

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 Billing Information: Confirm the information entered.
  - f) Step 6 – Confirm District Contact Information: Confirm the information entered.
  - g) Step 7 – Verify Personal Information:
- 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 **Manage Users** in the **User Administration**.
  - b) Click **Add New User**.
  - c) For each school coordinator, enter a user name, email address, name, 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.*

d) Click **Save** 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 **Manage 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:*

*Class users can be assigned to a class when usernames are created, or*

- 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](mailto:support@dibels.uoregon.edu) or toll-free 888-497-4290