Prior to staff rollout & Equipment

District Wide Implementation · https://docs.dacapoinventory.com/doc/prior-to-staff-rollout-equipment/

> **Have a plan to give teachers time to work with the software.** In addition to ensuring that teachers will be available for the included 1-Hour training, plan to give them some time to familiarize themselves with the program and experiment with assigning rentals as you implement your tiered approach to the program.

- Complete the onboarding process outlined on pages 1 and 2 of the 'Instructions for New Clients' document.
- Ensure that the student upload is complete. Da Capo suggests that you pre-mark the students as ‘band’, ‘orchestra’, ‘chorus’, or ‘marching band’ during the import process, if possible. This will save time with teachers later.
- Ask staff to begin to ‘clean up’ their inventory – in whatever form they have it (paper, excel, post-it notes, etc.) so they can eventually upload it to Da Capo Inventory.
- Teachers can easily print out barcode labels (on a variety of Avery Label sizes). As far as attaching barcodes to instrument cases, one large public school program in New York uses the following supplies. You may wish to purchase something similar to that on this page: Suggested Equipment