

DIBELS[®] Data System Guide

Amplify.

Table of Contents

- Welcome..... 1
 - Initial Account Access and Setup 1
 - System Navigation. 1

- Home..... 2
 - Edit Personal Information 2
 - Set Personal Preferences 2
 - District Contact. 2
 - District Status 2

- Administration 2
 - District Administration 3
 - Manage Products 3
 - Manage Schools 3
 - Academic Year Schedules 4
 - Set District and School ID Numbers 4
 - Set District-Wide Preferences 4
 - Set School-Wide Preferences. 4
 - Enable Student Demographics 4
 - Enable Administrative Block 5
 - User Administration 5
 - Import Users 6
 - Add New Users/Manage Users 6
 - Change User Information. 7
 - Class Administration. 8
 - Manage Classes 8
 - Add New Class 9
 - Assign User 10
 - Edit Class (and Teacher) Name. 10
 - Edit Class Academic Year Schedule 11
 - Delete Classes 11
 - Edit Class Details 12
 - Add New Students 12
 - Add Students to a Secondary Class 13
 - Add Returning Students 13
 - Migrate Students 14
 - Edit Demographics 14
 - Class Quick Links 15

Move Out, Remove from Secondary Class, and Enable/Disable Progress Monitoring (PM)	15
Import Classes	16
Student Administration	16
Import Students	16
Import Student Test Scores	17
Find Student.	17
Migrate Students	18
Merge Duplicate Student Records	19
Delete Student Record	19
Import Secondary IDs	20
Define Student ID Types	20
Verify Student IDs	20
Reverse Student ID Types	20
Data Entry	21
Benchmark Data Entry	21
Zones of Growth Student Goal Data Entry	22
Progress Monitoring (PM) Data Entry	22
Outcome Measure Data Entry	23
Reports	24
Filter Reports	24
Report Menu by Scope	24
District and School Reports	25
Class Reports	25
Student Reports	26
Generate Web/PDF Report	26
Export Data	26
Data Exports.	27
Data Farming	27
Progress Monitoring Data Export.	27
Export to mCLASS	28
Resources	28
Help	28
News	28

Welcome

Welcome to the DIBELS® Data System (DDS). DDS provides data management and reporting services for literacy assessments. Assessment materials are available for free download and purchase. For more information about assessments supported by DDS, please visit the DDS home page at dibels.amplify.com.

This manual provides information about DDS and covers the basic steps for setting up your district and schools, entering data, and generating reports.

Initial Account Access and Setup

To get started with DDS, your district must register for an account and select an individual to act as the district coordinator on the account. The district coordinator is a user who has access to the entire DDS account and is the primary contact for the account. Sign up at dibels.amplify.com.

Amplify will provide a username and password to the district coordinator. It is then the district coordinator's responsibility to create and manage all additional usernames and passwords for their account and to maintain the security of those usernames and passwords.

District coordinators can add additional district-level users as needed. District-level users can add new schools to the account and add school-level users to help manage each school. A school-level user has access to everything within the assigned school and can create classes for the school. After classes are established, class-level users can be added to each school and assigned to a specific classroom.

At the start of each school year and during new account activation, the DDS Welcome page will walk you through adding the district schedule, product subscriptions, and the other steps needed to set up your account. See the Initial Account Setup Quick Start Guide for help getting started when first opening an account. DDS also has the ability to import files to load users, classes, and students. See the Importing Quick Start Guide and the Import sections in this manual for more information.

System Navigation

Once logged in to DDS, the Menu bar at the top of the page is your primary means of navigation. The specific features available on each user's menus will vary depending on the user's access level. Top-level navigation includes:

- **Home:** Account login, personal account information and edits, account status, and general system announcements
- **Administration:** Account setup and preferences, and management of users, classes, and student rosters
- **Data Entry:** Benchmark, progress monitoring (PM), and outcome data entry; and student growth goal setting via the Zones of Growth feature
- **Reports:** District-, school-, class-, and student-level report generation via the web and/or PDFs
- **Resources:** Assessment information, downloadable testing materials, and research references
- **Help:** Frequently Asked Questions (FAQs), Quick Start Guides, and Contact Us information
- **News:** Updates about the system and related services

Home

The Home page contains information specific to the logged in user account, general information about the account overall, and areas with system announcements and tips for getting the most out of your account.

