NM School DASH
Educational Plan for Student Success

Getting Started Guide

User Accounts

Access to DASH requires a unique user account. The district or school (organization) will manage its own user accounts. Therefore, a small number (1-3) of administrative users will be set up for you for the purpose of:

1. Creating and managing other users at the organization
2. Establishing the Core Team

Both administrative and non-administrative level users at the organization may be assigned to the Core Team to work on and modify plan details, to post documents and comments, and to receive email notifications.

First step: Submit the names and email addresses of staff that will need administrative user accounts to PED-DASH@state.nm.us.

Next steps:
- Register administrator account(s) using the account verification email that will be sent to administrative users.
- Administrators may then create additional user accounts for the organization.
- The organization should determine how access to DASH will be managed locally in the future, e.g.,
  - How will additional staff request access?
  - How will you decide who will get an account?
  - Who is responsible for creating new user accounts?
  - What is the process for retiring accounts when staff changes occur?

Core Team Members

All users at the organization may view the organization's data but only Core Team members may add or modify information in DASH or be a Person Responsible for critical actions in the 90-Day Plan. Core Team members are assigned by the administrative user.

Next step: Once user accounts are created, the administrative user should assign users to the Core Team via the Plan Dashboard.

Content Responsibilities

The district or school should determine who is responsible for entering and managing the following data elements and activities in DASH:

- Enter Plan Elements (e.g., Goals, Focus Areas)
- Create Annual Plan
    - o Indicating when the Annual Plan entry is complete
- Create 90-day Plan
    - o Indicating when the 90-day Plan entry is complete
- Managing 90-Day Plan
    - o Indicating when Critical Actions have been completed
    - o Entering 30-, 60-, and 90-day Reports on Progress
    - o Completing the 90-day Plan Guided Reflection

Next step: Determine who on the Core Team will be responsible for which online entry/management elements and establish local guidelines for use of DASH.