. **Update the PB Master DistrictLogin table to Reference the DASL Live GBWS**
- a. Set the WebServices URL
 - b. Set the WebServices authentication
 - c. Set the IntegrationEnabled flag to 1
10. **Update the PB Master PLAY database**
- a. Set the IntegrationEnabled flag to 0 in the Play database
 1. This will prevent the data from getting loaded a second time into the Play database
 2. This is only applicable if the district's conversion was tested in the Play environment
11. **Process the DASL Extraction/ProgressBook Import**

DASL District Implementation Plan

ITC DASL / ProgressBook Conversion

- a. A command file to run the MaintenanceTasks.exe for DASL Live must be configured for this district
- b. **This must be a FULL extract: DO NOT SPECIFY THE ModifiedSinceDays parameter!**
- c. The recommended practice for the nightly DASL extractions is to run each district separately
 1. This results in one command file for each district that is using DASL/ProgressBook
 2. Another command file can be used to execute each of the individual district commands in sequence
 3. This will result in each district being extracted from DASL and imported into ProgressBook individually, allowing for concurrent activities which will result in quicker turn-around of the entire process.
 4. If all districts are extracted from DASL together, none of the files are FTP'd to the ProgressBook import location until all district extracts are complete.
 5. More information for how to configure the DASL MaintenanceTasks.exe can be found by referencing the DASL configuration and maintenance documentation.

12. Verify the ProgressBook Import has Succeeded

- a. Reference the ProgressBook BackOffice Import Log files
 1. Log files are stored under the directory where PbBackOffice was installed, in a subdirectory for "Logs[day]"
 2. Enhancements from Software Answers have been requested for the following:
 1. A log reader which can automatically refresh to show updates to the log file without having to close and re-open the file
 2. A log analyzer to catch any load errors during automated/nightly runs and notify the appropriate contacts
- b. If a timeout occurred, reference instructions from Software Answers for how to manually execute the import to work around the timeout error
- c. The DASL Extract log files can also be referenced if needed
 1. Log files are stored along with the XML files extracted from DASL
 2. One global log file exists in the root extract folder, summarizing all district extracts
 3. District specific extract logs exist within each district subfolder

DASL District Implementation Plan

ITC DASL / ProgressBook Conversion

13. Set the ProgressBook Data Integration Status to DASL

Log into ProgressBook and change this status for all buildings

- a. Log into ProgressBook using the district name that was altered in step 2a. The district name used for logging in will have the “_disable” (or whatever was used in 2a) at the end.

14. After the ProgressBook Load Completes, Verify Integration

- a. Log into ProgressBook using the district name that was altered in step 2a. The district name used for logging in will have the “_disable” (or whatever was used in 2a) at the end.
- b. Attempt to take Homeroom Attendance, as this would be the first item hit by teachers the next day
 1. Check the Absence Code list.
 2. If too many absence codes are showing, go to the absence codes maintenance screen in ProgressBook and ‘Hide’ any absence codes that teachers should not see.

15. Restore ProgressBook Access

- a. Restore the PB_Master record for the district login to have the correct district name

16. Continued Data Verification

This can be continued the next day, after the district is already live, per the ITC’s discretion.

17. Set up the ProgressBook Report Card Mappings

This can be processed after the district is already live, but before report card marks are recorded, per the ITC’s discretion.

In the case of failure at any step:

1. Restore the ProgressBook database that was created in step 4
2. Restore the previous ProgressBook Integration settings altered in step 7
3. Restore ProgressBook and SIS access by reversing step 2
4. Contact all parties involved in the conversion (DASL, Software Answers)
5. Inform the district that the conversion/Go-Live did not succeed and plans will be made to go live at another date.

DASL District Implementation Plan

Phase VI - Go-Live Sign-Off

Please email this completed document to your ITC DASL Project Team.

I certify that all preparations have been made as noted in previous Implementation Phase Sign-Offs. I further certify that I believe our District is prepared to convert to DASL and to perform all functions necessary for our daily business. Lastly, any outstanding issues are listed below, and I have discussed these issues with my ITC. We agree that deployment may proceed given that these issues will be addressed by the date indicated.

DASL Implementation Leader	
District Superintendent	

Outstanding Issues – Please list any outstanding issues that need to be addressed and the date that they need to be address by.

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DASL District Implementation Plan

Phase VII – Post-Implementation – After Week 10

(Initial and date each item in the checklist as it is completed)

_____ There are a few cases where students are duplicated in the POISE to DASL data conversion. Your ITC can request a query that will identify those possible duplicate students. You will be asked to verify the data and then clean-up of those duplicate students can take place.

Please Note: This situation cannot be cleaned up BEFORE a district goes live, unless the EMIS data is cleaned up so that all past and present SSNs match. The 'cleanup' must be done after the district go live, when no further data loads will occur (as the load will re-introduce the dupes).

_____ Set up and conduct 1 hour EZQuery Training for all staff

_____ Set up and conduct additional DSL Testing/Proficiency training as necessary for all staff

_____ Set up and conduct additional Scheduling training when necessary

_____ Contact ITC DASL Project Team as needed for issue resolution, additional training needs, miscellaneous questions or troubleshooting, etc. for the first month after the Go-Live date.

_____ Your district will be contacted a month or two after your Go-Live date to participate in a Post-Implementation Audit. This Post-Implementation Audit will evaluate your future DASL training needs, gather feedback from the Implementation Plan, and document any open issues that still need resolved.

_____ After the Post-Implementation Audit, the ITC DASL Project Team will no longer be your main DASL contact. Please direct all issues to your ITC DASL Support team.

DASL District Implementation Plan

DASL District Post-Implementation Audit

District _____

Date _____

District Participants in the Post-Implementation Audit

Name	Title

Please add any attachments or supporting documents as needed.

1. Please list the top enhancements or additional functionality that you would like to see in DASL that would help you in the daily running of your district.
2. Please list the top enhancements or additional functionality that you would like to see in DASL that would help you analyze student data and help you make decisions with that data.
3. Please list what went well in the conversion from POISE to DASL.

DASL District Implementation Plan

Please rate the following from 1 to 5 with the following scale:

- 1 – Highly Agree
- 2 – Agree
- 3 – Neutral
- 4 – Disagree
- 5 – Highly Disagree

DASL Functionality

	Highly Agree			Highly Disagree	
We are satisfied with DASL and find it easy to use	1	2	3	4	5
We find that all of the “old” POISE functionality is now in DASL	1	2	3	4	5
We know what DASL documentation is available and how we can use that documentation	1	2	3	4	5
We were satisfied with the June EMIS reporting with DASL	1	2	3	4	5
We are satisfied with our current level of DASL Support	1	2	3	4	5
We use DASL to review and analyze student and district data	1	2	3	4	5
We are satisfied with how we can analyze data in DASL	1	2	3	4	5

Comments on the above:

DASL Implementation Process

	Highly Agree			Highly Disagree	
Our district understood how we were going to implement DASL and the steps we were going to take to convert from POISE to DASL	1	2	3	4	5
We received adequate DASL training	1	2	3	4	5
We understood how our data was being loaded into DASL and what we needed to do to validate the accuracy of our data	1	2	3	4	5
We understood the testing procedures and had ample opportunity to test before going live with DASL	1	2	3	4	5
We received adequate support from NOACSC during our conversion from POISE to DASL	1	2	3	4	5

Comments on the above: