DASL Reporting Tips 2019-20

DASL.NAIS.ORG

Now that data are entered, it's time to put them to use for your school. You'll find in this document the steps you can take to access a variety of reports in DASL.

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

Here are some of the reports you can pull:

- *Tables (Custom Reports)* – Tables created by NAIS that you can run for any of your member associations using DASL. There are over 200 reports broken into a variety of categories. These were historically known as the National Tables.

- *Dashboards* – Available to NAIS Member schools, these dashboards with charts have been configured for you to customize with just a few clicks.

- *Saved Reports* – If you have created and saved reports in DASL in the past, you can access them and update them for the new year with just a couple of clicks. Leverage your earlier work for some quick wins!

- *NAIS DASL Databook* – Available to NAIS Member Schools, this report provides a comparison of your school's data across all areas of data collected in DASL with the median values of data in the comparison group you have chosen for the report. The data are displayed as trend lines over a three-year period, as well as tables of values for the year selected.

Follow the steps in each section below to access these reports for your school.

Tables (Custom Reports)
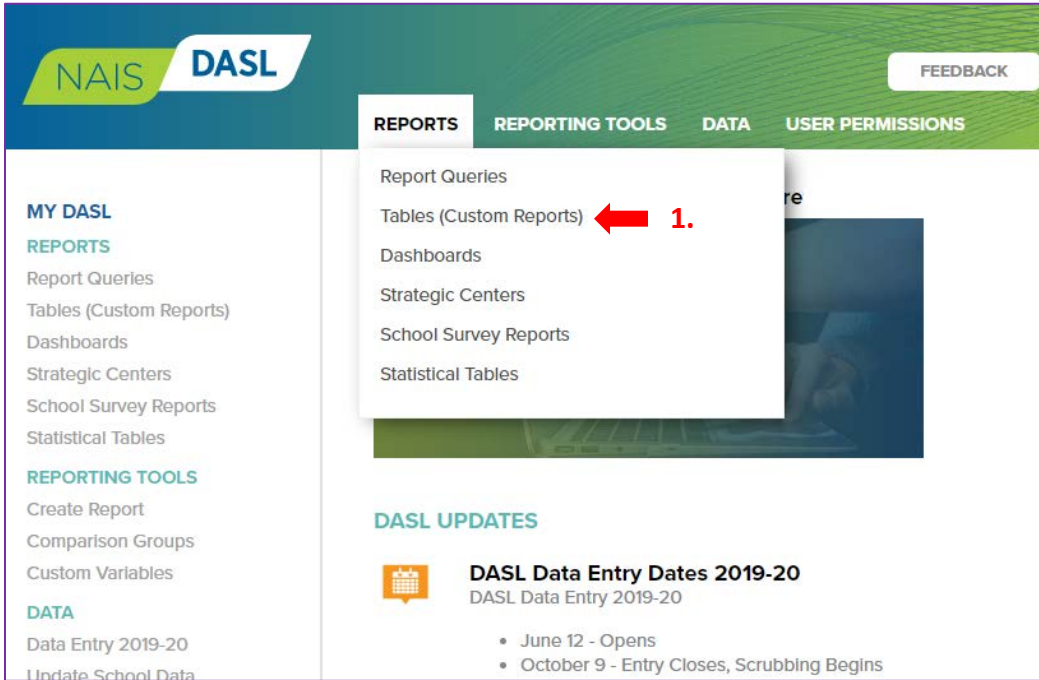
1. In the top navigation bar, hover over "Reports" and click on "Tables (Custom Reports)."
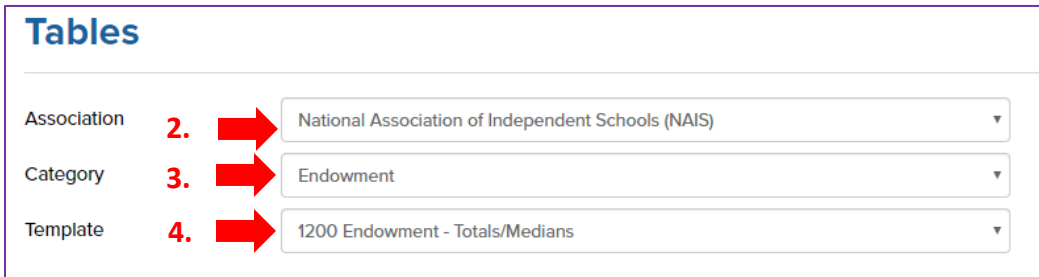
2. For Association, select "National Association of Independent Schools (NAIS)."

