Points Tracking System (Varsity Letters, etc.)

Enrollment · https://docs.dacapoinventory.com/doc/varsity-points/

Da Capo Inventory can track Varsity Points for students via the Enrollment / Varsity Points feature!

Varsity Points Setup

1. Ask your department leader to enable the feature for your school district.
2. Your department leader (chairperson, director, admin, liaison) can set the various point bearing events, the number of points each event is worth, and whether bonus points are available for an event. This is all done from the Director of Music side of the program. Point values can be positive or negative.

Awarding Points

1. Teachers, from the 'Teacher' level of access of the program can go to the Enrollment / Varsity Points page and see all students in their building. The list can be filtered by students who are enrolled in Band / Orchestra / Choir / Marching.
2. Each student has a dropdown list beside their name where points can be awarded. Chose an event, Type in any notes or details if you'd like, and click 'Submit'.
3. Teachers can add points to as many students - as many times as they would like on this page.
4. When teachers want to see the updated amount of points, simply refresh the page and the totals can be seen.

Bulk Awarding Points

1. Filter the list on the Enrollment / Varsity Points page by searching for a group or a discipline or by clicking one of the filter buttons at the top of the points card. You could also CTRL-Click a few

students OR Click one student, scroll down, and SHIFT-Click another student to select multiple students.

2. Click the blue edit button to the right of the search box above the table
3. Choose an event and optionally write in notes to award points to all students in the list that were selected.
4. Confirm that you'd like to award the same amount of points to each student and click 'Submit'

View Student Record

1. By clicking on the Green Student Icon in the actions column, you can see the Student Details page. Navigate to the Varsity Points tab to see, export, or print a student's points for their High School career.

View All Point Records for the Building

At the top of the Enrollment / Varsity Points page, you can click the green outlined button 'All Varsity Points'. This report will show you all point bearing events for all students that have been recorded.