DIBELS Data System
Data Management for Literacy and Math Assessments

Contents

Introduction

This manual provides information about the DIBELS Data System (DDS), and covers the basic steps for signing up to use the system, setting up your district and schools, entering data, and generating reports.

DIBELS and IDEL assessment materials are available for free download. For more information please visit: https://dibels.uoregon.edu/assessment/index/material/

Getting Started

To get started with the Data System, your district must first register for an account following the steps below:

1. The person acting as district coordinator* should go to the DDS website at http://dibels.uoregon.edu/
2. *Click* the **Sign Up** button on the Home page.
3. Fill out the online sign-up form completely, download and print the Billing Agreement and click the **Continue** button.
4. Complete and return the signed Data System Billing Agreement by fax or scan.
5. Once the sign-up form and the Billing Agreement are received, a username and password will be e-mailed to the named district coordinator. The district coordinator can then enter the participating schools, and create school coordinator* accounts for those schools.

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*Terms You Should Know

District Coordinator: A district coordinator is a user who has access to the entire DDS account. District (Account) coordinators can add new schools to the account and add school coordinator users to manage those schools. The district coordinator is the primary contact between the district and the DIBELS Data System staff.

School Coordinator: A school coordinator is a user who has access to everything within the assigned school. School coordinators can create new classes, view reports, enter scores, add students, and create users within their school who have access to the entire school, or to specified classes.

System Security

After the account is set up, DDS will provide a username and password to the district coordinator. It is then the district's responsibility to issue and manage all additional usernames and passwords for their account and to maintain the security of those usernames and passwords.

DDS users at all levels must take precautions to protect their usernames and passwords. Recommendations for maintaining data security for individuals at the local class, school, district and project levels include:

- Select a password that would be difficult to guess. Avoid variations on your name and birth date, or your children's, pet's or significant other's names. A mixture of letters and numbers increases the security of your password.

- **Passwords are <u>case-sensitive</u>, must contain at least 8 characters, including at least 1 number and 1 letter, and cannot be the same as the username.**

- Change your password on a regular basis. Users can change their password at any time by selecting 'Edit Personal Information' on the Home page.

- If you think your username and password may have been compromised, change your password immediately or contact your district coordinator or DDS customer support.

- Do not give your username and password to anyone. Instead create a username for the person with the appropriate level of access.

  For example: If you are a district-level user, and you have hired someone to enter test scores for a school, do not give them your username and password. Instead, create a separate username and password with appropriate level of access (school- or class-level access) for that individual.

- Delete usernames when individuals no longer require access.

Help and Resources Pages

The **HELP** page includes the Frequently Asked Questions, links to the Quick Start Guides, and much more. Contact information for Data System Customer Support is listed on the **HELP** page. Let us know if you have any questions. We are happy to assist you!

http://dibels.uoregon.edu   Phone: 888-497-4290
support@dibels.uoregon.edu   Fax: 541-346-9009

Main Menu

Once logged into the Data System, the menu bar at the top of your screen is your primary means of navigation. A short description of the menu is below:

HOME – Account login, edit personal information, change password, district contact information, privacy policy, system announcements and the Data System agreement.

ADMINISTRATION – User, Class and Student Management functions; Set Preferences, Import functions, Migrate Student feature, and Manage Classes which includes many class and student functions (e.g. selection of students for Progress Monitoring).

DATA ENTRY – Enter Benchmark and Progress Monitoring data as well as one score for a district-defined outcome assessment. Set Zones of Growth student goals.

REPORTS – Create district, school, class and student level reports immediately after data is entered. Contains links to content about how to select a report.

RESOURCES- Assessments, online training modules, download testing materials, research.

HELP – Links to the Data System manual, Quick Start Guides, video demonstrations, frequently asked questions, assessment guidance, pricing and customer service contact information.

MARKETPLACE – Information and access to assessments (DIBELS, IDEL and easyCBM Math), intervention materials, and other products.

Setting up a New Account

The first year a district uses the DDS, new schools and school coordinator usernames are added. The academic year schedule (track) and district's assessment schedule for the current year must be created. The Welcome page will walk you through Adding Product Subscriptions and the other steps needed to set up your account.

Before beginning any of the processes in this manual complete Step 1 by clicking on the Login button.

Setting up Academic Year Schedule (Tracks)
The academic year schedule (track) is the schedule of months in your school year. Only district coordinators can create an academic year schedule (track). **NOTE:** Tracks should be re-used each year.

1. Log on to http://dibels.uoregon.edu; *from the Welcome page click* **Academic Year Schedule**.
2. *Click* **Add New Track** to add a new track**.**
3. Check the radio button that applies or create a custom calendar.
4. Review confirmation message.

Adding Products
Use Add Products (Welcome page step 4) or **Manage Products** (Administration Page) to select the assessments and products to be used in your district. See our pricing page for complete options.
https://dibels.uoregon.edu/help/pricing

1. Log on to http://dibels.uoregon.edu; *from the Welcome page click* **Add Products**.
2. Turn on all products to be used in your district**.**
3. View and confirm Billing Information.
4. Set the Assessment Schedule.
5. Configure Assessments. Turn on a product and then select the options for your account.

Set District Preferences
Click Set District-Wide Preferences on the Administration Page to set defaults for your account that save time and promote fidelity.

Setting up Assessment Schedules
The assessment schedule marks the months or time periods during which a district conducts benchmark testing. Only district coordinators can set up each year's assessment schedule. Assessment Schedules are set up **once** a year.

1. Log on to http://dibels.uoregon.edu; *click Add Products on the Welcome page*, or Manage Products on the Administration Page.

2. Click **Assessment Schedule** on the Manage Products page. Use the Recommended months or select your own. This schedule sets assessment dates for ALL schools within your account.

3. Select the beginning, middle and end periods for your benchmark testing.

4. Entering a cut-off date for data entry is *optional*. If you do enter a cut-off date, only district coordinators will be able to enter or edit data after that date. *Click* **Save Assessment Schedule**.

5. Review the confirmation page.

Adding a New School

After completing the Welcome Page steps, a district coordinator can add new schools.

1. Log on to http://dibels.uoregon.edu; *click* **Administration**.

2. Click **Manage Schools** on the **Administration** page (**District Administration** section).

3. On the **Manage Schools** page, existing schools will be shown. C*lick* **Add New School** to add a school name.

4. Enter the school name. *Click* **add another** if needed. C*lick* **Save**.

5. The page will update with the new school name(s) you entered.

Creating School Coordinator Accounts

District coordinators are the only users who can create the first school coordinator username for each school. School coordinators can then create other school coordinator usernames and class level users for the school to which they are assigned.

1. Log on to http://dibels.uoregon.edu; *click* **Administration**.

2. On the **Administration** page, *click* **Manage Users**.

3. Click **Add New User**.

4. Enter first name, last name and email address for each new user. The system with use the email address as the username. Choose the level of access:

- **Class Access.** Users set to 'Class Access' only have access to the classes to which they are assigned at the chosen school.
- **School Access.** Users set to 'School Access' are assigned to one school and have Administration rights at that one school. See page 11 for the complete list.
- **District Access.** Users set to 'District Access' have access to all schools and Administration features in the account.
- **Permissions.** Options include All, Reports and Data Entry, or Reports only.
- **Report Access.** Gives a user the ability to view reports, but blocks access to administrative and data entry functions.
- **Data Entry & Reports.** Gives user the ability to enter data and view reports, but blocks access to administrative functions.

5. After entering the information, *click* **Save**. An email with login information is sent to the user.

6. If you get a message that says **"The username is already in use,"** then that username has already been utilized in the DDS. Change the username. [*For example*, 'MSmith' was already used; you may try Melinda Smith.]

7. The next screen lists the usernames you entered and indicates whether the system was successful in adding them.

Setting Up Your New School

The first year your school uses the DIBELS Data System, you will need to create classes, enter student names, and create usernames for any personnel who need access the account.

Manage Classes (on the Administration page): This feature is the central spot for most class level features including Add New Students, Add Returning Students, Assign Students to Secondary Classes, Moving out students and Enable Students for Progress Monitoring. From the Manage Classes page, click a Classname to access these features from the Class Detail page (see screenshot below).

Class Detail page

Class Details

Class Name	**School**	Edit
1st.example.A	Example School 1	
Teacher	**User**	
Teacher	None	
Grade **Type**	**Academic Year Schedule**	
First Grade Primary	Sept-June	

Showing 2019-2020 ⌄ [Go]   Add Students ▾   Edit Demographics   Data Entry ▾   easyCBM Codes ▾   Class Reports ▾

2019-2020 Students

☐ Select Action ⌄ [Save]   Show Moved Out Students

Student			Subscriptions
☐ A, Ansley	✏	ⅱ▾	
☐ B, Farmer	✏	ⅱ▾	DIBELS 8th Edition (PM)

Adding Classes (New Accounts and/or New School Year)

This step can only be done by a school or district coordinator. It is used to create Primary classes to initially roster all students in grades K-8 It is also used to add Secondary classes. Students can take the easyCBM assessments from any class once the assessment is turned on and the student is enabled.

1. Log on to http://dibels.uoregon.edu; *click* **Administration**.

2. On the **Administration** page, *click* **Manage Classes** to enter classes manually *or* use the **Import Classes** feature to import a list of classes (see **Page 14**). **Add New Class** can also be accessed from the **Manage Schools** feature.

3. On the **Manage Classes** page, *click* **Add New Class** button and then enter the information into the fields. Click **Save**.

4. Typically the homeroom is the primary classroom. For each class name you add, enter a unique class name, the teacher's name, the school and grade of the class, and the class type.

Tip: Plan to re-use class names from year to year. This makes reviewing historical data easier. If a teacher moves to another grade or a new teacher is hired, add a new class.

5. After entering the class name, teacher name and menu selections, *click* Save.

Add New Class

Class Name *

[Ramirez 2nd]

School *

[3X Small School 1 ▾]

Teacher *

[Mrs. Ramirez]

Class User

[Select User ▾]

Grade *   Type *

[Second Grade ▾] [Primary ▾]

Academic Year Schedule *

[Traditional ▾] ⓘ

[Save] [Save & Add Another] [Cancel]

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* Guidelines on Selecting Unique Class Names

Class names must be unique <u>within</u> your account. Use the following guidelines to determine consistent, unique class names:

- Classes held at a different time are different classes (e.g., 'Smith AM' and 'Smith PM').
- Classes with more than one grade must be split up by grade (e.g., 'Johnson 1st' and 'Johnson 2nd').
- A class name should at the minimum include the teacher's last name and grade. Including the school name, teacher's first name or initial, or AM/PM (e.g., Smith Gr 1 or Jones Gr 1) will help make class names unique.

WARNING: To avoid confusion, it is not recommended to use room numbers or any kind of identifying code that changes from year to year as it can make it more difficult to administer your account and track data across years.

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6. The next screen confirms which classes were added. If it says that a class name already exists, you will need to re-enter the class and make the name more unique.

> **NOTE**: Class names will not appear on the data entry page until student names have been entered. To see a list of class names already entered in the Data System, select **Manage Classes** from the **Administration** page.

Adding Students to Primary Classes

School and district coordinators can add students to any class in the school or district to which they are assigned. Class-level users can add students to the classes to which they are assigned.

Note: Students must be rostered in a primary class before being assigned to a secondary class. Students can be manually added to primary classes using the steps below or by using the Import Students function (see **Page 15**).

