Da Capo Inventory Teacher Quick Start Guide

Initial Setup · https://docs.dacapoinventory.com/doc/da-capo-inventory-teacher-quick-start-guide/

This quick start guide is designed to help teachers get up and running with Da Capo Inventory. For full documentation, visit the Teacher Dashboard or go to docs.dacapoinventory.com .

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Set a Password for Your New Account

Using any modern browser, preferably Chrome, click the link in the welcome email that you received.

If you cannot find that email, please send an email to support@dacapoinventory.com from your school email address.

Set a password for your account that contains letters, numbers, and symbols. Please remember your password.

Log In to Your New Account

Using any modern browser, preferably Chrome, visit www.dacapoinventory.com and click the green button.

Enter your school email address as your username and the password that you created.

If you forgot your password, use the **Forgot Password** page and enter your email address. An email will be sent so you can change your password.

Your password must contain letters, numbers, and symbols. Please remember your password.

Set Your User Preferences

Upon your first login, please visit your **User Profile**.

Ensure that your teacher name, email address, appropriate school names, and courses are checked off. If you do not check off any buildings or courses, you will not have access to many features of the program.

If you are unable to select the buildings in which you teach, your administrator will need to enable that setting for you.

Visit the **Program Settings** screen to turn specific program features on or off.

Check Your Dashboard

Your Teacher Dashboard shows an overview of several parts of your program. You will be able to see inventory, enrollment, and repair data at a glance.

Most school districts and teachers have already uploaded students and inventory, so you should see a listing of inventory items and students in your discipline.

Important: If you do not see your students on the Enrollment screen, it is usually because they have not been assigned to a program (Band, Orchestra, or Chorus). See the **Program Enrollment** section below.

Import Students

Upload Students to Da Capo Inventory

Normally, this is handled between your district's music administrator and the district data person.

Instructions can be found here: Student Upload Documentation

Program Enrollment (Very Important)

The **Program Enrollment** screen controls whether students appear throughout the system.

Even if students are uploaded into Da Capo Inventory, they will **not appear** in your Enrollment screen, Inventory assignments, or most program features unless they are assigned to a program such as:

- Band
- Orchestra
- Choral / Chorus

To access this:

- Go to **Enrollment → Program Enrollment**

From this screen:

- Search for a student
- Check the appropriate program (Band, Orchestra, Chorus, etc.)
- Save or confirm the selection

Key Concept: Program Enrollment acts as a filter for the entire system. If a student is not checked into a program, they will appear to be "missing" even though they exist in the database.

Import Instruments

Upload Instruments to Da Capo Inventory

Normally, this is handled by each individual teacher.

Instructions can be found here: Instrument Upload Documentation

Assign Inventory

Ensure that the correct building is selected near the top of your screen.

Go to **Inventory → Inventory**.

- **Assign**: Assign an instrument to a student
- **Actions**: Edit, transfer, or send instruments to repair

Printing Rental Contracts

- Print individual contracts from the Actions column
- Print bulk contracts using the button near the search box
- Filter by grade or instrument using the table filters
- Use CTRL/SHIFT click to select specific students

Manage Enrollment

From the Enrollment screen, you can:

- Assign instruments
- Enter rental financial data
- View contact information
- Email families
- Print barcodes

Reminder: Only students assigned through **Program Enrollment** will appear here.

Missing Students? Want to Remove Students?

If a student is not showing up, check the **Program Enrollment** screen first.

Most “missing student” issues are resolved by assigning the student to Band, Orchestra, or Chorus.

Appendix

Click the question mark icon in the system to search the full knowledge base.

Contact: support@dacapoinventory.com

Tier One Functions

Tier One includes the most essential functions of Da Capo Inventory. These should be completed first to ensure your program is set up correctly.

- **Upload Students**
  (This is often handled by the district administrator)
- **Program Enrollment**
  Mark students as part of a Band or Orchestra course
- **Upload Instrument Inventory**
- **Assign Rentals**
- **Print Rental Contracts**

Tier Two Functions

Tier Two expands your ability to manage communication, finances, and inventory at a deeper level.

- Sending and managing repairs
- Collecting rental payments and printing receipts
- Library upload and management
- Searching districtwide library
- Student grouping and family emails
- Emailing rental contracts

- Printing instrument barcode labels
- Addressing inventory errors (duplicate or missing serial numbers)

Tier Three Functions

Tier Three includes advanced tools for program management, assessment, and long-term tracking.

- Student progress evaluations
  (If enabled by the district administrator)
- Recording state evaluations (NYSSMA) and local honor ensemble nominations
- Transferring instruments or library items between buildings
- Locker assignments
- Fundraising
- Trip setup
- Rotating lesson schedules, lesson tracking, and student QR code lesson logs
- Alumni follow-up
- Varsity letter points
- Ensemble attendance