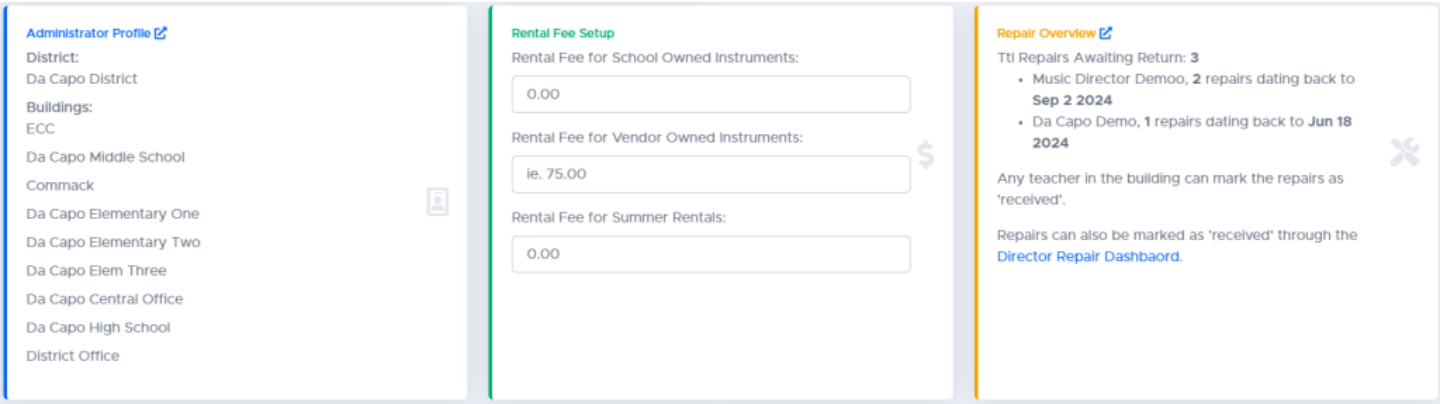
Director of Music – District Overview

Department Leader Documentation · https://docs.dacapoinventory.com/doc/director-of-music-district-overview/

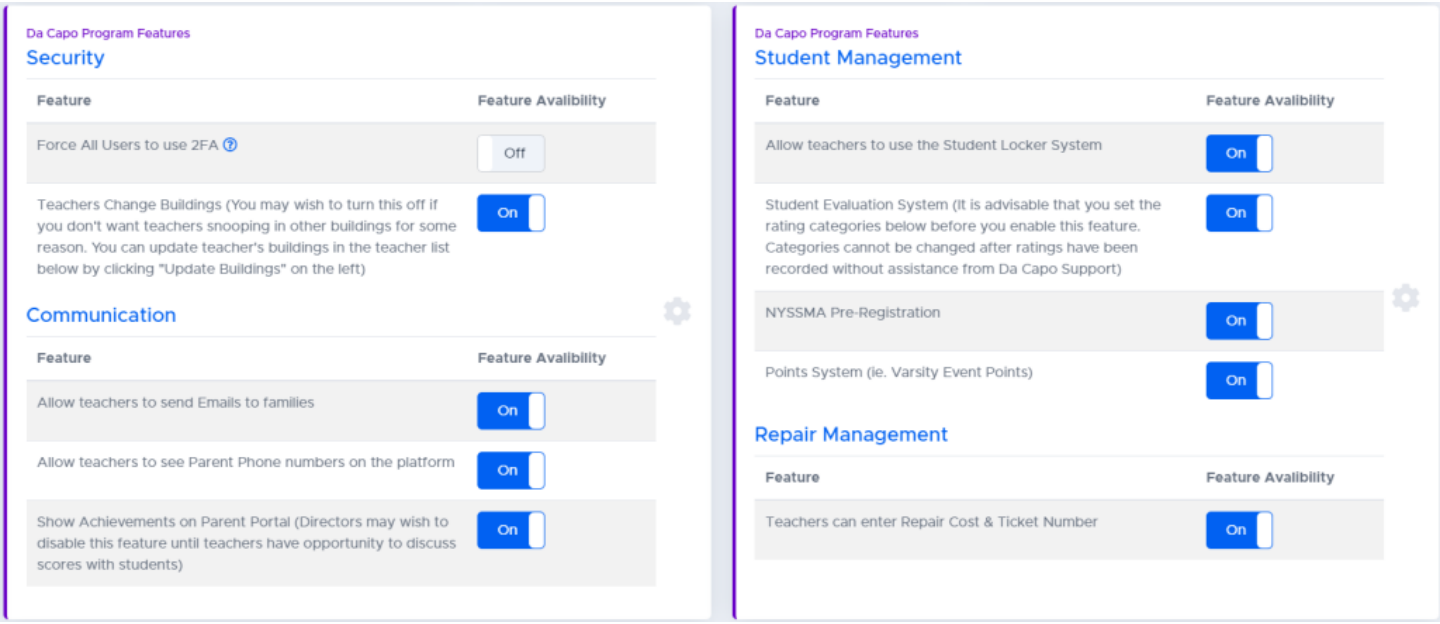
This page has six large sections.

