

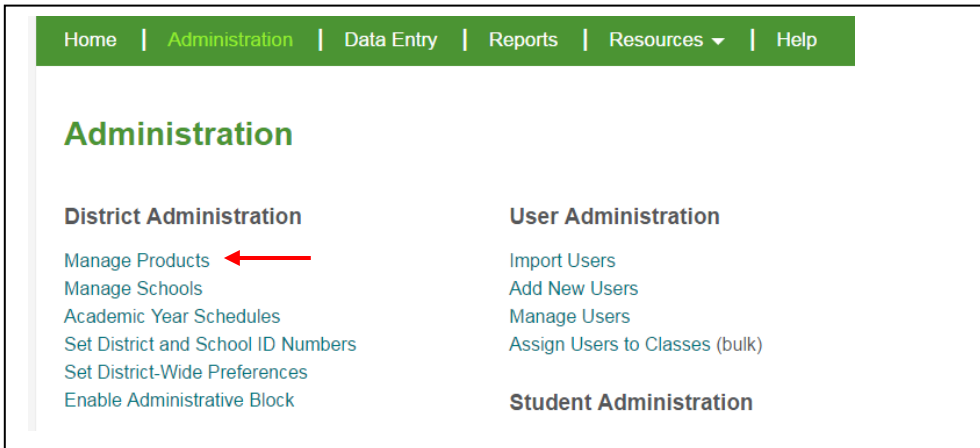
This Guide describes the steps to use NumberShire with your DIBELS Data System (DDS) account. It describes purchasing, allocating and enabling licenses, teacher access and student gameplay:

- A. District Set-up (District-level user performs once per year)
- B. Purchase NumberShire Licenses (District and school-level users)
- C. Allocate Licenses (District and school-level users)
- D. Enable Student Licenses (district, school and class-level users)
- E. Request Licenses (District, school and class-level users)
- F. Student computer setup (may require IT staff assistance)
- G. Teacher and class set-up
- H. Student Gameplay

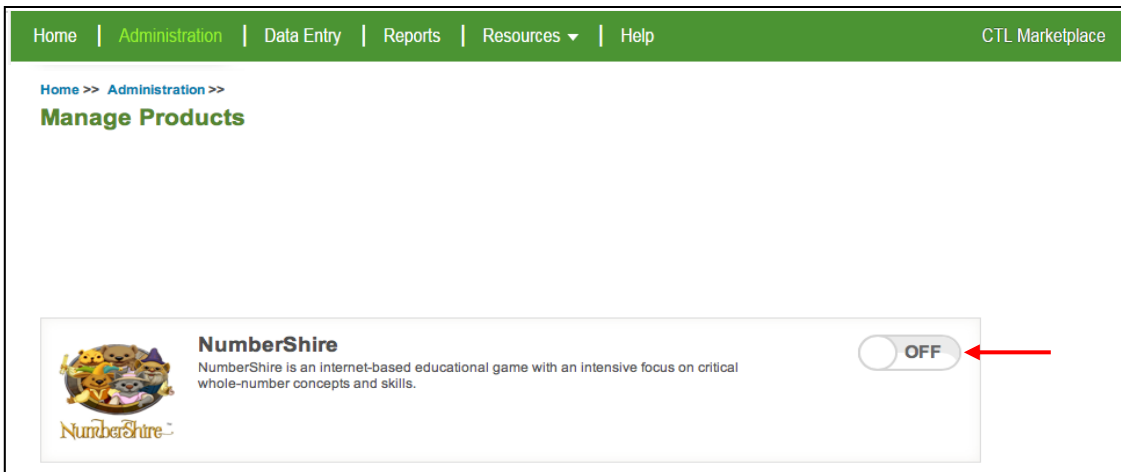
A. District Set-up (District-level user performs once per year)

A1. Sign into your DDS account. If you haven't already done so, use either the New School Year or Initial Account Set-up Quick Start Guides to set the assessment schedule, add classes, students and users to your account. This information will sync with the NumberShire intervention.

