

This Guide describes the basic steps for entering student progress monitoring scores, notes, and phase lines in DIBELS Data System accounts.

- 1) To prepare: Gather and sort the student scoring booklets by grade and class, then arrange alphabetically by last name.
- 2) Sign in to your Data System account.
- 3) First, enable the students for progress monitoring:
  - a) Click **Manage Classes** on the **Administration** page. Then click the desired class.
  - b) Use the “Select Action” menu above the list of students to select **Enable Progress Monitoring** for DIBELS or easyCBM.
  - c) Click the box for each student who will be progress monitored. When finished, click **Save**. *NOTE: To disable students who were previously enabled, select **Disable Progress Monitoring** on the Select Action menu, then click the box next to each student.* Then click Save.
  - d) Repeat steps a)-c) to enable progress monitoring for students in other classes.
- 4) After students have been enabled for progress monitoring, you can enter scores:
  - a) Click the **Data Entry** tab, and then click **Progress Monitoring Data Entry**.
  - b) Use the menus to select the **School, Assessment, Grade, School Year, and Type of Monitoring**. Click **Continue**.
  - c) Use the menus to select the **Class, Assessment Period and DIBELS Edition**. Click **Continue**. Select the **Month and Week** (for DIBELS only), and then click **Continue**.
  - d) The data entry page displays the student roster for the selected class. Click the **Instructions** button (upper right) for more information.
  - e) For DIBELS data entry go to step 5. For easyCBM data entry skip to Step 6.
- 5) **DIBELS** progress monitoring data entry:
  - a) Enter the scores for each student in the appropriate cell. Use the arrow keys (or Tab key) to move to the next cell, or use the mouse to click in each cell.
  - b) Enter notes and/or phase lines for additional documentation by clicking on the icon to the right of the score cell under the desired month and week. Enter the note in the pop-up text area and/or select the phase line checkbox. Click **Save**. Phase lines and notes are displayed on the Student Progress Monitoring Graph.
  - c) After entering all of the scores and notes for the selected class, click **Save Progress Monitoring Scores** at the bottom of the page.
  - d) Review the confirmation page. *NOTE: If there is an error, repeat steps a)-b) and edit the incorrect data.*
  - e) Navigate to a different class, grade, month or week by using the menus at the top of the page.

6) **easyCBM** progress monitoring data entry:

a) To enter or edit data from paper-administered tests (manual only):

1. Use the Next or Previous arrow buttons to navigate to the correct test probe.
2. Click the Edit button on the row for the student whose data will be entered.
3. Enter the date the test was administered.
4. Click the check box to add a phase line or note if needed.
5. Use the mouse, or tab and arrow keys to enter the student selections (A,B,C) for each question.
6. Click **Save**.
7. The system will automatically score the test once all questions are answered.

b) To enter or edit phase lines or notes for online tests:

1. Use the Next or Previous buttons to navigate to the correct test probe.
2. Click the Edit button on the row for the student whose data will be entered.
3. Click the check box to add a phase line or phase note.
4. Click **Save**.
5. The notes and phase lines will display on the Student Progress Monitoring Graph report.

c. To clear previously entered data (manual or online):

Click the Clear button. The student will then be able to retake the probe.

**Important:**

Probes should be completed in order. You cannot move to the next probe until the previous is completed.

A student cannot take part of a probe with paper/pencil administration and part with online administration. They must complete an entire probe with one method.

You should only progress monitor once a week. If more than one probe is entered in the same week the most recent score will overwrite the previous score.

**For assistance, contact us at [support@dibels.uoregon.edu](mailto:support@dibels.uoregon.edu) or toll-free 888-497-4290.**