End of year

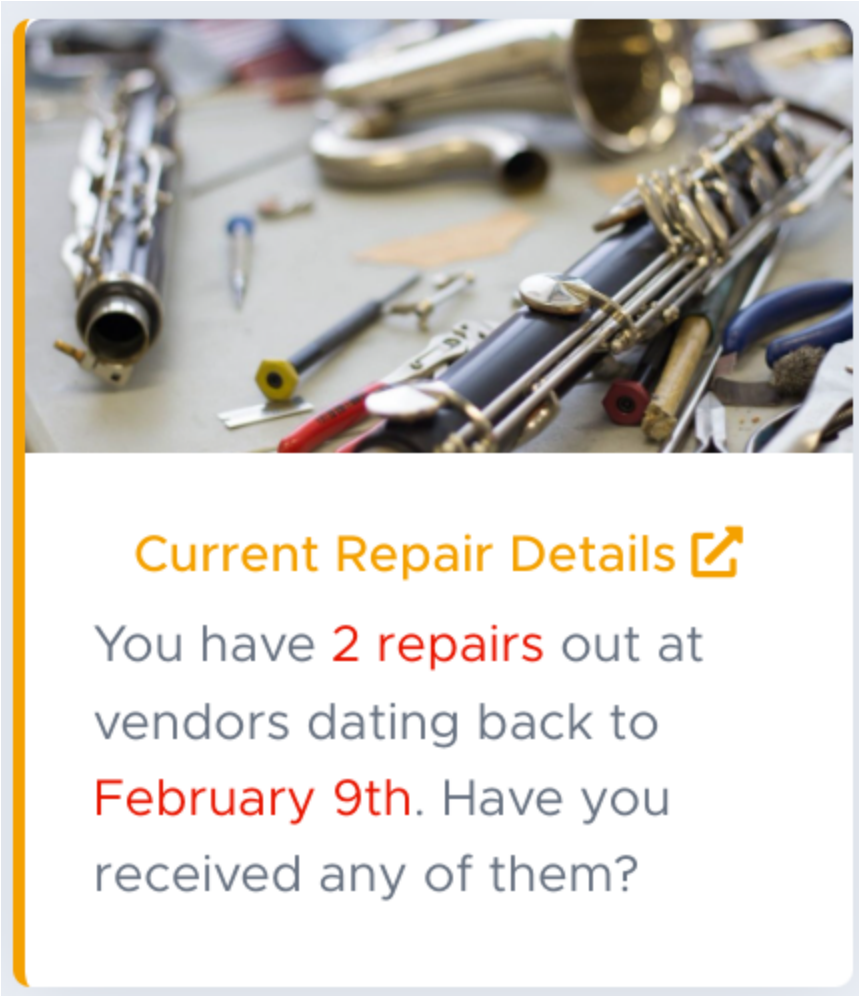
Inventory · https://docs.dacapoinventory.com/doc/end-of-year/

Evaluate your Students

As Da Capo Inventory helps teachers to keep accurate records (and to remember details from before the summer!), there is a system in place to help you to evaluate your student's progress from year to year (or month to month). When you save a student evaluation of a rising 'building senior', the next building's teacher can see their Incoming Student's evaluations to plan for their following school year. You can see more details on this feature here: Student Evaluation System.

Check in Repairs

It is important to 'check in' any outstanding repairs that you have received as you try to maintain accurate records and close out your school year. Your Dashboard will show you if you have any outstanding repairs. I recommend that you play the instrument first - before you 'accept' the repair! If it works, all you have to do is click 'Manage Repair' and the green 'Accept' button.

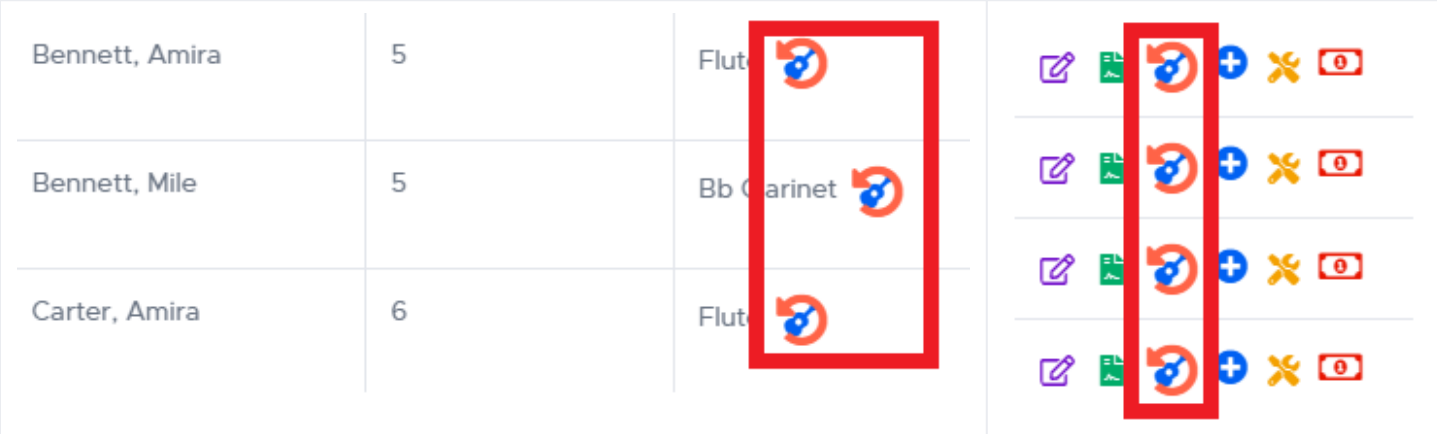


Returning Instruments

Teachers, as students return their instruments at the end of the year, you may wish to mark them as 'returned' in your inventory. You do not need to mark *all* instruments as returned, however.

I recommend that you do NOT mark continuing lowerclassman's instruments as returned. If, for example, a 5th grader will be continuing in your 6th grade band in the same building next year, I recommend that you still collect the instrument in June (or whatever your department's policy is!), but you do not necessarily need to mark the instrument as returned in Da Capo Inventory. During the annual rollover procedure that your director completes, the instrument will be automatically reassigned to the student for the next academic year, and a new maintenance fee will automatically be added to the instrument's record. **This will save you time in September because you won't have to reassign instruments to your continuing 6th grade students.**

Please DO mark instruments as returned for students who are leaving your building (ie. 6th graders going to middle school or 8th graders going to high school or 12th graders leaving your district). There are at least three ways to mark an instrument as returned in Da Capo Inventory. Using either the 'Manage Inventory' or 'Manage Enrollment' page, click the 'Quick Returns' button in the Actions Column or beside the instrument to mark the instrument as returned. You can also mark an instrument as returned using the Physical Inventory process (below).



Physical Inventory

Whether it's your department's policy or not, I personally find this to be a useful feature for me. The Physical Inventory feature keeps track of the last time you 'Scanned' an inventory item. (Note: you don't need a scanner! You can either click the 'scan' checkbox or use your phone as a barcode scanner!)

The goal of this process is to get your list of "Instruments that have not been Physically Inventoried" down to zero. This means that you 'put your finger' on every instrument that you're supposed to have in your building.

Instructions for how to complete the Physical Inventory are at the top of that page or on the Documentation Page.

Information for Directors (Lead Teacher / Da Capo Inventory Liaison)

Please continue reading here for instructions on how to complete the End Of Year Rollover in Da Capo Inventory