1. Log on to http://dibels.uoregon.edu; *click* **Administration**.
2. Click **Manage Classes** and select the Class.

- Use Add New Students for students who have never been in the district (or school)
- Use Add Returning Students for students who were previously in the district (or school) but were moved out
- For previously existing accounts at the beginning of the NEW SCHOOL YEAR, use the **Migrate Students** (see Page 13) or Import (see Page 15) function to move student data from the old grade to the new grade.

3. Click **Add Students** and choose the appropriate feature. Select the number of students you are adding to the selected class (use menu at top of page).

4. Enter the last and first names. We recommend entering the student ID number and the date of birth for each student. ID numbers are highly recommended but not required. ID numbers are required to use the import and merge records functions. If your district has enabled student demographics, then other variables will be available for each student as well. C*lick* **Save**.

Secondary Classes
School and district coordinators can create secondary classes and assign students to secondary classes.

Secondary classes can be used for any type of pull-out or extended day program where the student is assigned to a teacher other than their primary teacher. For example, a resource, Title I or math teacher can access data for groups of students they work with, while keeping the students assigned to their primary classes.

Note: Students must be added to a primary class before being assigned to a secondary class.

1. Log on to http://dibels.uoregon.edu; *click* **Administration**.
2. *Click* **Manage Classes**. *Click* the **Add New Classes** button. Set up as you would a regular class but choose '**Secondary Gouping**' as the **Class Type** in the drop-down menu.
3. On the **Manage Classes** page click the name of the secondary class.
4. C*lick* **Add Students.**
5. Use the **search box** to search by student name, ID, or class to locate the students you wish to add to your class. For example, if you want to add all students from the class called Smith-1st, search with that class name and then select all the students.
6. Click **Save**, or **Save & Add More**.

Use 'Assign Users to Classes'** to assign the user to the secondary classes.** (See **page 12**)

easyCBM
A district-level user must turn on easyCBM assessments from the Manage Products page before the assessment can be administered. Class and Student Codes are used to access the secure testing site. **All students are automatically enabled for benchmark assessment in their primary class when easyCBM is turned on**. Codes are viewed with the View easyCBM Class Codes function on the Administration page, or from Manage Classes in the Subscription section. For detailed steps see our easyCBM Quick Start Guides on the Help page.

- Reuse classes when possible (both primary and secondary).
- Use Manage Classes to enable students for progress monitoring.
- Class codes are automatically created each year when students are enabled. The codes can be viewed by clicking "View easyCBM Class Codes" on the **Administration** page.
- Classes and students can be imported in bulk using the **Import features** (see **page 13**).

Taking the easyCBM assessments online:

1. Go to https://assessment.ctl.uoregon.edu/
2. Enter the easyCBM class code for the current year for the class the student(s) is in.
3. Enter the student code.
4. Select the student name.
5. Select the test (e.g., Math K_Fall).
6. Click **Take Test**.
7. Student selects an answer for each item until test is completed.

Features Enabled by a District Coordinator

The Data System offers four optional features that must be enabled by a district coordinator before they are available for use. They are listed on the Administration page in the District Administration section.

Enable Student Demographics
Track more information about participating students. More about the student demographics feature is on **Page 21**.

Set Outcome Measures
Set one outcome measure per grade (e.g., a third grade state-level reading assessment). Outcome measure data can be entered like DIBELS data, and viewed in reports. More about the outcome measure feature is on **Page 21**.

Enable Administrative Block
Block school-level and class-level users (but not district-level users) from accessing certain Administration functions. It is only meant to be used by districts where all student enrollment information, classes, and user access are administered centrally at the district level.

Activating the Administrative Block means that schools will be dependent on the district to keep students, classes, and user access up-to-date.

Student ID Features (District Coordinators only)

The Data System includes several features to help districts better manage their student data and enforce accuracy of student ID numbers. They are listed on the Administration page in the Student Administration section.

Define Student ID Types
Define the constraints on a district's student ID numbers. This allows greater control over ID numbering, and may help to prevent problems when trying to roster or identify students.

Primary Student ID
The student ID that should be used to control student rostering, and is required for using import functions.

Secondary Student ID
Secondary IDs are optional, and are for districts that need an additional student ID. The most common use is for a state-level ID number needed for reporting.

Reverse Primary and Secondary IDs
This function allows you to reverse the two student ID types, so that the primary becomes the secondary and the secondary becomes the primary, and all the IDs in your account get updated accordingly. This function is typically meant to be used when a district needs to import with the primary ID, which is currently used as the secondary ID. For example, a district that controls student rostering via their district-level student ID, but currently has their state-level student ID set as the primary ID type.

District and School ID Numbers
This page allows you to set institutional ID numbers for your district and the schools within your district. This is typically used when exporting data sets to be analyzed at the state level.

Access Levels of Administration

The table displays features available at each user level when **All** permissions are selected. Review prior to adding users (Page 11).

District Access	School Access	Class Access

Class Administration
Import Classes
Manage Classes includes:
  Add Classes
  Assign Students to Classes
  Edit Class Name
  Delete Class Names
  Edit Class Demographics
  Edit Class Academic Year-Schedule
  Add New Students
  Add Returning Student
  Enable Students for Progress-Monitoring
  Enable easyCBM assessments
  Assign Users to Classes
View easyCBM Math Class Codes
	Class Administration
	Import Classes
	Manage Classes includes:
	  Add Classes
	  Assign Students to Classes
	  Edit Class Name
	  Delete Class Names
	  Edit Class Demographics
	  Edit Class Academic Year-Schedule
	  Add New Students
	  Add Returning Student
	  Enable Students for Progress-Monitoring
	  Enable easyCBM assessments
	  Assign Users to Classes
	View easyCBM Math Class Codes
		Manage classes includes:
		  Add New Students
		  Add Returning Student
		  Edit Class Demographics
		  Add Students to Progress-Monitoring
		  Enable easyCBM assessments
		View Assessment Schedules
		View easyCBM Math Class Codes
		Migrate Students