Hello Documentation Team

[☆ My Favorite Reports](#)
Username: documentation-team
Email: dlarsen@amplify.com
Access Level: District
[Edit Personal Information](#)
[Set Personal Preferences](#)
District Name: DIBELS Demo Account
[District Contact](#)
[District Status](#)

Edit Personal Information

Update name and email address information, and change your password.

Set Personal Preferences

Set the default preference for filters used in administration features and reports, and while entering data.

District Contact

View the primary contact for the account. District-level users can also update this information if there is a change in the district coordinator.

District Status

View the number of students active in the current school year and an account overview.

Administration

The Administration page contains account management features, including manual and import options for adding users, classes, and students. Available features are dependent on user access levels, which are listed under each feature. If a user has Data Entry & Reports or Reports Only access, they will not be able to access any administration features.

District Administration

Manage Products

Access-level: District (School can view)

Select the assessment products to turn **ON** in your account for the current school year. For each selected product complete a billing agreement if prompted, create an assessment schedule, and select your product configuration.

The assessment schedule marks the months or time periods during which a district conducts benchmark testing. Assessment schedules are set up once a year. Use the recommended months or select your own. This schedule sets assessment dates for all schools within your account. Entering a cut-off date for data entry is optional. If you do enter a cut-off date, only district-level users will be able to enter or edit data after that date.

In addition to the assessment products, DDS offers all accounts the option of entering an Outcome Measure. This is typically a high-stakes state measure. Specify one reading outcome measure per grade level. The same outcome measure should be used for every school and class in the district. A district-level user will specify the name of the test and the benchmark (cut-off) score for the test. The benchmark score should be the most important score for distinguishing “does not meet expectations” from “meets expectations.”

Manage Schools

Access-level: District

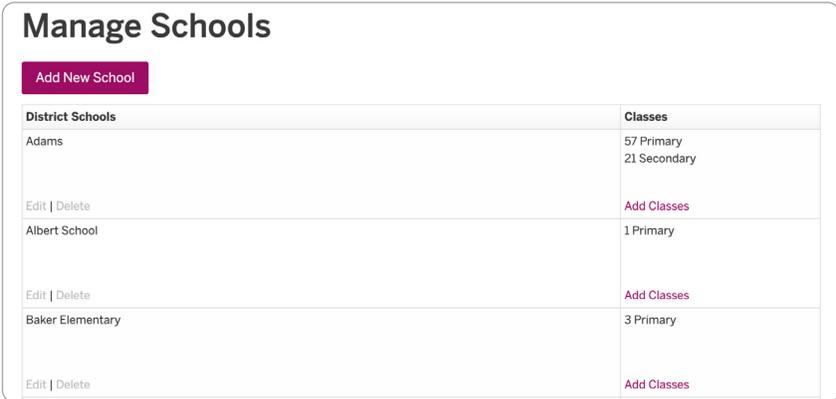
Add new schools to your account, and view the number and type of classes at each school.

To complete this process, use the following steps:

1. Under the District Administration section, click **Manage Schools** to see existing schools.
2. On the Manage Schools page, click **Add New School** to add a new school.
3. Enter the school name within the **Name** field. Click **add another** if needed or click **Save**.

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

4. Click **Edit** or **Delete** only if classes have not yet been added.



Manage Schools

[Add New School](#)

District Schools	Classes
Adams	57 Primary 21 Secondary
Edit Delete	Add Classes
Albert School	1 Primary
Edit Delete	Add Classes
Baker Elementary	3 Primary
Edit Delete	Add Classes

Academic Year Schedules

Access-level: District

Set the academic year schedule (or track) with the months of your school year. The academic year schedule is the set of months in your school year (e.g., Aug-May). This schedule will be reused each year.

To complete this process, use the following steps:

1. Under the District Administration section, click **Academic Year Schedules**.
2. On the Academic Year Schedules page, click **Add New Track**.
3. Select the radio button that applies or create a custom calendar, and click **Save**.
4. Review the Confirmation message.

Set District and School ID Numbers

Access-level: District

Optionally set institutional ID numbers for your district and schools. This is typically used when exporting data sets to be analyzed at the state level.

Set District-Wide Preferences

Access-level: District

Optionally set the default preferences for all users in the district. Preferences are used on filters in administration features and reports, and while entering data.