Section 1: District Overview



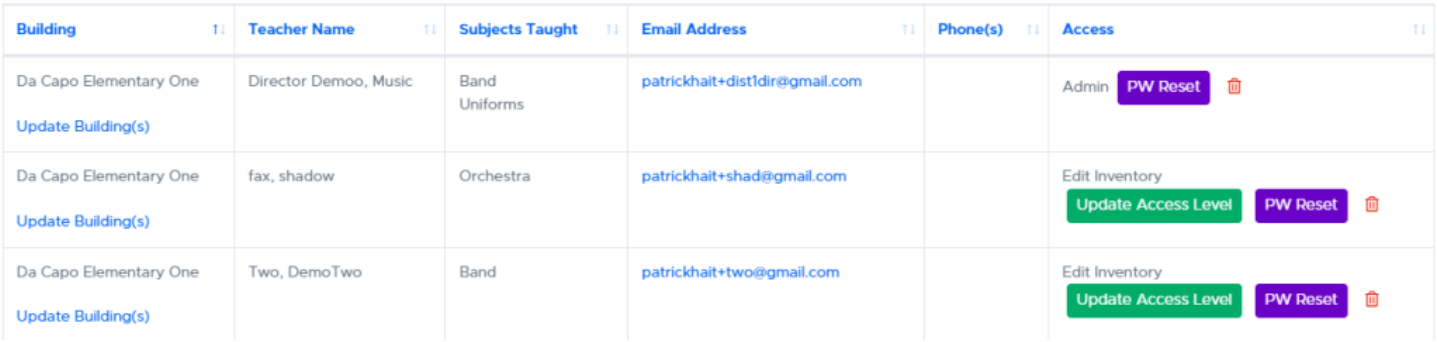
- This shows you your school district and all of the buildings in the district. When you do District-Level Imports, please use this spelling of the buildings.
- Rental Fee Setup sets the default rental fees that will be presented to teachers when instruments are assigned to students.
- Repair Overview shows statistics within your district regarding repairs and their status.

Section 2: Da Capo Program Features



- This section allows you to control master features for your staff including Security, Communication, Student Management, and Repair Management features.

Section 3: District Teachers



- This shows you all of the teacher accounts that have been created in your district. Using the buttons in the 'Access' column, you can update the access level of the teacher. Click the green button to learn more about the access levels.
- You can also cause a Password Reset email to be sent to a teacher.
- You can also delete a teacher who no longer works in your district. For each teacher you delete, you will be able to add a teacher through a button on this page. NOTE: Do not delete a teacher going on a temporary leave of absence. Please reach out to Da Capo Support and ask that a

temporary teacher be added to cover the leave. There will most likely be no charge for this.