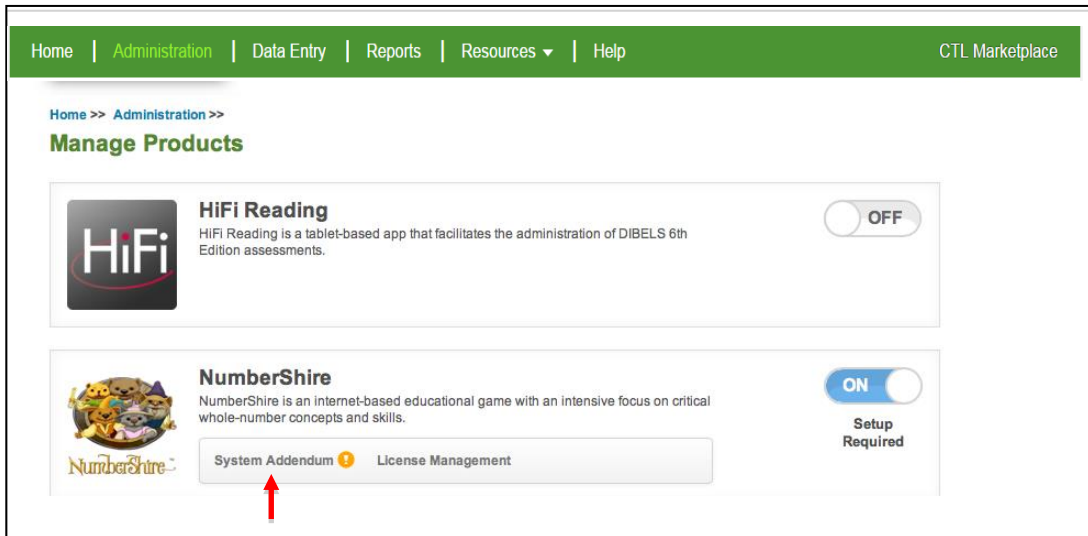
A2. Go to the **Administration Page** and click **Manage Products**.



A3. On the **Manage Products** page, turn on NumberShire.



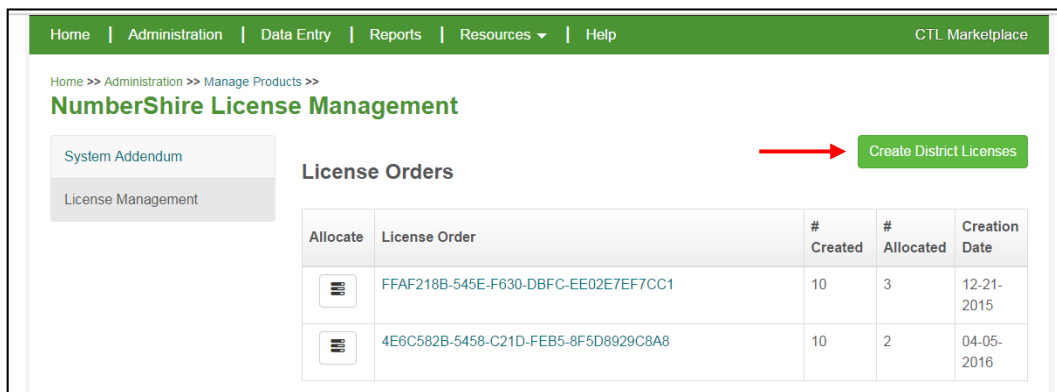
A4. Click **System Addendum**, review and sign electronically.



B. Purchase NumberShire Licenses (District and school-level users)

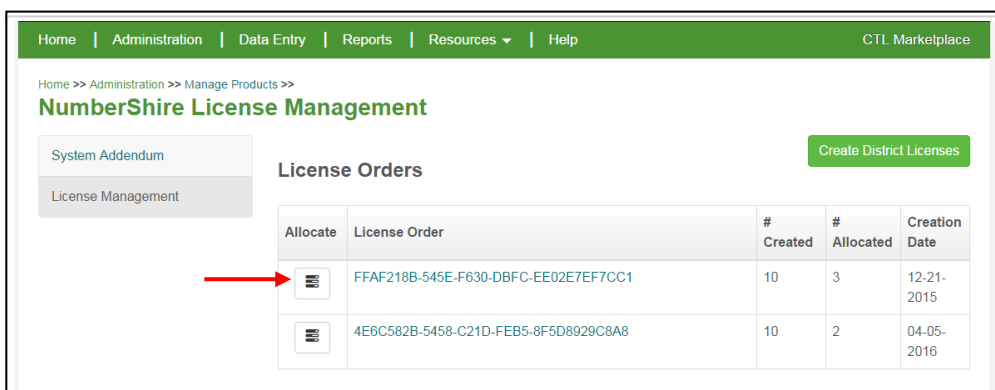
B1. From the **Manage Products** page click **License Management**.

B2. Click **Create District Licenses** and complete the form.



C. Allocate Licenses (District and school-level users)

C1. From the **License Management** page click the allocate icon to allocate licenses to specific classes in your DDS account.



C2. Use the allocate tool to select school, class and number of licenses to allocate.

