

This Guide describes the basic steps used to set up schools, users, classes, and students in your new DIBELS Data System account.

DISTRICT SET-UP – To be completed by the District Coordinator

- 1) *Sign-In:* Go to <http://dibels.uoregon.edu> and enter your user name and password from your “Welcome” email into the **DDS Account Login** box. Change your temporary password to a permanent one when prompted. When done, click the **Home** tab.

- 2) *Welcome Page:*
 - a) Step 1 – Sign the DDS Agreement: Someone authorized to sign a legal document on behalf of the district must read the DDS Agreement, enter their information at the bottom, then click **I Agree** to proceed.
 - b) Step 2 – Accept the Privacy Policy: Review the policy, and click **I Accept** to proceed.
 - c) Step 3 – Add an Academic Year Schedule (Track):
 - i) Click **Add an Academic Year Schedule**.
 - ii) Select the Track that matches the district’s academic calendar then click **Save**.
 - d) Step 4 – Activate Products: Select assessments and products you will use.
 - i) **Confirm Billing** by reviewing the information, then
 - ii) Set **Assessment Schedule**: Select the months benchmark testing will be conducted. Click **Save Assessments**, then
 - iii) Click **Configure Assessments** to select the assessments you will use.
 - e) Step 5 – Confirm District Contact Information: Confirm the information entered.
 - f) Step 6 – Verify Personal Information:
 - i) Enter your first and last names, and email address in the boxes provided, then click **Verify Now**.
 - ii) Review the message on the screen, then check your email for the email verification message (it may take a several minutes).
 - iii) Follow the instructions in the email and then click **I’ve completed the email verification** button to proceed if you don’t automatically get a page that confirms completion.

- 3) *Add Schools:*
 - a) Click the **Administration** tab.
 - b) In the **District Administration** section, click **Manage Schools**.
 - c) Click **Add New Schools** and type the desired school name.
 - d) Click **Save**.
 - e) Repeat to add additional schools.

→ *TIP: After completing steps 1-3, the **Import** tools can be used to load a large set of new users, classes, and/or students. For more information, see the various import functions on the **Administration** page, and the *Importing Quick Start Guide* and *Importing Video Demonstration* on the **Help** page.*

- 4) *Add School Coordinators (optional):*
School Coordinators can add and access classes, users, and students for their school.
 - a) From the **Administration** page, click **Add New Users** in the **User Administration**.
 - b) Type the number of School Coordinators to add and click **Submit**.
 - c) For each school coordinator, enter a user name, a password, password confirmation, select the school, and select the **School Access** button. *NOTE: User names must be at least 8 characters. Spaces, dashes, underscores and periods are allowed. Using email addresses as user names will guarantee uniqueness. Passwords must be at least 8 characters, are case-sensitive, must contain at least 1 letter and 1 number, and cannot be the same as the user name. Initial passwords are temporary.*
 - d) Click **Add Users** and review the confirmation screen.
- 5) Click Set District-wide Preferences on the Administration Page to set preferences.

SCHOOL SET-UP – To be completed by the District or School Coordinator

- 1) *Add Classes:*
 - a) Click **Manage Classes** on the **Administration** page, and then click **Add New Classes**.
 - b) Enter the class info. Primary classes are K-6 home room classes. Secondary classes are for secondary groupings of students (e.g. a reading group, or math group)
 - c) Click **Save**, or **Save & Add Another**.
- 2) *Add Class-Level & Additional School-Level Users (optional):*
School-level users can add and access classes, users, and students at their school. Class-level users can add and access students and data for their class(es).
 - a) Click **Add New Users** In the **User Administration** section of the **Administration** page.
 - b) Follow the instructions in paragraphs 4a-4d, above. For each new user, be sure to select either the **Class** or **School Access** button.
- 3) *Assign Class-Level Users To Classes:*
 - a) For bulk updates use **Assign Users to Classes** in the **User Administration** section.
For individual users:
 - b) Click **Manage Classes** on the **Administration** page, and then select the desired primary class.
 - c) Click **Edit** in the class details section.
 - d) Select the **Class User** and click Save.

ADD STUDENTS – To be completed by a District, School or Class-level user

A district-level user can add students to any school; a school-level user can add students only to their school; and a class-level user can add students only to their class(es).

- 1) Click **Manage Classes** on the **Administration** page, and select the desired class.
- 2) Click **Add Students**, then **Add New Students**.
- 3) Select the number of students to be added using the menu above the instructions.
- 4) Confirm that the school year is correct, and add each student's information. Entering student ID numbers is highly recommended. Click **Submit** when finished and repeat this process to add students to all schools and classes.

Your account is now ready to for data entry and generating reports.

Refer to the additional Quick Start Guides, the DDS Manual, and the Help page for more information about your account.
You can also contact us at support@dibels.uoregon.edu or toll-free 888-497-4290