NYSSMA or other Adjudication Sheet Upload

State Festival Pre-Registration · https://docs.dacapoinventory.com/doc/nyssma-sheet-upload-ny-only/

State Evaluation Sheets can be saved in a student's profile page. These evaluation sheets will follow the student throughout their career in your school district. These forms will also be displayed on the Parent Portal immediately upon upload, unless disabled by the Director of Music.

Evaluation sheets can be uploaded one by one on the Achievements section of the Student Details page.

Alternatively, they can be uploaded en masse via the "Upload NYSSMA Sheets" (NY) or "Upload Adjudication Sheets" (outside of NY) page. This will allow teachers or directors to run the Adjudication sheets through a photocopier (scanner) and save up to 50 pages into a PDF file. Then, upload this file on this webpage, and wait for a few minutes. Normally, within ten minutes, the file will have been processed and Adjudication sheets and ratings will be automatically saved to your student's achievement record.

Please take note of these important details:

- Upload a PDF file with up to 50 pages of scanned Adjudication sheets. Max filesize = 38MB
- The better quality, the better! Recommended Settings: **Greyscale 250 DPI** (or higher DPI)
- One job is processed every 5 minutes. Depending on how many jobs are in front of you, you could have your results in 5 or 10 minutes.
- System will:
- Identify Barcode on each Adjudication sheet
- Look up barcode against Spring NYSSMA Database (NY Only)
- If successful, Rename the file to include name of Building and Student
- If there is an exact match in Da Capo Inventory, an Achievement will be added to the student record.
- Special tip for NYSSMA All-State (Yellow) sheets:

- Do not submit a Yellow sheet to Da Capo. The system will either Not read the barcode OR it will not read the student comments.
- Please photocopy the yellow sheet onto White paper, and scan that in. I have been told that this method works better.

NYSSMA (New York) vs Adjudication Sheets (Outside of New York):

- If a New York client is uploading NYSSMA Sheets, the sheets must contain the Da Capo Music Festivals generated legible barcode. Faded barcodes will not be able to be processed by Da Capo Inventory, and these sheets will have to be added manually to each student record
- If a client outside of New York is using this system to upload adjudication sheets en masse, student barcode stickers from the Enrollment Page must be attached to each adjudication sheet before you feed it through your photocopier (scanner).