3. For Category, select desired category. For NAIS Member custom reports, such as salary comparisons, select the "General" category.

4. For Template, select the specific template with the information you would like to see.

NAIS DASL DATA AND ANALYSIS FOR SCHOOL LEADERSHIP

Tables

Association	National Association of Independent Schools (NAIS) ▾
Category	Endowment ▾
Template	1200 Endowment - Totals/Medians ▾

Table Parameters

Select Year(s)   2018-19 ▾ ⬅ **5.**

Select Comparison Group(s)   All NAIS Member Schools ▾ ⬅ **6.**

[View Table]   [Export to Excel]   [Export to PDF] ⬅ **7.**

5. Select the desired year's data you would like to see in the report.

6. Select the Comparison Group you would like to use.

7. Select how you would like to see your report - in browser, an Excel file, or a PDF.

Dashboards *(NAIS Members only)*
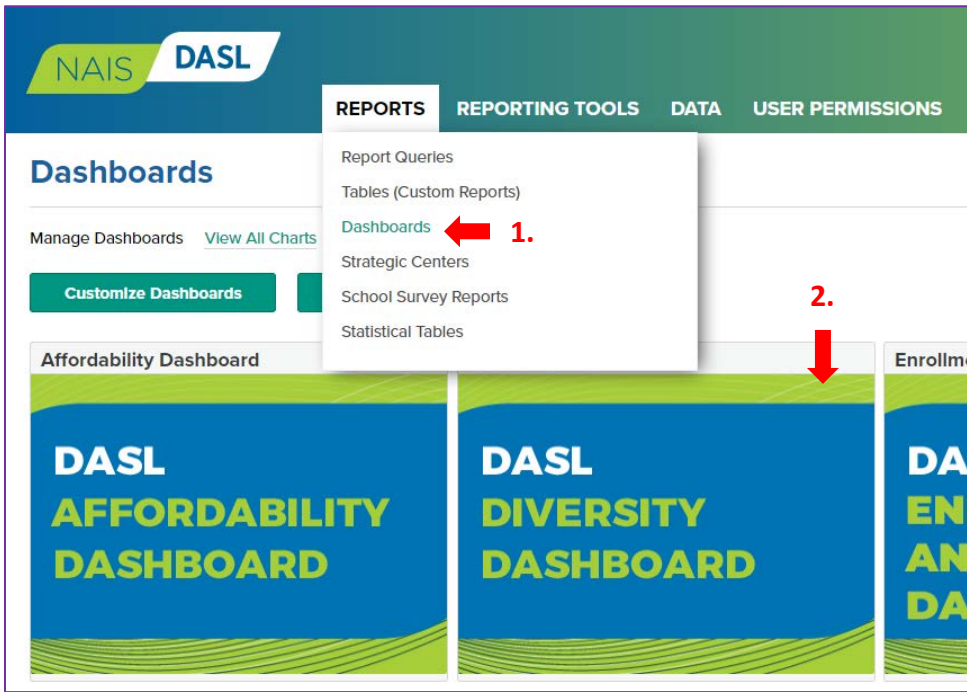
1. In the top navigation bar, hover over "Reports" and click on "Dashboards."

   - You will not see this link if your school is not a member of NAIS.

