

This Guide describes the basic steps used to prepare your existing Data System account for the new school year (*can be done after July 1 for the coming year*).

District-Level Preparation – Completed by the District Coordinator

- 1) Sign-in: Go to <http://dibels.uoregon.edu> and sign into your account.
- 2) Complete the steps on the Welcome Page:
 - a) Step 1 – Sign the DDS Agreement.
 - b) Step 2 – Accept the Privacy Policy *if not previously completed*.
 - c) Step 3 – Add an Academic Year Schedule (Track) *only if you need to add a different one*.
 - d) Step 4 – Activate Products.
 - i.) Confirm Billing. Review the billing information and then,
 - ii.) Set **Assessment Schedule**: Select the month in which benchmark testing will be conducted. Click **Save Assessment Schedule** and 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 *and update if needed*.
- 3) Add new schools, if needed:
 - a) Go to the **Administration** page and click **Manage Schools**. Review the list of schools currently in your account. Add new schools if necessary.
- 4) Review list of users:
 - a) Go to the **Administration** page and click **Manage Users**.
 - b) Delete users who have left the district. Class level users must be unassigned from any classes in order to being deleted. Add new users in Step 6 below.

*After completing steps 1-4, 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 **Help** page.*

School-Level Preparation – Completed by a District or School-level user

- 5) Review list of classes and add new classes if necessary:
 - a) To view existing classes click **Manage Classes** on the **Administration** page.
 - b) Re-use existing class names each year and only add new classes for teachers who have changed grades or name, or for teachers new to the school.
 - c) Use the column headers to sort the table.
 - d) To add new classes, click **Manage Classes** and then **Add New Classes**.

- 6) Add new class-level & school-level users:
 - a) Go to the **Administration** page and click **Manage Users**.
 - b) Click **Add New Users**.
 - c) **Enter** information to create new users.
- 7) Assign class-level users to classes (if not done when creating the username):
 - a) Click **Manage Classes** on the **Administration** page, and then select the class.
 - b) Click **Edit** in the class details section of the page.
 - c) Select the **Class User** and click **Save**.

Migrate Returning Students (roster students) – Completed by a District or School-level user

- 8) Click **Migrate Students** in the Student Admin section of the Administration page. A district-level user can migrate students between schools. A school-level user can migrate students within a school.

Add New Students – Completed by a District, School or Class-level user. We recommend using student IDs.

- 9) After migrating returning students new students are added. A district-level user can add new students to any school, a school-level user can add new students to their school, and a class-level user can add new students to their class.
 - a. Click **Manage Classes** on the Administration Page.
 - b. Click the class name.
 - c. Click **Add Students**, then click **Add New Students**.
 - d. Select the number of students with the menu above the directions.
 - e. Enter student information.
 - f. Use the **Add Returning Students** function to add students who were previously marked as “moved out.”

Your account is now ready 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

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