

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 (new for 2015-16).
    - 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 District Contact Information: Confirm the information entered.
  - f) Step 6 – 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 **Add New Users**.
- 7) Assign class-level users to classes:
  - 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](mailto:support@dibels.uoregon.edu) or toll-free 888-497-4290**

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