Student Administration Import Students Import Student Test Scores Find Student Migrate Students Merge Duplicate Student Records Delete Student Record Import Secondary IDs Define Student ID Types Verify Student IDs Reverse Student types	**Student Administration** Import Students Import Student Test Scores Find Student Delete Student Record Migrate Students Verify Student IDs Import Secondary IDs	
User Administration Import Users Manage Users	**User Administration** Import Users Manage Users	

District Administration
Manage Products
  Add Assessment Schedule
  View Assessment Schedules
  Configure Assessments
  District Billing Information
Manage Schools
Add Academic Year Schedules
District and School ID Numbers
Enable Administrative Block
Set Outcome Measures
Enable Student Demographics
Set District-Wide Preferences
	School Administration
	Manage Products
	  View Assessment Schedules
	  View Billing Information
	  View Assessments
	Set School-Wide Preferences	

Data Entry & Reports Permission*

District Access – Reports only	School Access – Reports only	Class Access – Reports only
Edit Personal Information View Assessment Schedules View DIBELS Data System Agreement View Privacy Policy Data Entry and view Reports	Edit Personal Information View Assessment Schedules View DIBELS Data System Agreement View Privacy Policy Data Entry and view Reports	Edit Personal Information View Assessment Schedules View DIBELS Data System Agreement View Privacy Policy Data Entry and view Reports

* **Reports only** permission restricts the user to the access above minus data entry. It is similar to read-only.

Adding New Users and User Access

It is up to each district and school to decide who needs access to their district's DDS account, and how much access each person requires. Three things to consider when making these decisions are:

- Who will be entering the data? (e.g., teachers, educational assistants, secretary)
- Who should be able to view reports? (e.g., teachers, administrators)
- How many people will be entering data? (e.g., each classroom teacher enters their class data, or an administrator enters data for the entire school).

Each district is responsible for ensuring the security of your account, please see **page 2** for more information about system security. To add a new user to a school, use the following steps:

1. Log on to http://dibels.uoregon.edu, *click* **ADMINISTRATION**.

2. On the **ADMINISTRATION** page *click* **Manage Users** or select 'Import Users' if importing**.** (See **Page 14** for more information on Importing).

3. Click **Add New User** .

4. Enter the first name, last name, and email for the user you wish to create. Select the school and level of access for the user.

   - **Username:** Username must be unique across the entire DDS. If a username is not available, try adding additional characters or using the person's email address. Must be at least 8 characters long with at least 1 letter and 1 number.

   - **Levels of Access:** The three levels of access* are 'Class Access,' 'School Access,' and 'District Access.'

   - **Permissions:** "All" allows the user to access all features and administrative tools for their level. 'Reports only' is similar to read-only, the user can view reports and edit their personal information. 'Reports and data entry" allows the users to enter data at their access level, view reports and edit personal information.

Tip: Assign class-level users to a class now or with Manage Classes later.

5. C*lick* **Save or Save and Add Another.**

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* <u>Class Access</u>: A class user has the ability to enter data and view reports for specified classes at one school (see 'Assigning Users to Classes').

<u>School Access</u>: A school coordinator has the ability to enter data, view reports, and add additional classes and users for a specified school.

<u>District Access</u>: A district coordinator has the ability to enter data, view reports, add additional classes and users for the entire district, and enter new schools into the database.

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6. A message box will tell you whether the system was successful in adding the username.

7. If you get a message that says "Username already in use," then it cannot be used. You will need to choose another username and resubmit. (*For example,* if you tried 'jsmith,' then you may need to add the first name – 'janesmith' .)

8. Assign users to class with the steps on the following page.

CLASS-ACCESS USERS ONLY

Assigning Users to Classes

Users set to 'Class Access' will need to be assigned to their classes. This step can <u>only</u> be done by a school or district coordinator. If a class-level user was not assigned to a class when the username was created, then:

1. Log on to http://dibels.uoregon.edu; *click* **Administration**.

2. On the **Administration** page, *click* **Manage Classes**.

3. On the **Manage Classes** page, *click* the name of the class you want to assign the user to.

4. *Click* **Edit User** to get to the Assign Users to Classes page.Or,

5. *Use* **Assign Users** in **Manage Classes (Action Menu)** to match the username from the dropdown menu to a class. When finished, click **Save**.

   Each username can be assigned to multiple classes if one person is entering data for multiple classes. However, a class cannot have multiple users assigned to it at the same time.

Beginning of a New School Year

If your school or district used the Data System last year, follow these steps to get started in the new school year. The **Welcome** page will walk you through these steps.

1. **DISTRICT COORDINATOR:** Complete the Welcome Steps which includes setting up the Assessment Schedule (testing schedule) and selecting assessment products.

2. **DISTRICT and/or SCHOOL COORDINATOR: Add new classes** using the **Manage Classes** feature or the **Import** tools. Add classes for new teachers or teachers who moved to a different grade level. Classes that have already been set up in previous years should be reused from year to year. **[NOTE:** Set up new class names <u>before</u> you migrate students.]

3. **DISTRICT and/or SCHOOL COORDINATOR: Migrate* or Import** students from the old year to the new year (see 'Migrating' and 'Importing' below).

Migrating Students from One Year to the Next

> ***Terms You Should Know**
>
> **Migrate:** Migration is the process of moving students within a school district from one year to the next. It involves changing the grade and class to which students are assigned. All historical data moves with the student record.

Migrate Students is only used for students with records already in the system. It moves students from the finished grade into their new Primary Class and grade. Existing class names are reused when possible. Have class rosters for the new academic year available. [Tip: Make sure new class names are created before migrating. New class names are added for new teachers and for teachers who changed grades. Click **Manage Classes** on the Administration Page. Then click **Add New Class**.]