Allocate Order 9648B104-733B-E164-D733-9DE4F2F5EF30

School *

Grade

Class *

Licenses *

C3. Unassigned licenses can be reclaimed through **License Management** (accessed by clicking **Manage Product** on the **Administration Page**).

a.) Click the License Order number to see all allocations

Home | Administration | Data Entry | Reports | Resources | Help CTL Marketplace

Home >> Administration >> Manage Products >>

NumberShire License Management

System Addendum

License Management

Create District Licenses

License Orders

Allocate	License Order	# Created	# Allocated	Creation Date
	FFAF218B-545E-F630-DBFC-EE02E7EF7CC1	10	3	12-21-2015
	4E6C582B-5458-C21D-FEB5-8F5D8929C8A8	10	2	04-05-2016

b.) Click the cog icon to reclaim licenses.

Allocate Licenses

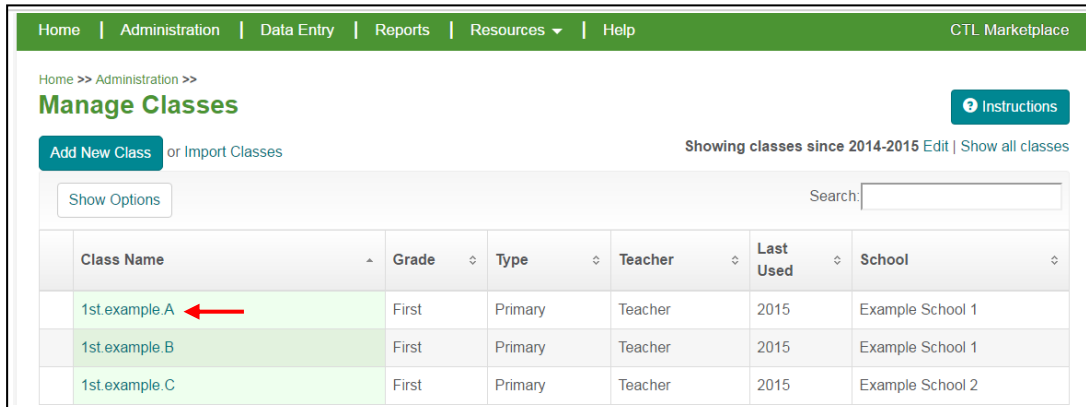
Allocated To

Actions	Class	School	# Allocated	# Assigned
	1st.example.A	Example School 1	3	3

D. Enable Student Licenses (district, school and class-level users)

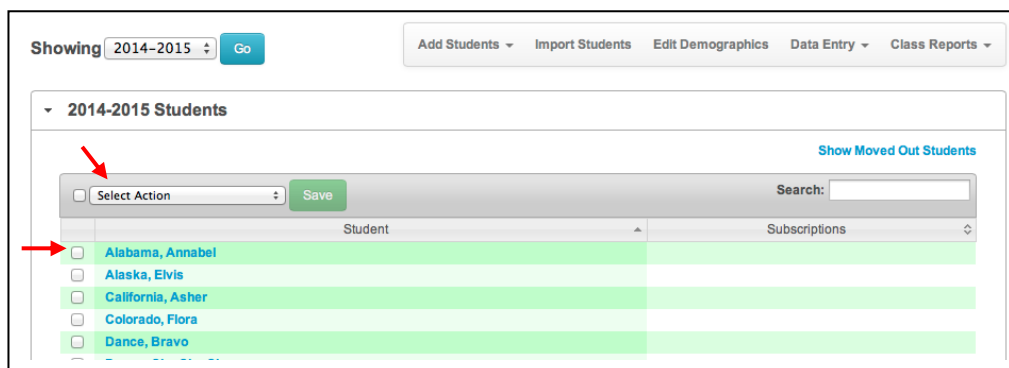
D1. Click **Manage Classes** on the **Administration Page**.

D2. Click the desired class.



D3. Check the box next to student name.

D4. Click “Select Action” on the Action Menu, change to “Enable NumberShire,” click Save.



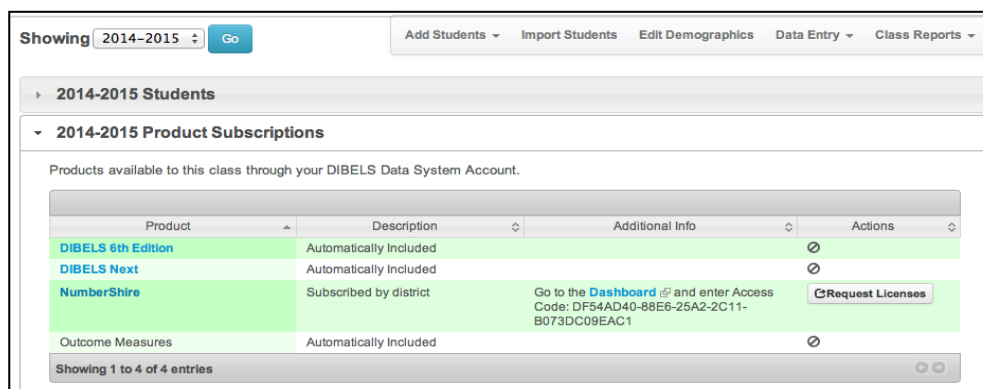
E. Request Licenses (District, school and class-level users)

The DDS has a “request licenses” feature to help coordinate the purchase and allocation of licenses.

