

DIBELS® Data System

Quick Start: New School Year

This Guide describes the basic steps used to prepare your existing DIBELS® Data System (DDS) account for the new school year (which can be done after July 1 for the coming year, or after January 1 for schools following the calendar year).

NOTE: If this is your first school year as a DDS user, it is recommended that you set up your account using the instructions provided in the Initial Account Setup Quick Start Guide.

District Preparation

The district coordinator should complete the following steps:

1. Log in to your account at dibels.amplify.com.
2. Complete the steps as prompted on the Welcome page, including:
 - Signing the DDS agreement
 - Adding an academic year schedule if not already completed
 - Managing (or activating) products you will use
 - Confirming district contact information or making updates if there was a change in responsibility for your account
 - Verifying personal information and making updates if needed

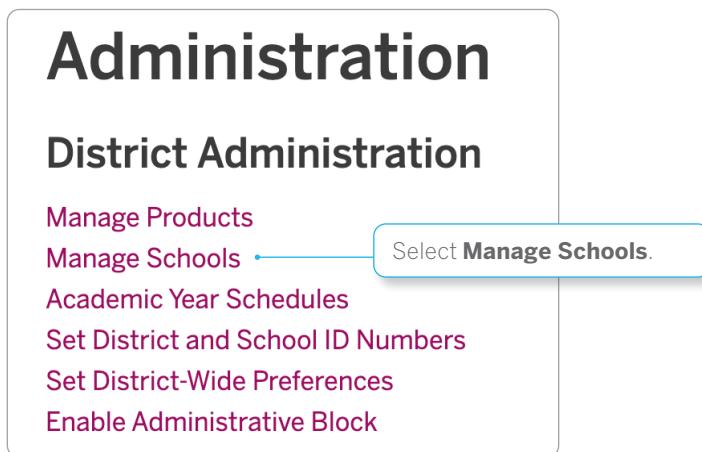
Welcome to the 2021-2022 School Year

The district coordinator must complete the following steps to set-up your DDS account for the school year.

Step 1	Sign the DDS Agreement
Step 2	Add an Academic Year Schedule <small>(Requires Step 1 to be completed first)</small>
Step 3	Activate Products <small>(Requires Step 1 to be completed first)</small>
Step 4	Confirm District Contact Information
Step 5	Verify Personal Information

3. Add new schools, if needed:

- Under the District Administration section, click **Manage Schools**.



- Review the list of schools currently in your account.
- If necessary, add new schools by clicking **Add New School**. When you're done entering the **Name** of the school, click **Save** or **add another**.

4. Review the list of users:

- Click the **Administration** tab on the Menu bar.

The Administration page displays.

- Under the User Administration section, click **Manage Users**.
- Select the **User Type** and **School**.
- Use the **Delete?** check box in the User Account column to delete users who have left the district.
- [Add new users](#) (optional).

After completing steps 1-4, the Import features can be used to upload a large set of new users, classes, and/or students. For more information, see the various import functions on the Administration page and the Importing Quick Start Guide on the Help page.

School Preparation

District- or school-level users can prepare for a new school year by adding new classes, users, or students and migrating or adding students to classes.

Review Existing Classes and Add New Classes

To complete this process, use the following steps:

- View existing classes.
 - Click the **Administration** tab on the Menu bar.
- The Administration page displays.

- b. Under the Class Administration section, click **Manage Classes**.
 - Re-use existing class names each year and only add new classes for teachers who have changed grades or for teachers new to the school.
 - Use the column headers to sort the table.

The screenshot shows a table titled "Manage Classes" with a header row containing "Class Name", "Grade", "Type", "Teacher", "Last Used", and "School". Below the header, there are six rows of data. Each row contains a checkbox, a class name, its grade, type, teacher, last used date, and school. The data is as follows:

Class Name	Grade	Type	Teacher	Last Used	School
1st Grade	First	Primary	Mullinex	2021	Example School 3
2nd grade	Second	Primary	Mullinex	2020	Example School 3
Adams 2nd #2	Second	Primary	Gingery	2021	Adams
Adams 3rd #1	Third	Primary	FROST	2021	Adams
Adams 3rd #2	Third	Primary	HENERY	2021	Adams
Adams 8th Grade	Eighth	Primary	Nelson	2021	Adams

2. Add new classes.
 - a. Click **Add New Class**.
 - b. Enter the **Class Name** and **Teacher** for the class.
 - c. Select the **School**, **Grade**, **Type**, and **Academic Year Schedule**.
 - d. Click **Save** or **Save & Add Another**.

Add New Class-Level & School-Level Users

To complete this process, use the following steps:

1. Click the **Administration** tab on the Menu bar.
The Administration page displays.
2. Under the User Administration section, click **Manage Users**.
3. Click **Add New User**.
4. Enter the **First Name**, **Last Name**, **Email**, and **Username** for the user.
5. Select the user's **Access Level**.
6. Select the **School**.
7. Enter or select the user's **Class**.
8. Select the user's **Permissions**.

Add New User

The username, temporary password and instructions on how to login will be sent to the email provided.

First Name *	Access Level *
<input type="text"/>	A user can be given access to a specific class (class access), school (school access) or an entire district (district access).
Last Name *	<input checked="" type="radio"/> Class <input type="radio"/> School <input type="radio"/> District
<input type="text"/>	
Email *	School *
All emails from the system will be sent to this address. <input type="text"/>	<input type="button" value="Select School"/>
Username *	Class
Must be unique (we recommend using a valid email address) and must be at least 8 characters long. <input type="text"/>	A class can only be assigned to one user. A user can be assigned to a class anytime using Manage Classes. <input type="text" value="Type or select a class after choosing a school"/>
	Permissions *
	<input type="button" value="All"/>

Save **Save & Add Another** **Cancel**

- Click **Save** or **Save & Add Another**.