Students are migrated into the new school year using the **Migrate Students** function or by using the Import Students function (see **page 15**).

1. Log on to http://dibels.uoregon.edu; *click* **Administration**.

2. In the **Student Administration** section, *click* **Migrate Students**.

3. Select **Migrate Students Into New Year**. (Any user can migrate students into classes to which the user has access.) *Select* the grade and school you are migrating into and *click* **Submit**. *Select* class name from the pull-down menu and *click* **Submit.** *Select* **Migrate Within School** and *click* **Submit.** [**NOTE:** District Coordinators can use the **Migrate Across Schools** to move students from one school to another within the district.]

4. The next page will list the students available for migration. Check the **Migrate Box** next to each student name to migrate him or her to the selected class for the new year. Then *click* **Migrate Students**. **Repeat** steps 2 and 3 for every class into which you are migrating students.

5. For students who have moved out of the district or who were retained or promoted, *do not check the box.* The student will not be placed on a roster for current year.

6. After migrating students, use **Add New Students** in the **Manage Classes** feature to add new kindergarten students or any students new to the district. If a student is retained or skips a grade, a new student record must be created in the current grade by selecting **Add New Students.** These students will have two records within the Data System. The original student record can be marked as 'Moved Out' when migrating (see step 5). The original record will remain in the system and you will have access to both sets of data using the Find Student feature. For all other additions, select Add **Returning Student,** which searches your district's data to make sure you are not duplicating an existing record.

Import Functions

The Import functions for usernames, class names and students are available on the **Administration** page. Before importing students, the schools and classes that the import file references must be set up in your account. *Student ID Numbers* are required when using the **Import Students** function. Importing must be done by a district or school level user.

Data files should be in tab-delimited text format (file extension .txt). See each import page for a full description of fields and acceptable values.

Order of Imports: The order you import the files is important. Import users first, then classes, and then students. If you are not importing users and classes, you can add them manually using the **Manage Users** and **Manage Classes** features. Your account must have classes before importing students.

Important: The Import Student function is dependent on Student ID numbers. ID's are required in the import file and must be entered for students currently in the database in order for the re-rostering to work correctly. You can use **Verify Student IDs** on the **Administration** page to make sure your student ID numbers have been entered.

Import Users
This function imports a data file containing a list of usernames. The data file should be in tab-separated (tab-delimited) text format.

Column Header	Required?	Description
username	YES	The username for the account. Must be unique across the entire Data System, so many common names are already taken. If a username is not available, try adding additional characters. Must be at least 8 characters long.
temporary_password	YES	**New Users:** The temporary password for the username. Must be at least 8 characters long with at least 1 letter(s) and 1 number(s). Cannot be the same as the username. Users must select a new password the first time they log in to the system. **Existing Users:** Leave blank.
usertype	YES	The level of access the user should have, one of the following: District, School, Class.
school	YES	Leave blank for district-level users. Enter name of school for class- and school-level users. Name must match exactly to how the school name is spelled in the system.
permissions	YES	0, 'all', or blank for a regular user with all permissions available to their type. 1 or 'reports' for a user who should only have read-only access to reports. 2 or 'Data Entry & Reports' for a user who should have access to data entry and reports but NOT administrative functions.
last	no	User's last name
first	no	User's first name
email	no	User's email address
class	no	The name of the classroom to which the user is assigned (applicable to Class-level users only). Must match exactly to how the classroom name is spelled in the system. Only one Class-level user can be assigned to each classroom.

Import Classes

This function imports a data file containing a school or district's current set of classes. The import file can include both new and existing class names. If a class name is new, it is added to the account. If a class name already exists, it checks that the class name, school, and grade all match to the existing class in the system. Class names are unique to a particular teacher, school, and grade. If a teacher changes grades or a new teacher joins the school, a new class name should be added. If you only have a handful of class names to enter, the **Add New Class** feature on the **Manage Classes** page would probably be more efficient than the Import Classes feature.

Column Header	Required?	Description
classname	YES	The name of the class. Must be unique across the entire district. We recommend at the minimum the teacher's last name and grade, but more identifying information may be needed. Can be up to 50 characters long.
grade	YES	The numerical grade of the class (0 to 6 for Kindergarten through Sixth Grade).
school	YES	The name of the school to which the class belongs. Must match exactly to how the school name is spelled in the system.
teacher	YES	The name of the teacher that teaches the class.
track	YES	The Track, or Academic Year Schedule, to which the class is assigned. See the Academic Year Schedules (Tracks) feature on the Administrative Menu for a list of your district's existing Tracks.
classtype	YES	0 for Primary classes, 1 for Secondary classes.
username	no	If individual teachers have class-level usernames to access the Data System for data entry or reporting, you may use this field to assign those usernames to the appropriate classes. If set, the username must match up to a valid existing class-level account within your district and the associated school.

Import Students
This function imports a data file with a school or district's current student roster and automatically imports new students, migrates returning students from the previous year, and re-rosters (updates the location of) currently active students who have changed classes or schools. It will also update last and first names, dates of birth, and demographic information.

Import Students Page

Column Header	Required?	Description
last	YES	Student's last name
first	YES	Student's first name
studentid	YES	Student's Primary ID (District) • Minimum Length: 4 • Maximum Length: 6 • Numeric-only
incoming_school	YES	The name of the school the student is attending this year, must match exactly to one of the school names in the DIBELS system for your district
incoming_grade	YES	The grade the student will be attending, in numerical form (0-6 for Kindergarten through Sixth Grade)
incoming_classname	YES	The class the student will be attending, must match exactly to an existing class in the DIBELS system, and grade and school must match to that class as well
dob	no	Student's date of birth, accepts most standard U.S. date formats (e.g., MM/DD/YYYY)

Example of how student IDs can be defined

Import Student Test Scores

This feature is designed to accept a data file containing student test scores for a particular grade during a particular school year.

