

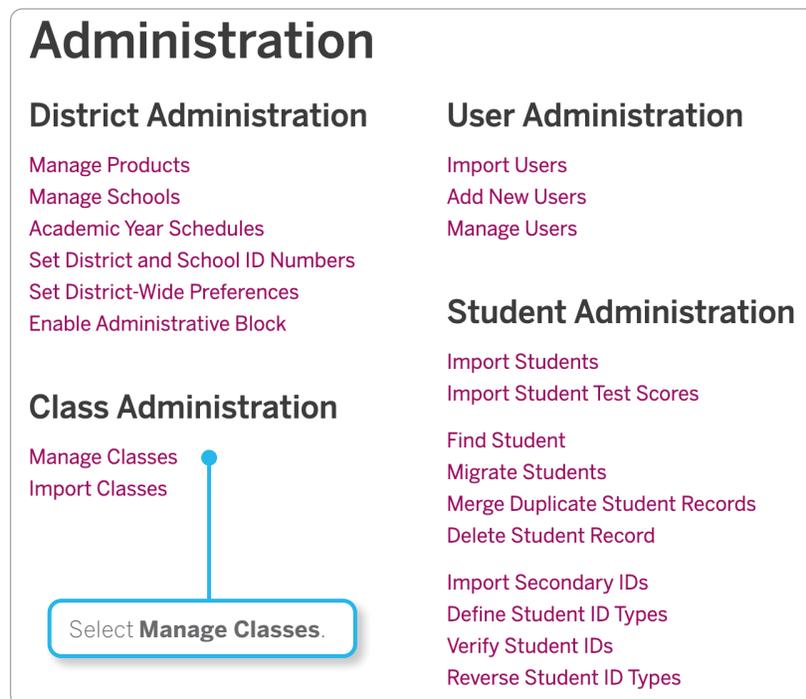
Quick Start: Manage Classes

This Guide describes how to add classes, edit class information, roster students, and use features within Manage Classes for your DIBELS® Data System (DDS) account.

Get Started

1. Log in to your account at dibels.amplify.com.
2. Click the **Administration** tab on the Menu bar.
The Administration page displays.
3. Under the Class Administration section, click **Manage Classes**.

The Manage Classes page displays.



Add Classes

Primary classes are used to roster all students in Grades K-8. Secondary classes are for small groups or alternate groupings of students (e.g., reading group). Re-use class names when possible. Add new classes when a teacher is new to your building or an existing teacher switches grades.

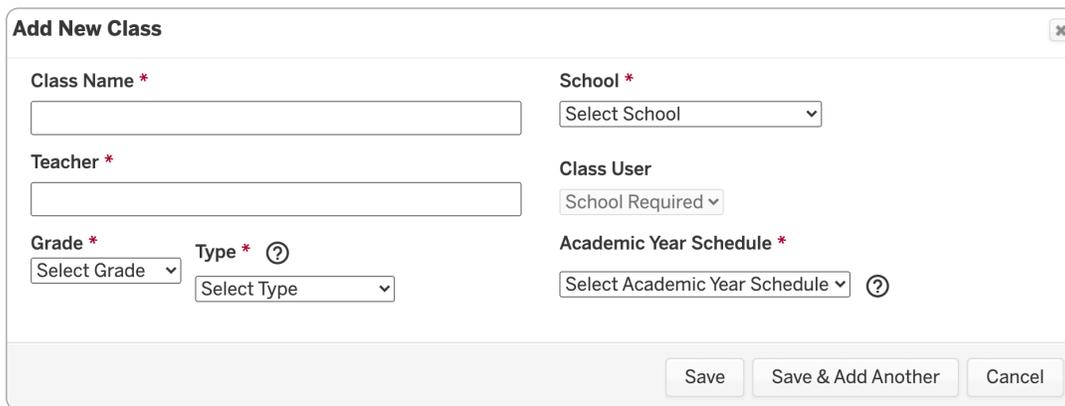
IMPORTANT: Make sure you assign the correct grade to a class before adding students. You cannot change the grade for the class after adding students to the class.