Assign Class-Level Users to Classes

Complete the following steps to assign users to classes (if not done when creating the username):

- Click the **Administration** tab on the Menu bar.

The Administration page displays.

- Under the Class Administration section, click **Manage Classes**.
- Click on the class name.

The class page displays.

- Click **Edit** in the Class Details section of the page.

Feadrona-1st

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

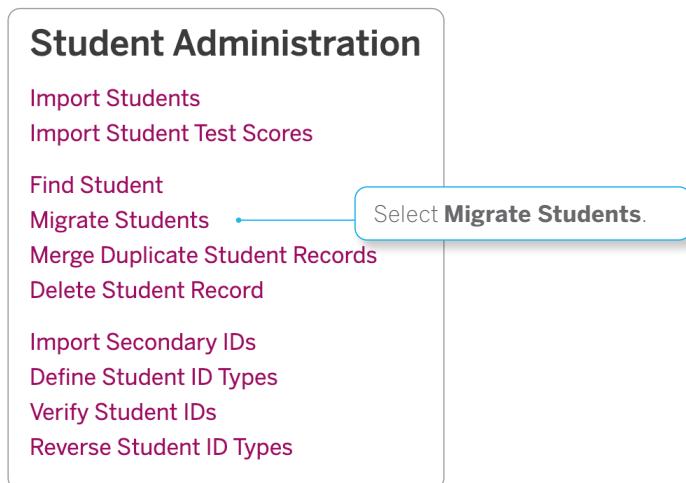
Select Edit.

- Select the **Class User**, then click **Save**.

Migrate Returning Students

To roster students, a district- or school-level user should complete the following steps:

1. Click the **Administration** tab on the Menu bar.
The Administration page displays.
2. Under the Student Administration section, click **Migrate Students**.



3. Click **Migrate Students Into New Class**.

NOTE: A district-level user can migrate students between schools. A school-level user can migrate students within a school.

Migrate Students

Step 1: Promoted Students

Migrate Students Into New Class (2021-2022)

Migrate students out of the past year, and into their classes for the upcoming year.

Migrate students allows you to re-roster students who participated last year into their new grades and classes for the upcoming year. It should only be used for students who have been promoted to a new grade.

4. Select the **Incoming School** and **Incoming Grade**. Click **Continue**.
5. Select the **Incoming Class** and **Migration Scope**. Click **Continue**.
6. Select the check box next to the name of the student(s) you want to migrate.
7. Click **Migrate Students**.

Add Students

After migrating returning students, new students are added. A district-level user can add new students to any school, a school-level user can add new students to their school, and a class-level user can add new students to their class.

To prepare to add students, complete the following steps:

1. Click the **Administration** tab on the Menu bar.

The Administration page displays.

2. Under the Class Administration section, click **Manage Classes**.

3. Click on the class name.

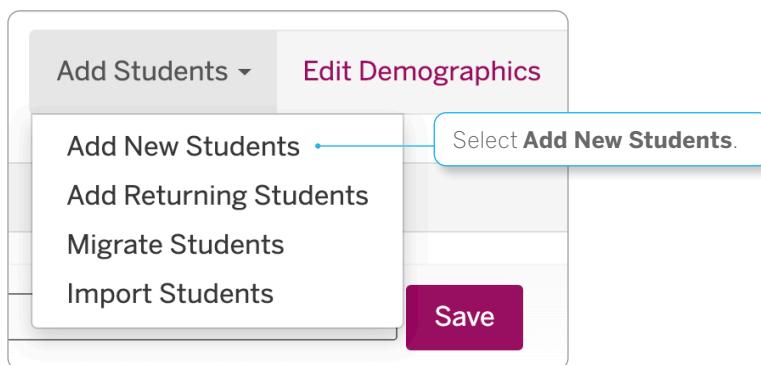
The class page displays.

4. Continue with [adding new](#) or [returning students](#).

Add New Students

To complete this process, use the following steps:

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

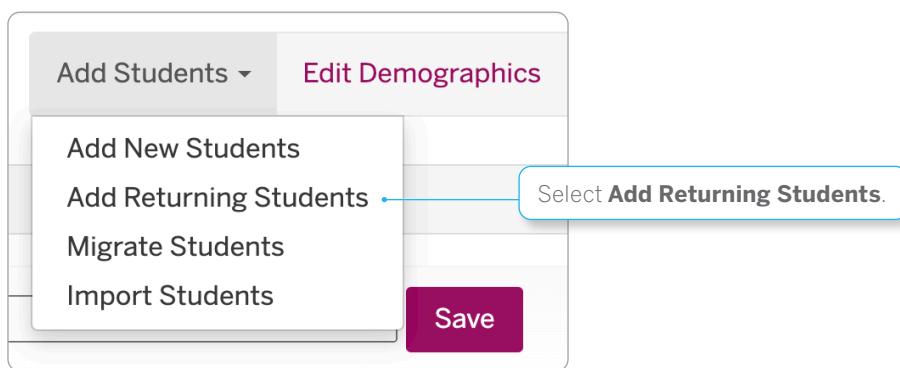


2. Use the **Number of students to add** list to select the number of students you are adding.
3. Enter a **First Name, Last Name**, and other additional information for each student, then click **Save**.

Add Returning Students

To complete this process, use the following steps:

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



2. Use the Search feature to find the student you want to add to the class.

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

3. Click **Search**.
4. Locate the correct possible match and click **Select Student**.
5. Review the student's information, and click **Yes** to add the student to the class.

Your account is now ready for data entry and generating reports.