The import data file can include both new and existing scores. If a score is new, it is imported. If a score already exists, it checks that the score in the import file matches the existing score in the system.

The years that are displayed are those which have an assessment schedule set. If you don't see a year, your district coordinator will need to set an assessment schedule. For past years, your district coordinator will need to contact us.

Each grade has different column headings, based on the measures given at each time period. After you have made your selections below, follow the directions to determine which column headers to include in your data file. Import Scores page.

Year: 2017-2018

Select assessment and grade to continue:

Assessment: -- Select Assessment --

Grade: -- Select Grade --

Continue

Import Secondary IDs

This function imports Secondary IDs for students based on their primary Student ID. The students' primary Student IDs must already be entered. A district level user can use the **Verify Student** ID feature on the **Administration** page to see if Student IDs have been entered.

The primary Student ID should be the ID numbering system used to organize students and control student rostering. Secondary IDs can be any other ID numbering system which the district wishes to use. The most common Secondary ID is a state ID which is used for state level reporting.

The district coordinator can use the **Define Student ID Types** feature on the **Administration** page to set the parameters of primary and secondary ID numbers.

Import Secondary IDs Page

Column Header	Required?	Description
id	YES	Student's Primary ID (District)
secondary_id	YES	Student's Secondary ID

Administration

Note: Not all functions are available for all users. Class-level, school-level, and district-level users have different sets of available functions as described on page 10.

District Administration

Manage Products	Select assessments & products. Set Assessment Schedule. View district billing information.
Manage Schools	Add new schools within your district to use in the Data System. View number and type of classes at schools.
Academic Year Schedules (Tracks)	Set the academic year schedule (or track) with the months of your school year.
Set District and School ID numbers	Set institutional ID numbers for your district and the schools within your district. This is typically used when exporting data sets to be analyzed at the state level.
Set District-Wide or School-Wide Preferences	Set preferred defaults on certain features for all users. Can be done at the school or individual user level.
Enable Administrative Block	Block school-level and class-level users (but not district-level users) from accessing certain Administration.
Enable Student Demographics	Enter demographic information for students.

Class Administration

Manage Classes	View all classes and complete many functions like Add Classes, Add Students, Add Returning Students, Assign Students to Classes, Edit Class Names, Delete Classes, Assign Users and more.
Import Classes	Import a file containing a school's or district's current set of classes. The import file can include both new and existing class names.
View easyCBM Class Codes	Displays the class codes for the easyCBM Math class in the account

User Administration

Import Users	Import a file containing a list of new and existing usernames.
Manage Users	Change a user's password, username, school, level of access and contact information. Use this feature to delete users.

Add new usernames to access the account. District coordinators can add new usernames with district-, school-, or class-level access. School coordinators can add new usernames with school- or class-level access within their school. |

Student Administration

Import Students	Import records for students who have not previously been in the system, migrate existing students into a new year and update existing student locations.

Import Student Test Scores	Import scores by grade for a particular school year. Can include both new and existing scores.
Find Student	Retrieve student records based on first or last name, date of birth, or student ID number.
Migrate Students	Used to transfer students from one year to the next.
Merge Duplicate Student Records	Merge student records that have been duplicated in error. This requires Student ID's. It's used to clean up records in your account.
Delete Student Record	Delete a student record from the database. Can be used to delete a student entered by mistake or who left the district before ever being tested. This should not be used to delete a student record that has valid data. Also includes options to delete duplicate student records, and blank records.
Import Secondary IDs	Import Secondary IDs for students based on their primary Student ID.
Define Student ID Types	Define the constraints on district student ID numbers. This allows greater control over ID numbering, and may help to prevent problems when rostering or identifying students.
Verify Student IDs	Verify that student IDs are entered and optionally check that they are a specified length.
Reverse Primary and Secondary ID Numbers	Reverse the two student ID types, so that the primary becomes the secondary and the secondary becomes the primary. This function is used in cases where a district needs to control their student imports with the ID which is currently used as the secondary ID.

Data Entry

DIBELS 6th Edition and easyCBM Reading can be administered on a tablet so manual data entry is not required.

For DIBELS 8th Edition, DIBELS Next and IDEL:
To start, arrange student booklets in alphabetical order, and sort by grade and classroom.

1.   Log on to http://dibels.uoregon.edu; *click* **DATA ENTRY**.

2.   From the **DATA ENTRY** page, click on the **Benchmark Data Entry** link. Use the drop-down menus to select the following:
- School
- School Year

Then *click* **Continue**.

3.   Use the drop-down menu to select:
- Assessment Period
- Assessment
- Grade
- Class

   Then *click* **Continue**.

4.   The **DATA ENTRY** page with the student roster is now displayed. Enter student scores for each of the measures. The student name is in the left-hand column, with each measure listed across the page.

Assessment Date and Form Given must be entered for DIBELS 8th Edition. Standard Forms refer to the Benchmark Assessments for the given grade and assessment period. Use the **Set All Dates & Forms** to quickly set all dates and forms for a class.

Set All Dates & Forms

Student	Assessment Date	Forms Given ℹ	LNF	PSF	NWF		WRF	ORF	
					CLS	WWR		Words Correct	Errors
ALMANZAN, NATHANIEL 6200028	*Ex: mm/dd/yy* **Enter Multiple Dates**	Form: ⦿ standard ○ other							

> **Note:** If you enter a score by mistake, use the delete key to delete it. Using the spacebar will not erase the score.

5. Click **Save.** The next page displays the data you just entered so scores can be checked for accuracy. To enter scores for another classroom change the menu selections as needed or repeat steps 2-4 above.

Reports

Data System Reports can be created immediately after student scores are submitted (manually or electronically). Click on the **Reports** tab from the menu bar to see a list of the available reports.

