Student Rankings

Enrollment · https://docs.dacapoinventory.com/doc/student-rankings/

Da Capo Inventory includes a Student Ranking system designed to help teachers organize student placement across buildings.

Teachers rank students **at the top grade level in their current building**. These rankings are then available to teachers in the next building, helping ensure a smooth and informed transition for incoming students.

Rankings can be adjusted directly on the page. For instrumental students, rankings are grouped by instrument. For vocal students, rankings are grouped by voice part. If a student's ranking changes, the other students in that same group will automatically renumber.

How Rankings Work

- Rankings are created for students in the **top grade of a building**
- These rankings are used by the **next building's teachers** to plan ensembles and class placement
- Instrumental rankings are based on a student's **Default Instrument**
- Vocal rankings are based on the student's **assigned voice part**

Changing a student's ranking instrument or voice part will reset their rank within that group.

Using the Ranking Page

1. On the **Enrollment → Program Enrollment** page, select the correct building / group and confirm that only students currently in your program are included.
2. On the **Profile & Settings → Program Settings** page, turn on the ranking type(s) you need: Instrumental or Vocal.

3. On the **Enrollment → Student Rankings** page, confirm each student is in the correct Ranking Group. For instrumental rankings, this is based on the student's Default Instrument (their most recently assigned instrument). For vocal rankings, this is based on the student's assigned vocal part. ***Students do not need to be assigned a vocal part to use this ranking system***. For elementary, it is best to leave the vocal part as unassigned.
4. If a student is in the wrong group, update the Ranking Item first. Note: changing the Ranking Item may reset that student's rank, so you should re-rank them afterward.
5. To auto-rank students alphabetically, click the blue star and check the box that says "Auto-Rank ALL Students" and click Submit. Alternatively, if you only want to re-rank a particular instrument group, choose the ranking category you want to auto-rank and click Submit.
6. To update the auto rankings, start with your #1 ranked student, then your #2 ranked, then #3:
    1. Click in a student's Rank box and enter the number.
    2. Click outside the box so the change saves.
    3. Continue student by student until all ranks are updated.
    4. Click "Not Recommended" for any students you are not recommending for band or chorus

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Comments (Optional)

Each student ranking also includes an optional **Comment** field.

- Comments are **not required**, but can be used to provide additional context
- This is helpful when a student's ranking alone does not fully reflect their ability, placement needs, or circumstances
- Examples might include:
    - "Strong reader, still developing tone"
    - "New to instrument this year"
    - "Recommended for advanced ensemble consideration"

To add or edit a comment:

- Click **Add Comment** or **Edit Comment** for the student
- Enter your note in the popup window

- Click **Save Comment**

Comments will be visible to teachers in the next building, providing helpful insight during scheduling and placement.

Incoming Class Report

The **Pull Report for Incoming Class** feature allows you to export ranked students who will be moving into your building next year.

- The report includes students from all **feeder buildings**
- You can choose how many top-ranked students to include
- If both ranking types are enabled, the export will include:
  - An **Instrumental** worksheet
  - A **Vocal** worksheet
- In addition to rankings, all worksheets will contain the student's Name, District ID Number, and any optional comments typed by the feeder building's teacher

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Access & Permissions

- Instrumental and Vocal ranking access are controlled separately
- If only one is enabled, only that ranking type will appear
- If both are enabled, both ranking systems and report tabs will be available

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Additional Notes

- Rankings update instantly without reloading the page
- Rankings are always maintained **within their specific group** (instrument or voice part)
- Changing a student’s grouping (instrument or voice) will reset their position
- Comments are optional and intended to **support—not replace—accurate ranking**