Set School-Wide Preferences

Access-level: School

Optionally set the default preferences for all users in the school. Preferences are used on filters in administration features, reports, and while entering data.

Enable Student Demographics

Access-level: District

This is optional. Enabling student demographics allows your district to track more information about your participating students. The demographics profile includes:

- Race/Ethnicity
- Gender
- Free/Reduced Lunch
- Special Education Eligibility
- Disability Status/Special Education Category/Services Provided

- Additional Codes (e.g., Title 1, Limited English Proficiency (LEP), etc.)
- DIBELS Administered with Approved Accommodations

Enable Administrative Block

Access-level: District

Optionally block school-level and class-level users (but not district-level users) from accessing certain Administration functions. Primarily designed for use by districts where all student enrollment, class, and user access information is administered centrally at the district level. Activating the Administrative Block means that schools will rely on the district to keep students, classes, and user access up-to-date.

User Administration

It is up to each district and school to decide who needs access to the account, and how much access each person requires. When making access decisions, consider things such as: Who and how many people will be entering the data (e.g., each classroom teacher enters their own class data, or an administrator enters data for the entire school), and who needs to be able to view student results in reports? DDS has three levels of access and additional permission settings to limit access to administrative and data entry functions:

- **District Access:** access to all schools and features in the account
- **School Access:** access to one school and all features for that school
- **Class Access:** access to only assigned classes

Additional permission options include:

- **All:** Administration, Data Entry, and Reporting features
- **Data Entry & Reports:** Data Entry and Reporting features only
- **Reports:** Reporting features only

The district is responsible for ensuring the security of user accounts. Recommendations for users include:

- Select secure and difficult to guess passwords.
- Change passwords 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 and contact your district coordinator and/or Amplify Customer Care and Support.
- Do not give your username and password to anyone. Create a separate username for each person with the appropriate level of access.
- Delete usernames when individuals no longer require access.

Import Users

Access-level: District and School

Import a file containing a list of new and existing usernames. The data file should be in tab-delimited text format and contain the following headers and values:

 [Download Template File](#)

The template file may then be opened and edited in a spreadsheet program such as Microsoft Excel. It should be saved to a tab-delimited text file before importing. For example, in Microsoft Excel this is done by selecting "Save As" from the "File" menu, then selecting "Text (Tab-delimited)" from the "Format" option in the save dialog box. The data file may include the following fields:

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 and not be present in public password dictionaries. Cannot be too similar to 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.

Add New Users/Manage Users

Access-level: District and School

Manually add, delete, and update users in the account. Change a user's password, username, school, level of access, and contact information.

To add a new user to a school, use the following steps:

1. Under the User Administration section, click **Add New Users**.
2. On the Manage Users page, click **Add New User**.

Manage Users

[Add New User](#) or [Import Users](#)

District: User Type: School:

3. Once the Add New User pop-up window appears, enter the **First Name**, **Last Name**, **Email**, and **Username** for the user you want to create.

NOTE: Username must be unique across the entire DDS. Usernames must be at least 8 characters. Spaces, dashes, underscores, and periods are allowed. Using email addresses as usernames can help guarantee uniqueness.

4. Select the **Access Level**.
5. If prompted, select the **School**.
6. If prompted, select the **Class**.
7. Select the **Permissions** level of access for the user.
8. Click **Save** or **Save & Add Another**.

Add New User ✕

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

<p>First Name *</p> <input style="width: 90%;" type="text"/>	<p>Access Level *</p> <p><small>A user can be given access to a specific class (class access), school (school access) or an entire district (district access).</small></p> <p><input checked="" type="radio"/> Class <input type="radio"/> School <input type="radio"/> District</p>
<p>Last Name *</p> <input style="width: 90%;" type="text"/>	<p>School *</p> <input style="width: 90%;" type="text" value="Select School"/>
<p>Email *</p> <p><small>All emails from the system will be sent to this address.</small></p> <input style="width: 90%;" type="text"/>	<p>Class</p> <p><small>A class can only be assigned to one user. A user can be assigned to a class anytime using Manage Classes.</small></p> <input style="width: 90%;" type="text" value="Type or select a class after choosing a school"/>
<p>Username *</p> <p><small>Must be unique (we recommend using a valid email address) and must be at least 8 characters long.</small></p> <input style="width: 90%;" type="text"/>	<p>Permissions *</p> <input style="width: 90%;" type="text" value="All"/>

9. 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” instead.)
10. The final screen lists the usernames you entered and indicates whether the system was successful in adding them. An email with login information is sent to the user.

