Staff Rollout

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

- Teachers will receive an email notification that their account has been created.
- Teachers will mark their building(s) and teaching area(s) on their profile page.
- Teachers will ensure that their ‘Program Enrollment’ is accurate by clicking ‘Program Enrollment’ on their main menu. They may have to check that some students have recently joined the ‘band’ program, or uncheck students who are no longer in the program.
- Teachers may have to upload their inventory by copying and pasting their inventory into the template provided by Da Capo. Alternatively, this can be done at the ‘district level’ by the administrator prior to or during the rollout.
- Now that inventory items and students are loaded into the program, teachers can begin the rental process.
- Over time, at a schedule that fits your professional development plan, you may wish to ask your staff to build familiarity with the following functions - one tier at a time. [See this page: Suggested Feature Rollout] Da Capo is working to create more learning materials to support the tiered approach to rolling out the system.