Your Da Capo Inventory Milestones

Initial Setup · https://docs.dacapoinventory.com/doc/your-da-capo-inventory-milestones/

Milestones are friendly progress markers on your Teacher Dashboard. They celebrate real classroom work — assigning instruments, recording attendance, using the library, and more — and nudge you toward features that save time later.

Where teachers see them

On the **Teacher Dashboard**, open the **award / milestones** icon. You will see something like “Your Da Capo Inventory Milestones” with a count (for example, X of Y).

What they mean

Each milestone lines up with a useful habit in Da Capo Inventory, such as:

- Marking enrollment and keeping student records current
- Uploading or assigning inventory and printing contracts
- Logging repairs
- Using library tools
- Running physical inventory
- Lesson scheduling and attendance
- Ensemble attendance
- Scholarships and other program tools

You earn progress by doing the work in the system — not by clicking the badge alone.

How to use milestones without stress

- Treat them as a guided tour, not a report card.
- Pick the next milestone that matches what you already planned to do this week.

- Follow your district’s suggested feature rollout (tiered functions) so advanced tools wait until the basics feel comfortable.

Directors / admins

District leaders can review milestone adoption under **Users → DCI Milestones** (when available), including counts and averages. That view helps plan training — it is not meant to grade individual teachers in public.

Questions about which features your district expects first? Ask your music director, or check the Suggested Feature Rollout articles in this documentation.