Change User Information

Change User Information allows you to to reset a user’s password, or change a username, school assignment, level of access, or contact information, and/or to delete users.

To complete this process, use the following steps:

1. Under the User Administration section, click **Manage Users**.

Manage Users

Add New User
or
Import Users

District: DIBELS Demo Account	User Type: -- Select User Type --	School: -- Select School --
--------------------------------------	--	------------------------------------

- On the Manage Users page, use the lists to select the **User Type** and/or **School** to filter your list of users.
- For each user, update and make selections in that user row. When you have completed all row updates, click **Change User Information** at the bottom of the page.

Username: <input type="text" value="will-demo"/> <small>Must be unique and be at least 8 characters long.</small> Delete? <input type="checkbox"/>	Last Login: 08-06-2021 Classes: 0	First Name: <input type="text" value="Will"/> Last Name: <input type="text" value="Williams"/> Email Address: <input type="text" value="will@school.com"/>	Access Level: <input type="text" value="School"/> Permissions: <input type="text" value="All"/> School: <input type="text" value="Adams"/>	<input type="checkbox"/> Send a Password Reset code to this user's verified email address
--	--------------------------------------	--	--	---

[Change User Information](#)

Class Administration

Manage Classes

Access-level: District and School (Class can perform some functions on assigned classes)

Manage Classes provides a variety of functions to add, edit, and view class names as well as to add students to classes, move students between classes, and enable them for PM.

Within Manage Classes, you can see a list of all class names entered in your account. Select one or more classes using the check boxes in the far left column to use bulk actions. If you select one class, you can edit the class details, add new or returning students, migrate students, or assign PM.

Select	Actions	Delete	Class Name	Type
<input checked="" type="checkbox"/>	Edit Class Details Add New Students Add Returning Students Migrate Students Assign Progress Monitoring		1st Grade	Primary
<input type="checkbox"/>			2nd grade	Primary
<input type="checkbox"/>			Adams 2nd	Primary
<input type="checkbox"/>			Adams 3rd #1	Third

If you select multiple classes, you can assign users, edit the class names, or edit the academic year schedule.

Select	Actions	Delete	Class Name	Type
<input checked="" type="checkbox"/>	Assign User Edit Class Name Edit Class Academic Year Schedule		1st Grade	Primary
<input checked="" type="checkbox"/>			2nd grade	Primary
<input type="checkbox"/>			Adams 2nd #2	Second

Within Manage Classes, you can click on a class name to drill down and access the following subfeatures for each class individually:

- Editing class details
- Adding new and returning students (to primary and secondary classes)
- Migrating students (to primary classes)
- Editing demographics information
- Moving out students (from primary classes)
- Removing students from secondary classes
- Enabling and disabling PM

Adams 3rd #1

Class Details

Class Name Adams 3rd #1	School Adams	Edit
Teacher FROST	User None	
Grade Third Grade	Type Primary	Academic Year Schedule Sept-June

Showing 2021-2022 [Go](#)

[Add Students](#) [Edit Demographics](#) [Data Entry](#) [Class Reports](#)

Add New Class

Create primary classes to initially roster students. Secondary classes can also be created and used for additional grouping of students. 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 intervention teacher can access data for groups of students they work with, while keeping the students assigned to their primary classes. Students must be added to a primary class before being placed in a secondary class.

To complete this process, use the following steps:

1. Under the Class Administration section, click **Manage Classes**.
2. On the Manage Classes page, click **Add New Class**.
3. Once the Add New Class pop-up appears, enter the **Class Name** and **Teacher** for the class.
 - Guidelines for selecting unique class names: Class names must be unique within your account. Use different class names for class sections held at different times (e.g., Smith AM and Smith PM). Classes with more than one grade must be split up by grade (e.g., Miller 1st and Miller 2nd). It is recommended to include the teacher's last name and grade (e.g., Ramos 4th or JSmith 3rd) in the class name. It is not recommended to use room numbers or add the year to a class name as class names are reused each year.
 - Typically, the homeroom is the primary classroom.
 - Plan to re-use class names from year to year if the teacher and grade are the same. If a teacher moves to another grade and when a new teacher is hired, add a new class.