Use the Search feature to see if the class already exists. If not, then take the following steps:

1. Click **Add New Class**.



2. Enter the **Class Name** and **Teacher** for the class.
3. Select the **School**, **Grade**, **Type**, and **Academic Year Schedule**.
4. Click **Save** or **Save & Add Another**.



The image shows a form titled "Add New Class" with a close button in the top right corner. The form contains several input fields and dropdown menus:

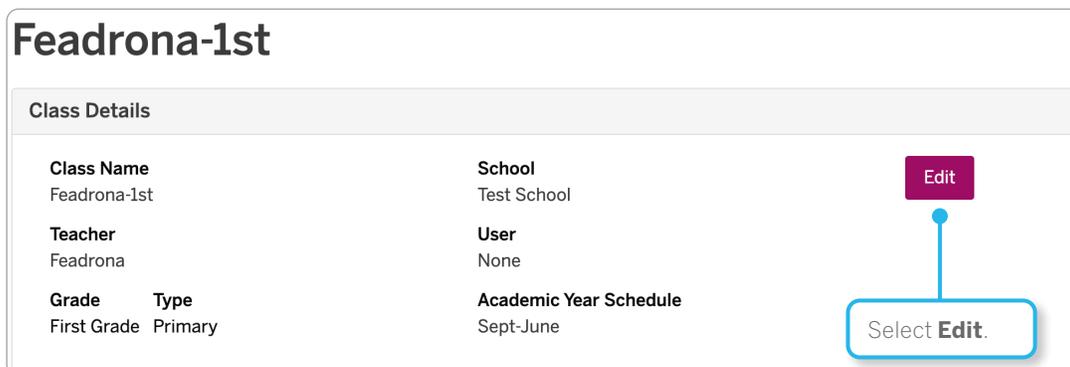
- Class Name ***: A text input field.
- Teacher ***: A text input field.
- Grade ***: A dropdown menu with "Select Grade" selected.
- Type * ?**: A dropdown menu with "Select Type" selected.
- School ***: A dropdown menu with "Select School" selected.
- Class User**: A dropdown menu with "School Required" selected.
- Academic Year Schedule ***: A dropdown menu with "Select Academic Year Schedule" selected.

At the bottom right of the form, there are three buttons: "Save", "Save & Add Another", and "Cancel".

View/Edit Class Details and Assign Students to a Class

To complete this process, use the following steps:

1. Click on a class name.
The class page displays.
2. Click **Edit** in the Class Details section.



The image shows a page titled "Feadrone-1st" with a "Class Details" section. The details are as follows:

Class Name		School
Feadrone-1st		Test School
Teacher		User
Feadrone		None
Grade	Type	Academic Year Schedule
First Grade	Primary	Sept-June

On the right side of the page, there is a purple "Edit" button. A blue callout box with a line pointing to the "Edit" button contains the text "Select **Edit**."

3. Edit the class details, then click **Save**.

Add Students

You can add brand new students or returning students (previously moved out students) or migrate students from one year to the next (e.g., move from Grade 1 to Grade 2 at the beginning of school). To add a large set of students to a class at once, click **Import Students** on the Administration page.

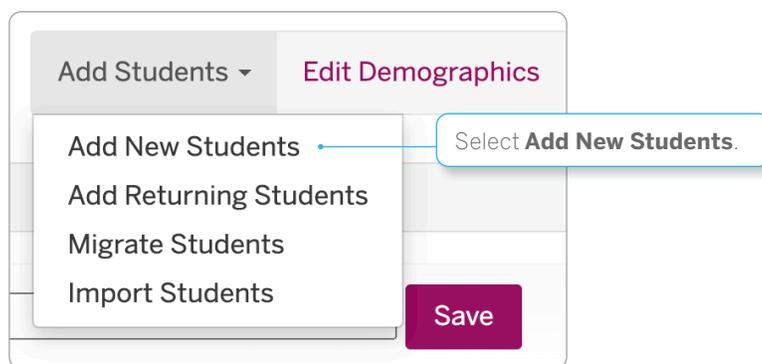
Add New Students

To complete this process, use the following steps:

1. Click on a class name.

The class page displays.