E1. Go to **Manage Classes** and click the class name.

E2. Open the **Product Subscriptions** bar.

E3. Click Request Licenses in the NumberShire row and fill in the number of licenses.



The request is shown to district- or school-level users on the **License Management** page. The list of requests can be used to accurately allocate licenses to each class.

F. Student computer setup (may require IT staff assistance)

District IT staff should check student computers to ensure NumberShire plays properly. The system requirements and installation guide can be found at:

<https://dibels.uoregon.edu/market/numbershire#requirements>

NumberShire is played at <https://game.numbershire.com/>

Each district has a custom NumberShire URL created after the first class is redeemed. It is the URL above with your district's login code added. The URL will be emailed to users when they redeem a classroom. We recommend bookmarking your custom URL. The custom URL is year specific so it is important to use the URL emailed to the teacher who claims the class.

G. Teacher and class set-up

G1. Go to **Manage Classes** on the **Administration Page** and select the class.

G2. Open the **Product Subscription** section.

G3. Copy the Access Code listed in the NumberShire row.

G4. Click the “Dashboard” link. The first time on the Dashboard you will need to sign-up and create a NumberShire username and password that you will use each time you access NumberShire.

Product	Description	Additional Info	Actions
DIBELS 6th Edition	Automatically Included		⊗
DIBELS Next	Automatically Included		⊗
NumberShire	Subscribed by district	Go to the Dashboard and enter Access Code: DF54AD40-88E6-25A2-2C11-B073DC09EAC1	Request Licenses
Outcome Measures	Automatically Included		⊗

G5. Log into NumberShire

G6. Click “Redeem DDS Classroom with Access-Code.”

G7. Enter access code (retrieved from **Manage Classes** page in the **Product Subscription** section, step G4).

Redeem Classroom with Access Code

Access Codes allow you to claim an existing classroom. You may have been provided an access code from another source, such as a promotional offer or through one of ThoughtCycle's partners.

By entering the code, you will gain access to a suite of features that allow you to observe and measure each student's performance in the Common Core. You will also be able to watch in real time as your students complete activities in the game!

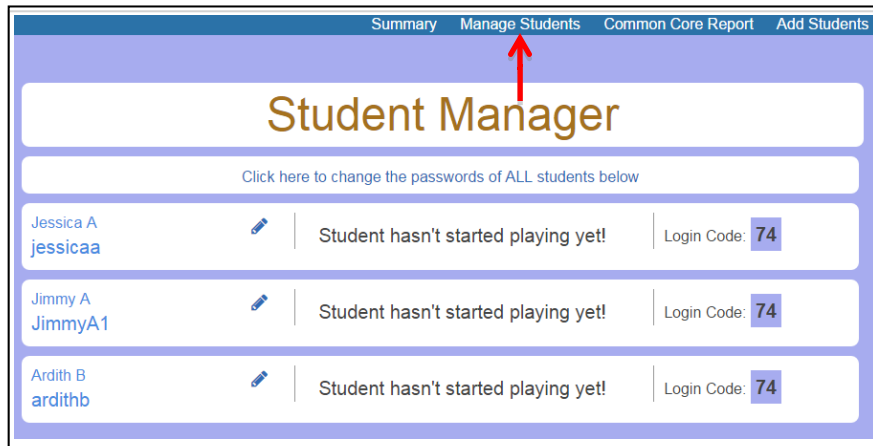
Access Code

[Claim](#)

G8. Class is added to teacher's dashboard.

G9. An email is sent to the teacher with instructions to get students started.

G10. Click **Manage Students** on the menu bar (on NumberShire dashboard) and print the list of usernames to issue to students.



H. Student Gameplay

H1. Provide username and password to students.

H2. Students log in at district's custom NumberShire site (in the Classroom Redeemed email) or at <https://game.numbershire.com/>

H3. Students play NumberShire game.

H4. Tips:

- If a student clicks the Back button in the browser return to the game webpage and log the student in again.
- If the student refreshes the page have the student play from where the page reloads.

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