4. Select the **School, Grade, Type,** and **Academic Year Schedule.**
 - Select **Primary** from the **Type** menu for primary classes.
 - Select **Secondary** from the **Type** menu for secondary classes.
5. Assign a class-level user (optional) to the class using the **Class User** list.

6. Click **Save** or **Save & Add Another** when done.
7. 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 that class names will not appear on the Data Entry page until student names have been entered.

Assign User

Users set to class-level access must be assigned to their classes to enter data and view reports. 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. You can assign usernames via an import file, when a class is created or edited, or by completing the following steps:

1. Under the Class Administration section, click **Manage Classes.**
2. Once the Manage Classes page displays, use the check boxes to choose the names of the classes you want to assign users to.
3. Select **Assign User** from the **Actions** list.
4. Once the Assign User pop-up window appears, select a username for each class from the **User** list, and click **Save.**

Edit Class (and Teacher) Name

IMPORTANT: The Teacher Name should only be updated if entered incorrectly or there is a name change. If a new teacher takes over a pre-existing class, a new class should be added and students transferred or it will change the teacher on record for previous years of that class.

Class and Teacher Names can be edited individually via the **Edit Class Details** action or by completing the following steps:

1. Under the Class Administration section, click **Manage Classes.**
2. Once the Manage Classes page displays, use the check boxes to choose the names of the classes you want to edit.

3. Select **Edit Class Name** from the **Actions** list.
4. Once the Edit Class Details pop-up appears, update the **Class Name** and/or **Teacher Name** for each class, and click **Save**.

The screenshot shows a pop-up window titled "Edit Class Details". It has a close button (X) in the top right corner. The form contains the following fields:

- Class Name ***: Text input field containing "Adams 8th Grade".
- Teacher ***: Text input field containing "Nelson".
- School**: Text input field containing "Adams".
- Class User**: Dropdown menu with "None" selected.
- Academic Year Schedule ***: Dropdown menu with "Aug-May" selected and a refresh icon.
- Grade**: Text input field containing "Eighth Grade".
- Type**: Text input field containing "Primary".

At the bottom right, there are two buttons: "Save" and "Cancel".

Edit Class Academic Year Schedule

IMPORTANT: Changing the Class Academic Year Schedule will alter all present and historical student records. We suggest creating a new class with a different schedule when needed.

Class Academic Year Schedules can be edited individually via the the **Edit Class Details** action or by completing the following steps:

1. Under the Class Administration section, click **Manage Classes**.
2. Once the Manage Classes page displays, use the check boxes to choose the names of the classes for which you want to edit the class academic year schedule.
3. Select **Edit Class Academic Year Schedule** from the **Actions** list.
4. Once the Edit Class Academic Year Schedule pop-up appears, select a new schedule for each class from the **Academic Year Schedule** list, and click **Save**.

Delete Classes

Classes that have never been used can be deleted by completing the following steps:

1. Under the Class Administration section, click **Manage Classes**.
2. Once the Manage Classes page displays, choose **Never Used Classes** from the **Select** list.
A list of classes available for deletion displays.
3. Use the check boxes to choose the name(s) of the class(es) you want to delete.
4. Click **Delete**.
5. Confirm the deletion is correct, and click **OK** when prompted.

Edit Class Details

Some features of a class can be edited by clicking the **Edit** button. The **Grade** and **Type** can only be changed if students have never been enrolled in the class. Changing the Class Name is only recommended when the teacher's name has changed. If a new teacher is added to your school, we recommend making a brand new class since changing a class name changes it in past years too.

The screenshot shows the 'Adams 3rd #1' class details page. The 'Class Details' section includes fields for Class Name (Adams 3rd #1), School (Adams), Teacher (FROST), Grade (Third Grade), and Academic Year Schedule (Sept-June). An 'Edit' button is visible. An 'Edit Class Details' modal is open, allowing changes to Class Name, School, Teacher, Class User (set to None), and Academic Year Schedule. The modal also shows the current Grade (Third Grade) and Type (Primary). At the bottom of the modal are 'Save' and 'Cancel' buttons.

Add New Students

Students can be added using the Import Students feature and/or manually added using the following steps:

1. Under the Class Administration section, click **Manage Classes**.
2. Once the Manage Classes page displays, click on the primary class name you want to add students to.
3. Select **Add New Students** from the **Add Students** list.

