

This Guide describes the basic steps for district- or school-level users to prepare their DIBELS Data System account for use with HiFi Reading.

In your DDS account (District-level user):

- 1) Sign into your DDS account to prepare it for the school year. Use the New School Year or Initial Account Set-up Quick Start Guides to set the assessment schedule, add classes, add students and add users to your account. The information in your DDS account will be sent to the tablet for test administration once HiFi Reading is activated.
- 2) Ensure that users are assigned to their classes and students are rostered.
- 3) A district-level user must enable HiFi Reading with **Manage Products** on the **Administration Page**.
- 4) On the **Manage Products** page, turn on HiFi Reading for the assessment you've activated.
- 5) Review the System Agreement and sign electronically.

Using the HiFi Reading app:

These are the basic steps to use HiFi Reading. The Guest sign-in functions as hands-on training.

Tip: Sign in with Guest Login to practice with the app prior to actual test administration.

- 6) Download the HiFi Reading app.
- 7) Sign into the app with your DDS username and password.
- 8) Create a PIN. This is done once and allows offline use.
- 9) Tap *Student Review* to view class rosters prior to testing. To modify a roster, log off HiFi and sign into your DDS account. Use the Manage Classes feature to add, move or remove students. Then sign back into HiFi Reading.
- 10) Tap *Start Testing Now* to proceed to Benchmark testing or Progress Monitoring.
- 11) Select a class and tap continue.
- 12) Select a student and tap continue.
- 13) Tap *Start Assessment* to begin testing.
- 14) Tap words or letters to mark as errors. Tap again for a self-correction.
- 15) On NWF and PSF, swipe under letter(s) or phoneme(s) to make a dash.
- 16) Place end bracket with a "long" tap. Stop the timer. Select the next probe, student or class as needed.
- 17) When testing is complete and there is an internet connection scores will be sent to your DDS account.

HiFi tips:

- Ensure each tester has access to the correct classes in the DDS account prior to signing into HiFi reading.
- Use "Spoiled" button when the testing situation is stopped before complete administration (e.g., a fire alarm interrupts testing)
- Use "Refresh" button when the timer is started by accident and the student has not begun reading.

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