2. Click on one of the dashboards shown on the landing page for this tool.

   - DASL opens the dashboard and displays a series of charts that include your school's data and the data from comparison groups.
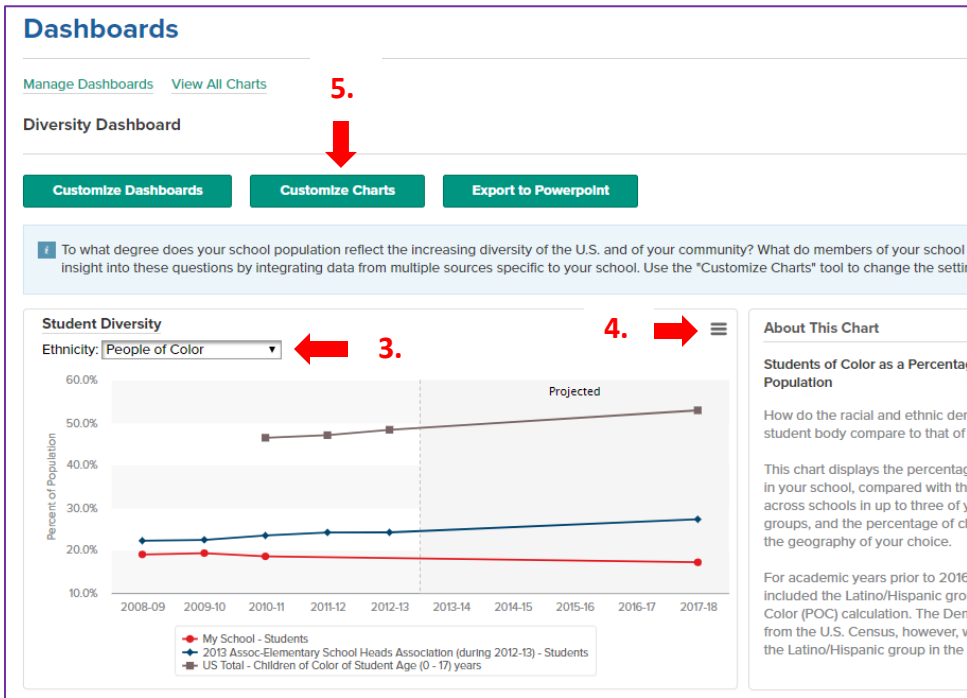
3. You can change some settings in the chart directly. Click on the drop-down to select a different racial/ethnic group in this example.

4. To get the image of a chart for a document or presentation, click the hamburger icon in the upper right-hand corner of the chart and select the format you'd like to use. Save the file to your hard drive.

5. Click "Customize Charts" to change other settings, such as the year(s) covered or the comparison group(s).

All Charts *(Affects all charts)*

Comparison Groups *(Some charts will only display your first comparison group)*

1. Assoc-AISGW
2. None
3. None

Years *(Some charts do not use multiple years; demographics data is available from 2010-11)*

Range: 2014-15 to 2016-17

Single: 2016-17

☐ Include 5-year data projections *(Some charts do not support data projections)*

Demographics *(Affects only charts containing demographic data)*

Use CBSA data

in Georgia

for Atlanta-Sandy Springs-Roswell, GA

Ethnicity
People of Color

Race/Ethnicity
Persons of Color

School Type
Day

Family Income
$200,000 to $349,999

Explanations
☐ Display detailed chart explanations

- When you click "Customize Charts" this window will open. Use the controls to change the settings for your charts.
  - Note: These will change across all charts, so you only have to do this once.
- When you are done, click "Save" and the system will return to the chart you were last viewing.

NAIS DASL

REPORTS   REPORTING TOOLS   DATA   USER PERMISSIONS

Dashboards

Manage Dashboards   View All Charts   **1.**

[Customize Dashboards]   [Customize Charts]

Affordability Dashboard

DASL AFFORDABILITY DASHBOARD

Diversity Dashboard

DASL DIVERSITY DASHBOARD

Enrollment a

DASL ENR AND DASH

1. Click "View All Charts" to access the full menu of charts available.
   - A menu of charts appears on the right.

Dashboards

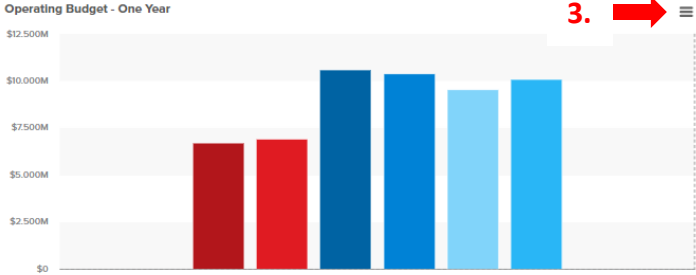Manage Dashboards   View All Charts

Customize Charts   ← **4.**

Operating Budget - One Year

ℹ️ Note: Data reported in a data collection year reflect the prior fiscal year. Values on X-axis reflect the data collection year.