The screenshot shows the 'Adams 3rd #1' class details page. The 'Class Details' section includes fields for Class Name (Adams 3rd #1), School (Adams), Teacher (FROST), Grade (Third Grade), and Academic Year Schedule (Sept-June). An 'Edit' button is visible. Below the details, there is a 'Showing' dropdown set to '2021-2022' and a 'Go' button. A dropdown menu is open under 'Add Students', showing options: 'Add New Students', 'Add Returning Students', 'Migrate Students', and 'Import Students'. A 'Save' button is visible at the bottom right of the dropdown menu.

4. On the Add New Students page, use the **Number of students to add** list to select the number of students you are adding.

5. Enter the student's **First Name** and **Last Name**.
6. Enter other optional data, if desired.
 - The Student ID number and the Date of Birth for each student are highly recommended; although, they are not required when adding records manually.
 - If your district has enabled student demographics, then additional variables will be available for each student.
7. Click **Save**.

Add Students to a Secondary Class

Students must be added to a primary class before being assigned to a secondary class. Once this is done, use the following steps to add students to a secondary class:

1. Under the Class Administration section, click **Manage Classes**.
2. Once the Manage Classes page displays, click on the secondary class name you want to add students to.
3. Click **Add Students**.
4. Once the pop-up window appears, use the Search feature to search by student name, ID, or class name to locate the student you want to add to your class. For example, if you want to add all students from the class called Smith-Grade 1, search with that class name, then select all the students.
5. Use the check boxes to select the desired students, and 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

Add Returning Students

Use the Add Returning Students feature for students who were previously in the district (or account) but were moved out.

To complete this process, use the following steps:

1. Under the Class Administration section, click **Manage Classes**.
2. Once the Manage Classes page displays, click on the primary class name you want to add students to.
3. Select **Add Returning Students** from the **Add Students** list.
4. On the Add Returning Students page, use the various Search fields to search by student name, ID, or date of birth to locate the student you want to add to your class. Click **Search**.

- If a student is found, a table will display the possible matches. Click **Select Student** to add the student to the class. If no student is found, search using different fields (one field at a time is recommended) if you know they are in the account or click **Add as New 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	<input type="button" value="Select Student"/>

Migrate Students

Accounts with students from the previous year can use the Migrate Students feature to move student records from the old year and grade to the current year and grade.

To complete this task, use the following steps:

- Under the Class Administration section, click **Manage Classes**.
- Once the Manage Classes page displays, select the check box next to the name of the class you would like to migrate students to, and select **Migrate Students** from the **Actions** list.
- On the Migrate Students into New Class page, select the check box next to each of the students you want to migrate, and 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

Edit Demographics

If your district has enabled the demographics option for students, clicking **Edit Demographics** (under the Class Details summary) will allow you to set and edit demographic fields for all students within the selected class.

Class Quick Links

For each class listed on the Manage Classes page, there are also quick links to jump directly to the **Add Students**, **Data Entry**, and **Class Reports** features for the selected class.

Home >> Administration >> Manage Classes >>

Adams 3rd #1

Class Details

Class Name Adams 3rd #1	School Adams	Edit
Teacher FROST	User None	
Grade Type Third Grade Primary	Academic Year Schedule Sept-June	

Showing [Add Students](#) [Edit Demographics](#) [Data Entry](#) [Class Reports](#)

[Go](#)

Move Out, Remove from Secondary Class, and Enable/Disable Progress Monitoring (PM)

Additional actions can also be performed through Manage Classes for each student in a class list when that class is selected. To complete these actions, use the following steps:

1. Under the Class Administration section, click **Manage Classes**.
2. Once the Manage Classes page displays, click on the desired class name.
3. Once the class page displays, select the check box next to the student name(s), and select one of the following from the **Select Action** list: **Move out**, **Remove from secondary class**, **Enable Progress Monitoring**, or **Disable Progress Monitoring**.