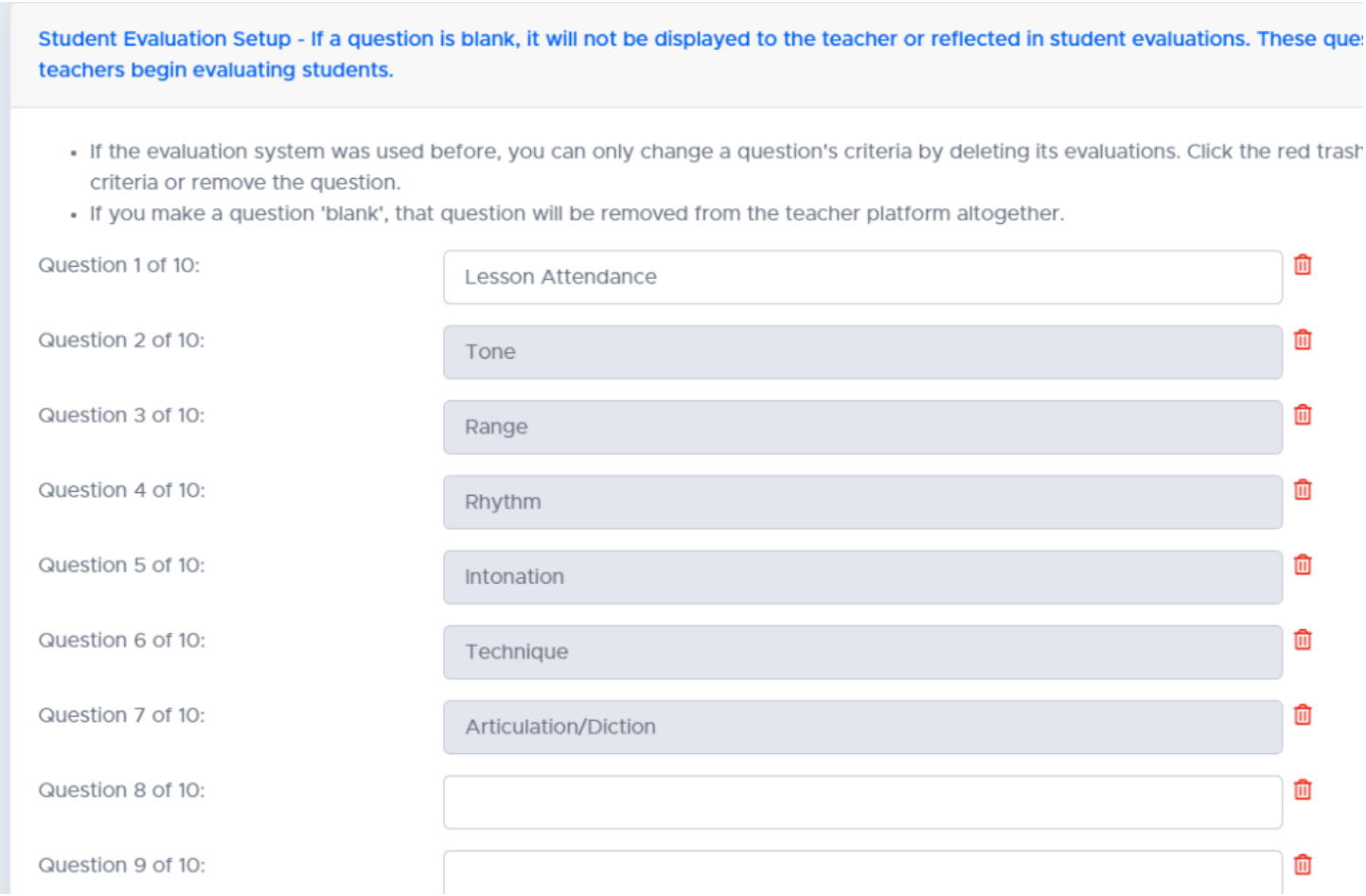
- You can also assign buildings to teachers from this page. NOTE: Teachers can set their own building(s), so long as you have that feature turned 'on' in Section 2 (above).