This chart shows your school's total revenues and total expenses for the fiscal year prior to the data collection year selected. Click on "Customize Charts" to select the data collection year for which you would like data displayed. Zeros or missing values in charts may represent missing or unsubmitted data, but not all data points are collected for every school (for instance, a day school would not have 7-day boarding tuition data).

Column chart for 2018-19, **NAIS Test School** compared with: All NAIS Member Schools ; ; and Assoc-AISGW.

Chart Type: [Column ▼]   **Add to Dashboard**   **Export to Excel**

Operating Budget - One Year   **3.** → ≡

Budget ▲
Operating Budget - One Year
Operating Budget - Trend over Time
Annual Percent Change in Revenue and Expenses
Operating Budget - Revenue and Expenses per Student
Admissions ▼
Endowment Debt ▼
Plant ▼
Student Turnover ▼
Financial Aid ▼
Tuition ▼
Net Tuition Revenue ▼
Faculty ▼
Annual Fund ▼
Staffing ▼
Enrollment ▼
Student Diversity ▼
Annual Income ▼

2. →

2. Click the category name to expand the list of charts available in that category.

3. To save a chart to your hard drive, click on the hamburger icon in the upper right-hand corner of the chart and select the file format you prefer.

   - Save the file to your preferred location.

4. To change the settings for your charts, click on Customize Charts.

All Charts *(Affects all charts)*

Comparison Groups *(Some charts will only display your first comparison group)*

1. Assoc-AISGW
2. None
3. None

Years *(Some charts do not use multiple years; demographics data is available from 2010-11)*

Range: 2014-15 ▼ to 2016-17 ▼

Single: 2016-17 ▼

☐ Include 5-year data projections *(Some charts do not support data projections)*

Demographics *(Affects only charts containing demographic data)*

Use [CBSA ▼] data
in [Georgia ▼]
for [Atlanta-Sandy Springs-Roswell, GA ▼]

Ethnicity
People of Color ▼

Race/Ethnicity
Persons of Color ▼

School Type
Day ▼

Family Income
$200,000 to $349,999 ▼

Explanations
☐ Display detailed chart explanations

- When you click "Customize Charts" this window will open. Use the controls to change the settings for your charts.

  o Note: these will change across all charts, so you only have to do this once.

- When you are done, click "Save" and the system will return to the chart you were last viewing.

Saved Reports

1. In the navigation bar on the top, click on Reports and then "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.

3. Click "Years" and select 2017-18 as the year or most recent year 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.

NAIS DASL — **DATA AND ANALYSIS FOR SCHOOL LEADERSHIP**

My Report Queries   Shared with Me   Starred

[Create]   [Share]   [Remove]

