

This Guide describes the basic steps for district, school, and class-level users to enter student benchmark scores in your DIBELS Data System account. Data entry for progress monitoring and outcome scores include similar steps but are not specifically covered in this Guide.

- 1) To prepare: Gather and sort the student scoring booklets by grade and class, then arrange alphabetically by last name.
- 2) Sign in to your Data System account.
- 3) Click the **Data Entry** tab on the menu bar and then click **Benchmark Data Entry**.
- 4) Use the menus to select the:
 - a) **School** and,
 - b) **Year**.Then click **Continue**.
- 5) Use the menus to select the:
 - a) **Assessment Period**, and
 - b) **Assessment**. Then click **Continue**.
 - c) Select **Grade** and,
 - d) **Class**. Then click **Continue***.

*DIBELS data entry continues on step 6. easyCBM data entry continues on step 10.

DIBELS data entry:

- 6) The DIBELS data entry page displays the student roster for the selected class. Data entry cells are available for each measure at the selected assessment period. Click the **Instructions** button (upper right) for more information.
- 7) Enter the scores for each student in the appropriate cell. Use the arrow keys or Tab key to move to the next cell, or use the mouse to click in each cell.
- 8) After entering all of the scores for the selected class, click **Save Benchmark Scores**.
- 9) Review the confirmation page. Use the drop-down menus to select a different grade, period, school, class to enter more data. *NOTE: If there is an error, repeat steps 4-8 and edit the incorrect data.*

easyCBM data entry:

Important note: The easyCBM group-administered assessments (math and reading) are designed to be administered online. For your convenience we also provide paper-based administration and data entry in cases where online administration is not feasible.

- 10) To enter easyCBM scores from paper-based administration repeat steps 1-5 to display a class roster. Click the **Edit button** on the row for the student whose data will be entered. Click the **Instructions** button (upper right) for more information.

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- 11) Confirm the date at the top of the data entry form is the test administration date.
- 12) Use the mouse, or tab and arrow keys to enter the student selections (A,B,C) for each question. **Click Save.** *Note: All questions must be answered in order for the assessment to be scored.*
- 13) To edit previously entered data (manual only) click the Edit button.
- 13) To clear previously entered data (manual or online), click the Clear button.
- 14) A student cannot take part of a probe with paper/pencil administration and part with online administration. They must complete an entire probe with one method.

For assistance, contact us at support@dibels.uoregon.edu or toll-free 888-497-4290.