2. Click **Add Students** and select **Add New Students**.



3. Use the **Number of students to add** list to select the number of students you are adding.

4. Enter a **First Name**, **Last Name**, and other additional information for each student, then click **Save**.

Add Returning Students

To complete this process, use the following steps:

1. Click on a class name.

The class page displays.

2. Click **Add Students** and select **Add Returning Students**.

3. Use the Search feature to find the student you want to add.

NOTE: Searching by the student's last name or ID is recommended.

4. Click **Search**.

5. Locate the correct possible match and click **Select Student**.

Add Returning Student

This page lists possible matches for the criteria you entered

- It searches on each item separately, in case of misspelled names or other inaccuracies.
- A student is only 'Available' if they have been moved out of their previous class. If you see a student that you are sure is a match but is not marked as 'Available', contact a school or district coordinator to see about getting the student moved to your class.
- Only select an existing student to add if you are sure it is the correct student. If you are unsure, add the student as a new student.
- If some students in a district have not been migrated to the current year's grade, it may result in some blanks in the 'Location' column.

Search criteria:

Last Name	First Name	Student ID District ID	Secondary ID	Date of Birth	
	Amy				

Possible matches:

Last Name	First Name	Student ID District ID	Secondary ID	Date of Birth	Current Location	Select
R	Amy	331125		2013-02-28	Adams 3rd #1	Select Student

If the student does not already exist in the list above, click here:

Add as New Student

6. Review the student's information, and click **Yes** to add the student to the class.

Migrate Students

To complete this process, use the following steps:

1. Click on a class name.
The class page displays.
2. Click **Add Students** and select **Migrate Students**.

Add Students ▾ Edit Demographics

- Add New Students
- Add Returning Students
- Migrate Students
- Import Students

Save

3. Select the check box next to the name of the student(s) you want to migrate.

- Click **Migrate Students**.

Migrate Students into New Class

District: DIBELS Demo Account	Incoming School Year: 2021-2022	Incoming School: Adams
Incoming Grade: Second Grade	Incoming Class: Adams 2nd #2	Migration Scope: Migrate Within School

Select students to migrate into Class: Adams 2nd #2

Migrate?	Name	Student ID	Date of Birth
<input type="checkbox"/>	Y, Zelma	200135	2014-02-13

Migrate Students

- Click **OK** in the pop-up window to confirm you want to migrate the student to the selected class.

dibels.amplify.com says

You are about to migrate 1 student into Class: Adams 2nd #2

Cancel
OK

Move Students Between Classes

You can move students from class to class within the same grade. For retained students, use the **Add New Students** feature to create a new record. A district-level user can move students from one school to another. A district- or school-level user can move students from class to class within a school.

To move students between classes, use the following steps:

- Click on the class that the student is currently assigned to.
The class page displays.
- Click the **Change Student Information** icon  next to the student's name.
- Use the **Current Class** list to select the new class.
- Click **Change Info**.

Change Current Class

Current Class
2021-2022

▼
 Adams: Adams 3rd #1

Change Info

Class-level users can move students by coordinating with other class-level users. To complete this process, use the following steps:

1. Move the student out of the current class using the [Move Out](#) feature.
2. Use the [Add Returning Students](#) feature to add the student to the new class.

Secondary Classes

Secondary classes are used for creating small groups or intervention groups. Students must be added to a primary class before they can be added to a secondary class.

Add Secondary Class

To complete this process, use the following steps:

1. Click **Add New Class**.
2. Enter the **Class Name** and **Teacher** for the class.
3. Select the **School** and **Grade**.
4. Click the **Type** list and select **Secondary Grouping**.
5. Select the **Academic Year Schedule**.
6. Click **Save** or **Save & Add Another**.