		Title
☐	☆	Percent International Students - Region
☐	☆	Percent International Students - Type
☐	☆	Tech Spending by School Size - for Tim
		Previous Year's tech spending - adjusted for inflation
☐	☆	Tech Spending per student - for Tim
		Previous Year's tech spending per student, adjusted for inflation
☐	☆	Tech Spending per student by School Size - for Tim
		Previous Year's tech spending per student, adjusted for inflation
☐	☆	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.
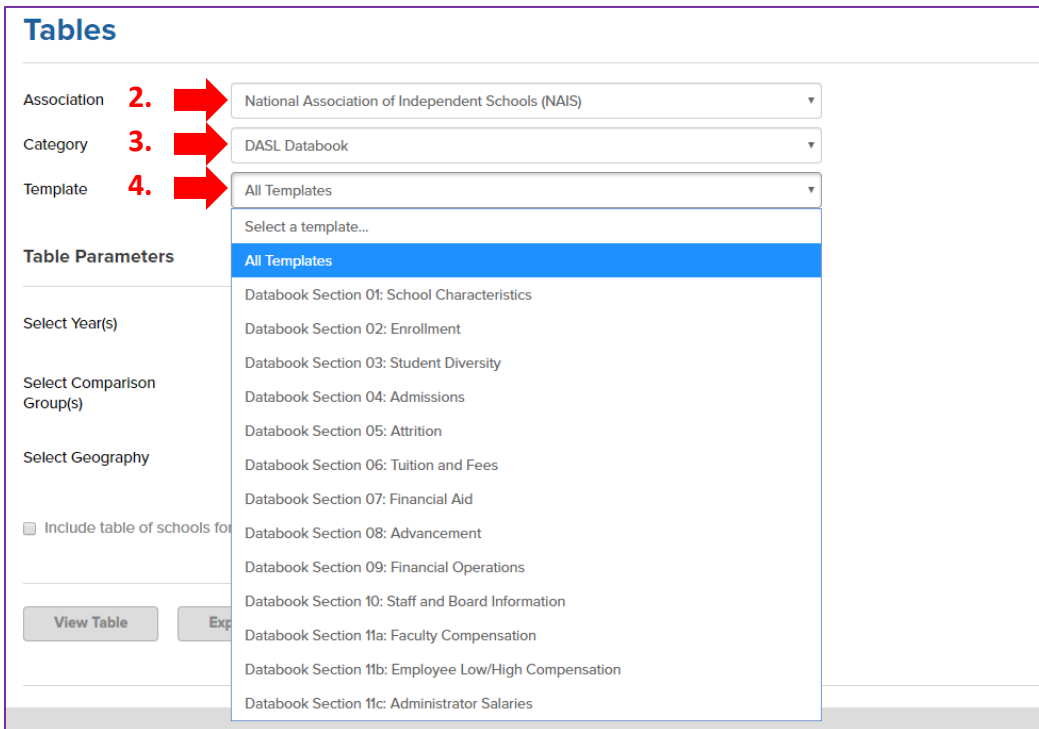
NAIS DASL Databook

To pull the NAIS DASL Databook, log in and take the following steps:
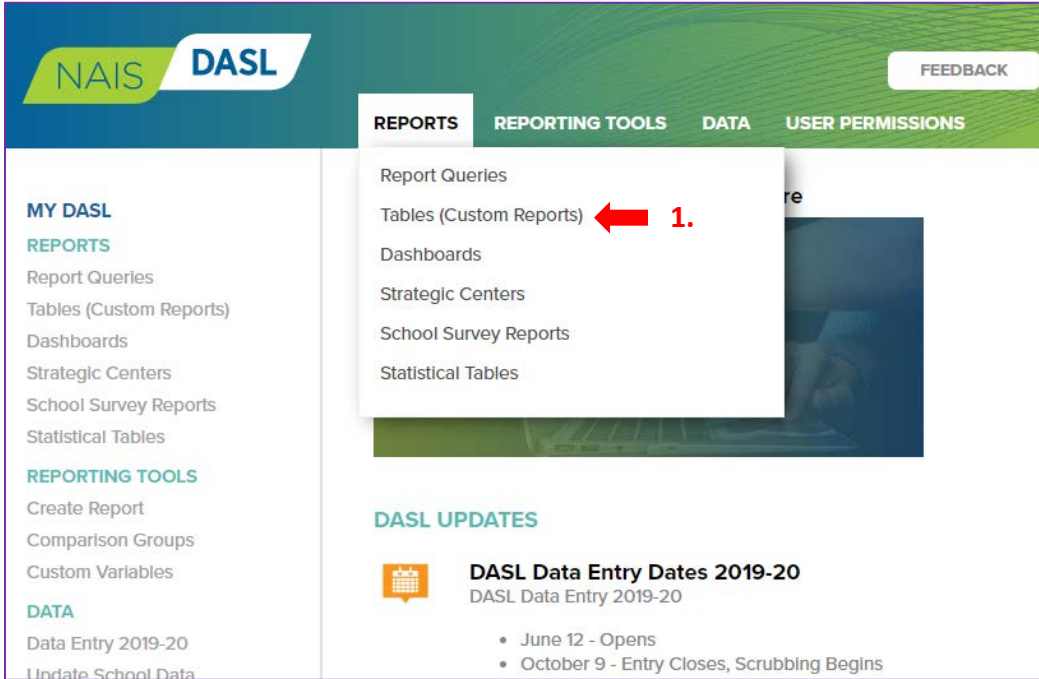
1. In the top navigation bar, hover over "Reports" and click on "Tables (Custom Reports)."