Reports may be available in a **WEB** version for viewing online, **PDF** version for downloading and printing, or both. The reports are arranged alphabetically by name. You can filter your view of reports based on the assessment, the type of data, scope of report or a specific question. Use the **Filters** to help identify the best reports for your purposes.

The same basic steps are used in creating any of the reports:

1. Log on to http://dibels.uoregon.edu; *click* **REPORTS**.

2. From the **REPORTS** page select the type of report you would like to create. Then *click* PDF or WEB depending on the format you prefer. Not all reports are available in PDF format (see image below)

3. Depending on the type of report, there will be one or more sets of menus. Use the menus to select parameters such as year, grade, school, class, test, type of assessment and assessment period.

4. The report will generate after you select the required parameters. Web reports display in your browser, and PDF reports will be available for download or for viewing in your browser's PDF plug-in.

Report Menu

Note: Not all reports are available for all users (class-level, school-level, and district-level users have different reports available).

District and School Reports

All Grade Status	Benchmark scores for all grades at all testing periods.
Combined PDF Reports	Box Plots, Class Lists, Scatter Plots, and Norms.
Cross-Year Box Plot	Grade-level percentiles over time by measure.
Demographics Breakdown	Counts and percentage of students for each category of demographics variables.
Distribution Report	Disaggregated results by school, class, or demographics.
District-Wide Norms	Percentile scores.
Grade List Report	Scores, percentiles, and instructional recommendations for a grade.
Histogram	Distribution of scores by district or school.
Participation Summary	Number of students tested in an assessment period by class.
Scatter Plot	Relation between measures at two points in time.
Summary of Effectiveness by School or District	Progress of students by instructional recommendation over time.
Summary Report	School or district progress (means and proficiency level across the school year for all measures).
Yearly Box Plot	Grade-level percentiles over time by measure.

Class Reports

Class List	Scores, percentiles, and instructional recommendations for a class.
Class Progress Graph	Student scores for one class and measure, graphed over time.
Class Progress Monitoring	Progress monitoring scores for a class.
Class Progress Summary	Student scores for one class over an academic year.
Instructional Grouping	Provides initial groupings based on student scores.
Summary of Effectiveness by Class	Progress of students by instructional recommendation over time.
Zones of Growth	Scores, growth goals and growth percentiles.

Student Reports

Individual Student Performance Profiles	Student performance across grades for each student in a class.
Parent Report	An individual student's cores across one year.
Student History	An individual student's scores across years.
Student Progress Monitoring Graphs	Student scores over time compared to a benchmark goal.

**Data Sets** (see **page 21** for more information)

Data Farming	Export Benchmark data for all assessments.; grades K-8; variable and sorting options.
Progress Monitoring Data Export	Export progress monitoring data.

Sample reports can be downloaded from the **Features** page or the **Reports** page.

Progress Monitoring

Add Students to Progress Monitoring

1. *Click* **Manage Classes** on the **Administration Page** to enable students for progress monitoring.

2. Select the primary class and use the action menu on the Class Details page (see screenshot below).
3. Check the box next to the name(s), select "Enable Progress Monitoring" and click Save.
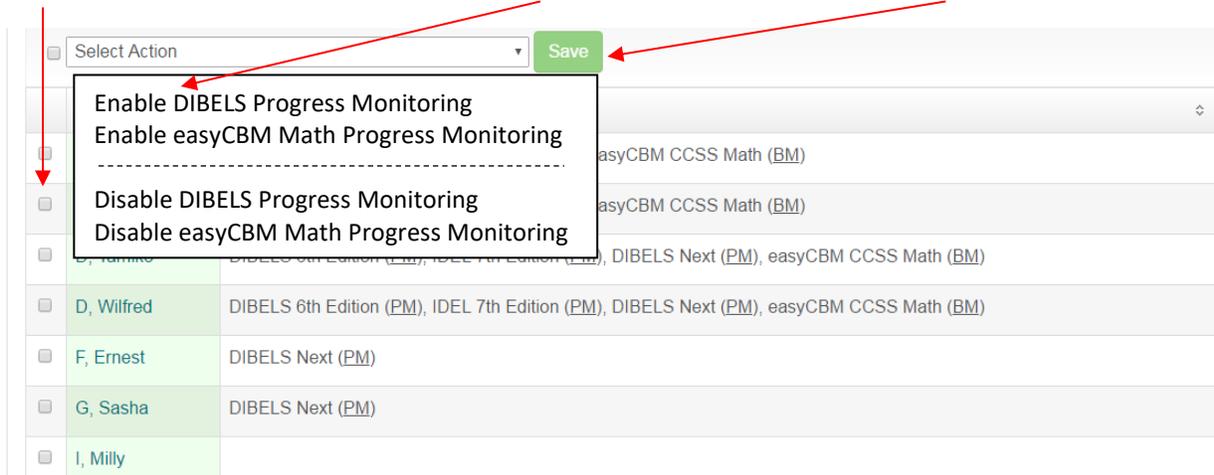
Enter/Edit Progress Monitoring Data - Enter data for the students selected in the above step.

1. Log on to http://dibels.uoregon.edu; *click* **DATA ENTRY**.
2. *Click* **DIBELS Progress Monitoring Data** and use menus to select: School, Grade, Year and Type. *Click* **Continue**.

3. Use menus to select Class, Assessment Period and DIBELS edition. *Click* **Continue**.

4. Enter scores, notes and/or phase lines. For DIBELS 8th Edition enter **Assessment Date** and **Form Given.**

Enter notes and phase lines for progress monitoring:

    a)   Click the icon next to the period for which you want the phase line or notes.
    b)   Use the dialog box to type notes.
    c)   Check the box on the bottom of the dialog box to add a phase line.
    d)   Click "Ok" to close the dialog box.
    e)   Repeat steps 1-4 with additional students or time periods.

*Phase lines and notes appear on the Student Progress Monitoring Graphs.

