

This Guide describes the basic steps for a district- or school-level user to export benchmark data from a DIBELS Data System account using the Data Farming feature.

- 1) Sign-in to your Data System account and click the **Reports** tab on the menu bar.
- 2) Click on **Data Farming**. Tip: *Use Filters and select “How do I export data from the system?”*
- 3) Use the menu to select the scope for the data set (**School** or **District**). Click **Continue**.  
*NOTE: School-level users will not have the “District” option available.*
- 4) If **School** was selected from the menu, select the school name. Select the desired Grade or the “All Grades” option from the menu. Select the Starting School Year of the data set that you want. Click **Continue**.
- 5) Select the Ending School Year of the data set that you want. Select the Assessment. Click **Continue**.
- 6) Select the desired Assessment Period or the “All Periods” option from the menu. Select the Filter for Students you want to include.
  - a) If you are a district-level user running a data set for one school, you will have an option to select an option to include or exclude data from other schools.
  - b) If you chose multiple years of data and did not choose the “All Grades” option, select an option for the Longitudinal Cohort. Click the blue question mark symbol for more information about that option.
  - c) Click **Continue**.
- 7) Use the check boxes to select all of the desired Include Fields and the drop-down menu to choose a Delimiter for the data set. Click **Continue**.
- 8) Review the Data Preview at the bottom. If the data set is not what you expected, adjust any of the selection menus or options above, then click **Refresh**.
- 9) The **Download Full Dataset** link will appear at the bottom of the page when the data set has finished running. There are two options:
  - a) RIGHT-click on the link to save the data set as a file to your computer. Open with Excel or another spreadsheet program.
  - b) Click the link to view the data set in your web browser. **Select All** and then copy/paste the data set directly into a spreadsheet program (such as Excel). Edit, format and save the spreadsheet file to the computer as needed.
- 10) The data is now stored on your computer for archival and analysis purposes.

For assistance, contact us at [support@dibels.uoregon.edu](mailto:support@dibels.uoregon.edu) or toll-free 888-497-4290.