2. For Association, select "National Association of Independent Schools (NAIS)."

3. For Category, select "DASL Databook."

4. For Template, select "All Templates" to print the full book, or one of the sections listed to print it alone

Tables

Association: National Association of Independent Schools (NAIS)

Category: DASL Databook

Template: All Templates

Table Parameters

Select Year(s): 2018-19   **5.**

Select Comparison Group(s): All NAIS Member Schools   **6.**

Select Geography: Use Zip Code data in District of Columbia for 20036   ←

☐ Include table of schools for selected comparison groups

View Table | Export to Excel | **Export to PDF**   **7.**

5. Select the desired year's data you would like to see in the report.

   The system will automatically input your school information.

6. Select your desired comparison group, and the geographical area for which you would like data about the general population.

7. Click "Export to PDF" to download the report.

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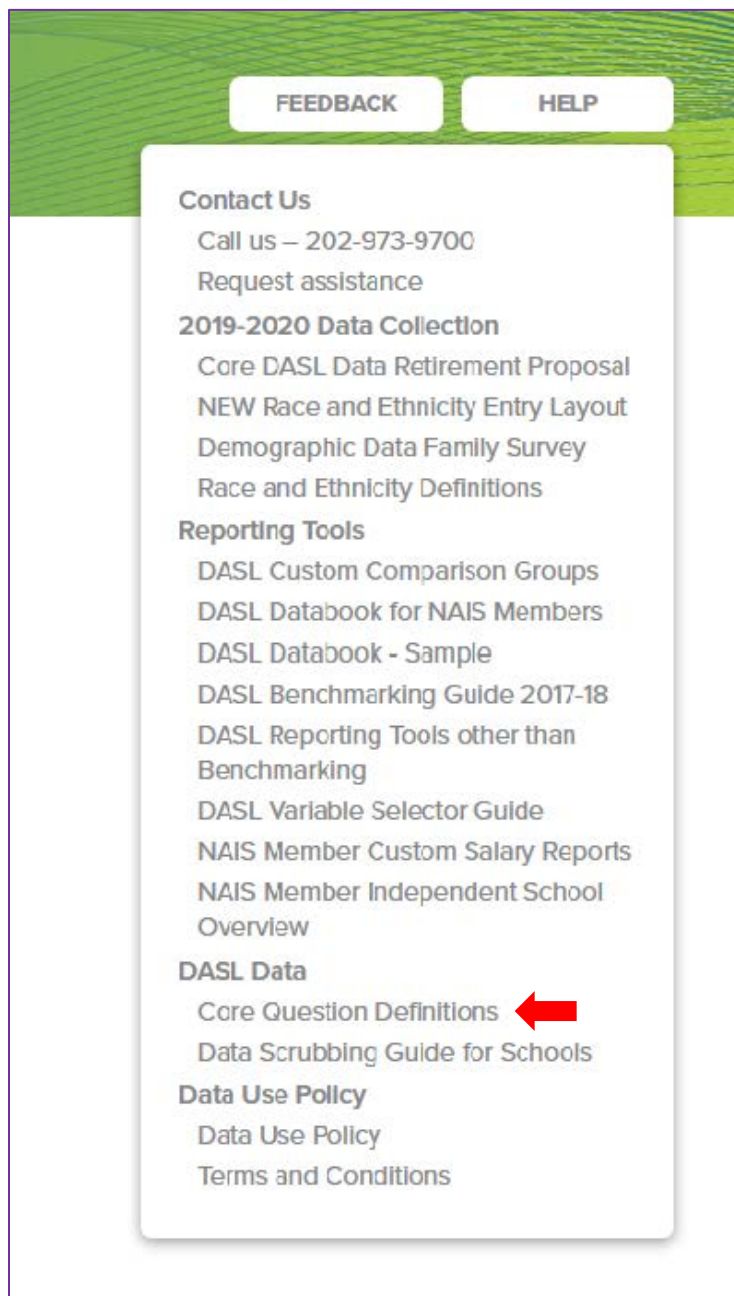
2. Email daslhelp@nais.org for all other inquiries.