5. Click **Save** to complete data entry.

Student Progress Monitoring Graphs - Student scores over time, compared to a benchmark goal. Progress Monitoring Graphs are listed under Student Reports on the **REPORTS** page.

Student Demographics

Enabling Student Demographics allows your district to track more information about your participating students. The **Distribution Report** and the **Demographics Breakdown** include the demographics data in analysis.

The default demographics profile includes:
- Race/Ethnicity
- Gender
- Free/Reduced Lunch
- Special Education Eligibility
- Disability Status/Special Education Category/Services Provided
- Additional Codes (Ex: Title 1, Math 1, LEP, etc.)
- DIBELS Administered with Approved Accommodations

To enter demographic information, go to the **Administration** page**,** and click **Manage Classes** in the **Class Administration** section. Select a class and click **Edit Demographics**.

Demographic values can be added to new or existing records when using the **Import Students** feature. See the **Import Student** feature on the **Administration** page for more information.

Outcome Measures

School districts frequently have a high-stakes outcome measures, often given in third or fourth grade. For example, in Oregon, the Oregon Assessment of Knowledge and Skills (OAKS) is administered to all students in third grade. Scores on the Total Reading section of the OAKS are a crucial indicator of whether the student meets expectations for reading skills in the state.

States or districts may have a high-stakes outcome measure that is used to evaluate the quality of their curriculum and instruction. The Data System allows you to specify one reading outcome measure per grade level. The same outcome measure should be used for every school and class in the district. The district coordinator specifies the name of the test and the benchmark (cutoff) score for the test using **Outcome Measures** in the **Manage Products** feature. The benchmark score should be the most important score for distinguishing acceptable reading skills from unacceptable reading skills. For example, in Oregon, the benchmark score would divide "does not meet expectations" from "meets expectations." The cutoff should be specified as the lowest score that would be acceptable (e.g., "meets expectations," "proficient," or "meets standards").

The **Histogram** and **Scatter Plot** reports allow you to display the outcome measure data and determine the predictive utility of DIBELS scores on the outcome measure scores.

Export Functions

Data can be exported using one of export utilities in the Data Sets section of the Reports page. Specify the grades, time periods, years and types of data to export.

Exports include raw scores, benchmark status, percentiles and roster information. Data files produced can be opened with a spreadsheet or other data analysis program.
Data Farming
Use for Benchmark data for all assessments. The Data Farming utility allows you to specify which student fields, assessment periods and years to include in the file at the district or school level, and exports a data

set with that information. You can save the export as a file then open the file with a spreadsheet program or statistical software.

Progress Monitoring Data Export

Generate a data set with progress monitoring scores for all assessments with progress monitoring data.

Billing Information

Data System Billing Agreement

The Data System Billing Agreement is needed to set up a new account and when there are changes in the billing contact person for the district. You can download the Billing Agreement from the **Help** page.

Vendor name and contact information

Our vendor name is: University of Oregon.

Our US postal mailing address is:	Center on Teaching & Learning 5292 University of Oregon Eugene, OR 97403-5292
UPS and Fed-Ex should be sent to our physical address at:	Center on Teaching & Learning 1600 Millrace Drive, Suite 207 Eugene, OR 97403

Data System cost

The cost of the DIBELS Data System starts at $1 per student per academic year. The fee applies to students in all grade levels. Professional Development accounts are free at this time. For complete pricing visit https://dibels.uoregon.edu/help/pricing .

Invoice Process

We send district invoices to the address listed in the District Billing Information section of the account (link on the **Administration page**). If the account is set up for schooling billing, invoices will be sent to schools. If you add additional students to your account after invoices have been sent, you may receive a second invoice for those students. By default, your invoice will include all schools and all grade levels using the account.

If you would like each school in the account to be billed separately, we ask that the district coordinator or billing contact submit that request to support@dibels.uoregon.edu. We will also require each school to submit a copy of our Billing Agreement.

If you have special billing needs, please contact us at support@dibels.uoregon.edu or on our toll-free number 888-497-4290.

Purchase Orders

We do not require purchase orders; however, many districts do, so we recommend speaking with your accounting department to find out their requirements.

If you require a signature on a purchase order or voucher, we ask that you send those as early in the school year as possible. As part of a state institution, all paperwork in amounts of $5,000 or more require a formal review.

If you require a contract, please send it as soon as possible. There is an extensive review process for contracts and contract revisions.

DIBELS Data System Agreement

Prior to accessing your account each year, the DIBELS Data System Agreement must be signed electronically by a district-level user with the authority to sign on behalf of the district. The DIBELS Data System Agreement is a legal agreement between you and the University of Oregon for use of the DIBELS Data System. The DIBELS Data System Agreement can be viewed from the Home page.

District Coordinator Change

If the District Coordinator on your Data System account is no longer with your district or will no longer be the coordinator, it is important to choose a new coordinator and update the information on your account. There are three ways to do this while ensuring the security of confidential student information:

1. The outgoing district coordinator can log in and click District Contact on the Home page. Click Edit button (at bottom of page), make edits and click Save.
2. The former district coordinator can update the district contact information from the homepage or send an e-mail us at support@dibels.uoregon.edu from his or her district e-mail address (the same e-mail address we currently verified on the account), telling us who the new coordinator will be. The information we need includes:
   a. New coordinator's name & title
   b. Address, Phone and fax numbers
   c. E-mail address
   d. Is the new person also in charge of the billing?
   e. Does the former coordinator still need access to the account?

3. If the former district coordinator is no longer available, contact Customer Service for the District Coordinator update form. After completion, this form should be faxed to 541-346-9009 or scanned and sent via email.

Note: If the billing contact has also changed please submit a new billing agreement. The billing agreement is located on the Help page.

When we receive this information (via e-mail from the former coordinator or faxed letter from the superintendent) the account will be updated. We will e-mail the login information to the new coordinator.