Select Action [Save](#) [Show Moved Out Students](#)

<input type="checkbox"/>	Move				
<input type="checkbox"/>	Move out				
<input type="checkbox"/>	Enable				
<input type="checkbox"/>	Enable Progress Monitoring - DIBELS 8th Edition				
<input type="checkbox"/>	Disable				
<input type="checkbox"/>	Disable Progress Monitoring - DIBELS 8th Edition				
<input checked="" type="checkbox"/>	D, Matt	✉	📊		
<input checked="" type="checkbox"/>	D, Ty	✉	📊		
<input type="checkbox"/>	F, Moshe	✉	📊		

4. Click **Save**.
5. Repeat steps 2 and 3 for other desired actions.

Import Classes

Access-level: District and School

Import a file containing a school's or district's 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 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 may be more efficient than the Import Classes feature. See the following Import file format. A template file is available for download on the Import page.

 [Download Template File](#) 

The template file may then be opened and edited in a spreadsheet program such as Microsoft Excel. It should be saved to a tab-delimited text file before importing. For example, in Microsoft Excel this is done by selecting "Save As" from the "File" menu, then selecting "Text (Tab-delimited)" from the "Format" option in the save dialog box. The data file may include the following fields:

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 and not be present in public password dictionaries. Cannot be too similar to 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.

Student Administration

Import Students

Access-level: District and School

Import Students adds records for new students, migrates existing students into a new year, and updates existing student locations. It will also update last and first names, dates of birth, and demographic information on existing student records. The Import Student feature uses student ID numbers to match existing records. Student ID's are required in the Import file and must be entered for students currently in the account in order for the re-rostering to work correctly. You can use the **Verify Student IDs** feature on the Administration page to check and add any missing student ID numbers. See the following Import file format. A template file is available for download on the Import page.

[Download Template File](#)

The template file may then be opened and edited in a spreadsheet program such as Microsoft Excel. It should be saved to a tab-delimited text file before importing. For example, in Microsoft Excel this is done by selecting "Save As" from the "File" menu, then selecting "Text (Tab-delimited)" from the "Format" option in the save dialog box. The data file may include the following fields:

Column Header	Required?	Description
last	YES	Student's last name
first	YES	Student's first name
studentid	YES	Student's Primary ID (District ID) <ul style="list-style-type: none">• Minimum Length: 1• Maximum Length: 18
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 (0-8 for Kindergarten through Eighth 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)

Importing Demographics: If you would like to import demographics information as well, add one or more of the following fields. The actual student values for each are optional and can be left blank.

Column Header	Required?	Description	
d1_raceethnicity	no	Race / Ethnicity	Valid Answers
d2_gender	no	Gender Options: Male, Female, or X for non-binary	Valid Answers
d3_ses	no	Free / Reduced Lunch	Valid Answers
d4_sped	no	Special Education	Valid Answers
d5_status	no	Disability Status/Spec. Ed. Category/Services Provided	Valid Answers
d6_additionalcodes	no	Additional Codes	Valid Answers
d7_accommodations	no	DIBELS-Approved Accommodations	Valid Answers

File containing student data:

No file chosen

Import Student Test Scores

Access-level: District, School

Import Student Test Scores will add assessment scores for students by grade and for a specific 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 available to import in your account are those which already have an assessment schedule set. If the current year is not available, your district coordinator will need to set an assessment schedule. For prior years, your district coordinator will need to contact Amplify Customer Care and Support to have one created.

Each grade has different column headings, based on the measures given at each time period. After you have made your **School Year** and **Grade** selections, follow the directions to determine which column headers to include in your data file. Template files are available for download on the Import page.

Find Student

Access-level: District and School

Retrieve student records based on first or last name, primary or secondary student ID number, or DOB (date of birth). Enter your search value(s), and click **Search**.

Migrate Students

Access-level: District, School, and Class

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 the students are assigned. All historical data moves with the student record. The Import Students feature can also be used for this.

Migrate Students is only used for students with existing records 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 and make sure any new class names are created before migrating. New class names may be needed for new teachers and for teachers who changed grades.

Students are migrated into the new school year using the Migrate Students function or by using the Import Students function.

To migrate students, use the following steps:

1. Under the Student Administration section, click **Migrate Students**.
2. Once the Migrate Students page displays, click **Migrate Students Into New Class**.
NOTE: Any user can migrate students into classes to which the user has access.
3. Select the **Incoming Grade** and **Incoming School** you are migrating into, and click **Continue**.
4. Select the **Incoming Class** and the **Migration Scope** (choose the **Migrate Within School** option), and click **Continue**.

NOTE: District coordinators can also use the **Migrate Across Schools** option to move students from one school to another within the district.

