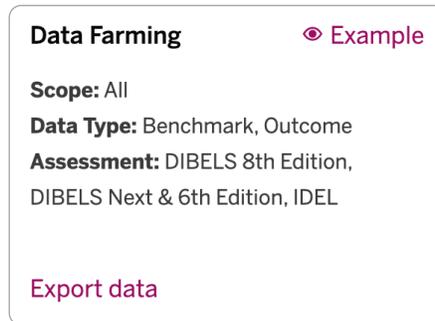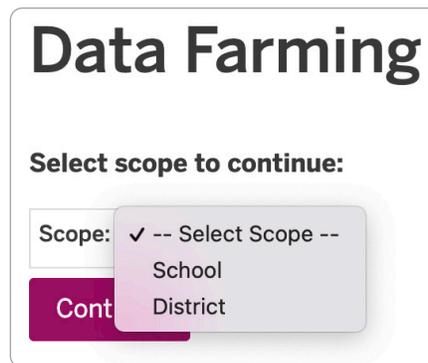# DIBELS® Data System

Quick Start: Data Farming

This Guide describes the basic steps for district- or school-level users to export benchmark data from a DIBELS® Data System (DDS) account using the Data Farming feature.

Export Data using Data Farming

1. Log in to your account at dibels.amplify.com.

2. Click the **Reports** tab on the Menu bar.

    The Reports page displays.

3. Under the Data Farming section, click **Export data**.

4. Select the **Scope** for the data set (**School** or **District**). Click **Continue**.

    NOTE: School-level users will not have the "District" option available.

5. Select additional details about the scope of the data set.

    *   If the **School** option was selected from the list, select the **School**, **Grade**, and **Starting School Year** for the data set. Click **Continue**.

    *   If the **District** option was selected from the list, select the **Grade** and **Starting School Year** for the data set. Click **Continue**.

6. Select the **Ending School Year** of the data set. Select the **Assessment**. Click **Continue**.

7. Select the desired **Assessment Period**. Select the **Filter for Students** option you want to include.

    a. If you are a district-level user running a data set for one school, you will have an option to include or exclude data from other schools.

    b. If you choose multiple years of data and did not choose "All Grades," select an option for the **Longitudinal Cohort**. Click the **question mark** symbol for more information.

    c. Click **Continue**.

8. Use the check boxes to select all the desired **Include Fields**, and then use the list to choose a **Delimiter** for the data set. Click **Continue**.

9. If you chose multiple assessment periods (step 7) and selected the Zones of Growth field (step 8), use the **Zones of Growth Measure** list to select a measure. Click **Continue**.

10. Review the Data Preview at the bottom of the screen. If the data set is not what you expected, adjust any of the fields or options previously selected, then click **Refresh**.

11. The **Download Full Dataset** link will appear at the bottom of the page when the data set has finished running. There are two options:

    a. **Right-click** on the link to save the data set as a file in a secure location. Open the data set using a spreadsheet program.

    b. Click the link to view the data set in your web browser. Select all of the text and then **copy/paste** the data set into a spreadsheet program. Edit, format, and **save** the spreadsheet file to a secure location.