Add Students to a Secondary Class

To complete this process, use the following steps:

1. Click on the class name of the desired secondary class.
The class page displays.
2. Click **Add Students**.
3. Select the check box next to the name of the student(s) you want to add to the class.

NOTE: Use the Search feature to find students by name, primary class, or ID.

4. Click **Save** or **Save & Add More**.

Add Students To: Stroven (2021-2022)

unselect all Search:

Student	Student ID	Primary Class	Secondary Classes
<input type="checkbox"/> J, John	123585	E	
<input checked="" type="checkbox"/> M, Maria	852147	E	
<input type="checkbox"/> T, Jenny	963258	E	

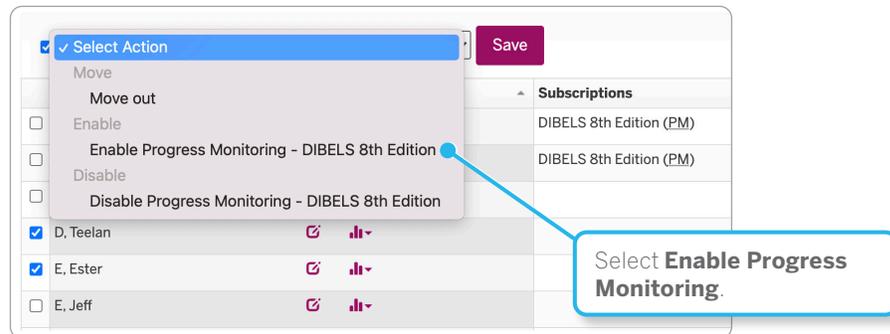
Showing 10 of 3 First Previous 1 Next Last

Save Save & Add More Cancel

Enable Progress Monitoring (PM)

Enabling this feature allows you to enter PM data. To complete this process, use the following steps:

1. Click on the class name.
The class page displays.
2. Select the check box next to the student's name.
3. Click the **Select Action** list and select **Enable Progress Monitoring**.

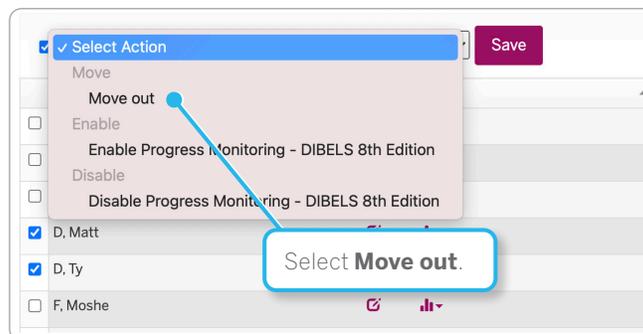


4. Click **Save**.

Move Students Out

Move students out when they leave the district. To complete this process, use the following steps:

1. Click on the class name.
The class page displays.
2. Select the check box next to the student's name.
3. Click the **Select Action** list and select **Move out**.
4. Click **Save**.

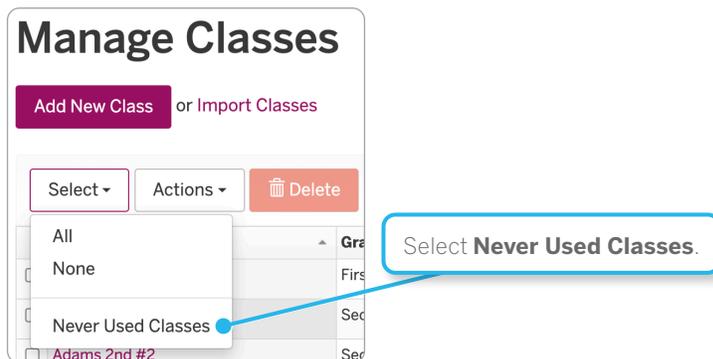


Delete Classes

You can delete a class if it does not have data associated with it. To complete this process, use the following steps:

1. Click the **Select** list and select **Never Used Classes**.

A list of classes available for deletion displays.



2. Select the class(es) you want to delete, then click **Delete**.