Section 4: Student Custom Fields



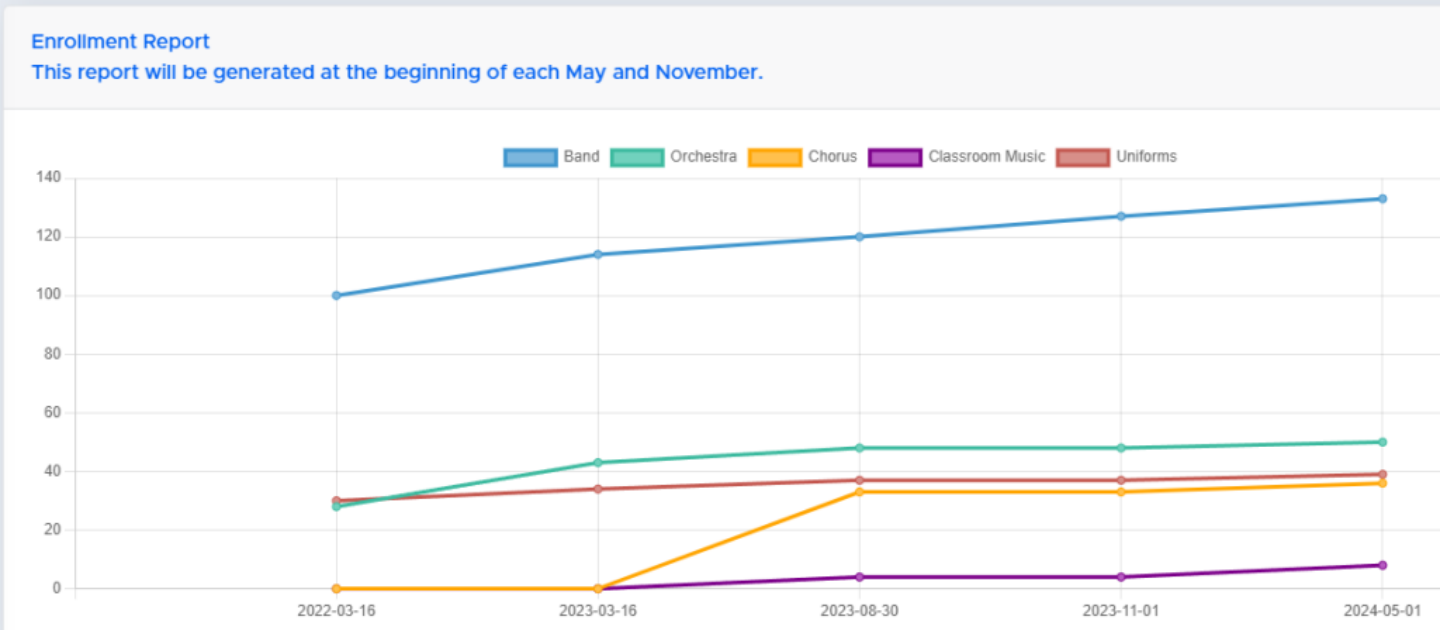
- If you have text typed in any of these fields, they will show up for teachers on the "Modify Student" page. If you leave these blank, they will not show up on that page.
- As of September 2024, Directors of Music have the ability to import this data via the Excel Import 'Import District Students' function. Teachers cannot yet import custom fields with the Building Student Import feature.

Section 5: Student Evaluation Setup



- If you have the Student Evaluation System turned 'On' in section 2 (above), teachers will have the ability to turn this system on from their Teacher Program Settings page.
- Each district is preloaded with 7 of 10 questions already filled in (Lesson Attendance, Tone, Range, Rhythm, etc.).
- If you plan on changing these questions, you should do so before your teachers will begin using the system.
- If your teachers begin using the system, and responses are recorded for the various questions, the only way to change the question or remove it, is to delete the data for that question by clicking the red trash can on the right side of the question. After that data is deleted, you can change the title of the question or delete the title of the question altogether.

Section 6: District Enrollment Report



- This report shows enrollment in the various programs. Snapshots are taken each November and May, automatically.
- As of September 2024, only 'district level' reports are available. Building level reports may be added in the future. If you are interested in this, please ask!
- This data is collected from the "Program Enrollment" checkbox page that teachers have access to. Teachers should please always keep their "Program Enrollment" accurate.

Adding a Building

Buildings cannot currently be added directly by users.

If your district needs a new school or building added to Da Capo Inventory, please email **support@dacapoinventory.com**.

Include:

- the building name;
- the school district;
- the grade levels served, if applicable; and
- any additional information that may help us configure the building correctly.

Da Capo Inventory Support will add the building and make it available to the appropriate users.