5. Once the list of students available for migration displays, select the **Migrate?** check box next to each student name to migrate them to the selected class for the new year.

IMPORTANT: Do not select the check box for students who have moved out of the district, who were retained, or who are skipping a grade. The student will not be placed on a roster for the current year.

6. Click **Migrate Students**.
7. Repeat steps 2-6 for every class into which you are migrating students.

Migrate Students into New Class

District:	DIBELS Demo Account	Incoming School Year:	2021-2022	Incoming School:	Adams
Incoming Grade:	First Grade	Incoming Class:	Sanchez S (1st)	Migration Scope:	Migrate Within School

Select students to migrate into Class: Sanchez S (1st)

Migrate?	Name	Student ID	Date of Birth
<input type="checkbox"/>	G. Jade	451156	2015-05-01
<input type="checkbox"/>	G. Ramon	23454345	
<input type="checkbox"/>	H. Lexie	451152	2015-04-05
<input type="checkbox"/>	M. Gabriella	451137	2015-02-13
<input type="checkbox"/>	T. Linda	451126	2015-04-11
<input type="checkbox"/>	T. Serena	451145	2015-03-28
<input type="checkbox"/>	V. Ava	451119	2015-01-17
<input type="checkbox"/>	V. Elena	451134	2015-02-23

Migrate Students

After migrating students, use the **Add New Students** function within the Manage Classes feature (under Class Administration; see [Add New Students](#) for instructions) to add new students to the district. If a student is retained or skips a grade, a new student record must be created in the current grade. These students will have two records within DDS. The original record will remain in the system and you will have access to both sets of data using the Find Student feature.

The Migrate Students feature also has an optional step to **Move Students Out** if they are no longer in your district. The original student record for a retained student can also be moved out.

Merge Duplicate Student Records

Access-level: District

Merge student records that have been duplicated in error. This feature has three steps to aid in cleaning up your account. Step 1 will help you remove any empty records and deactivate previously used records that have been marked as “Moved Out.” Step 2 will prompt you to ensure that student ID numbers are entered for records in your account as they are required prior to merging records. See the [Verify Student IDs](#) feature for more information. Step 3 will allow you to merge records that are flagged as duplicates. Records with no conflicting information can be easily merged. Records with name conflicts will be presented separately and you will select the name you want to preserve. For example, one record may have the first name Tom and another has the first name Thomas, but they have the same ID number and you know they are the same student. A third category will show you duplicates that cannot be merged due to conflicts such as different scores for the same measure and time period.

Step 3: Merge Duplicate Student Records

- **Student records with no conflicts**
View and confirm merge of student records that have no conflicts.
- **Student records with name conflicts only**
View and select correct name for student records that have name conflicts only.
- **Student records with conflicts**
View student records that can't be merged due to conflicts.

Student records with no conflicts

The following student records appear to be duplicates and do not have any conflicting data. Each group of duplicates will be merged into one record. Uncheck any groups of records that you do not wish to merge.

Rostering information in bold reflects the most recent record we have identified for the Student ID in question.

Merge?	Student ID	Name	Most Recent Rostering			
			Grade	School Year	Class Name	School Name
<input checked="" type="checkbox"/>	200127	E, Jeff	2nd	2021-22	2nd.example.A	Example School 1
			2nd	2021-22	2nd.example.A	Example School 1

Delete Student Record

Access-level: District and School

Delete a student record from the database for a student entered by mistake or who left the district before ever being tested.

IMPORTANT: Do not delete a student record that has valid data as it cannot be recovered.

This feature also includes options to find and delete blank and unused student records.

Import Secondary IDs

Access-level: District and School

Import secondary ID numbers for students based on their primary student ID. The students' primary student IDs must already be entered in the system.

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 that the district wants to use. The most common secondary ID is a state ID which is used for state-level reporting. See the following Import file format. A template file is available for download on the Import page.

 [Download Template File](#)

The template file may then be opened and edited in a spreadsheet program such as Microsoft Excel. It should be saved to a tab-delimited text file before importing. For example, in Microsoft Excel this is done by selecting "Save As" from the "File" menu, then selecting "Text (Tab-delimited)" from the "Format" option in the save dialog box. The data file may include the following fields:

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

File containing ID data:

No file chosen

Define Student ID Types

Access-level: District

Define the constraints on primary and secondary student ID numbers. This allows greater control and consistency with ID numbers and may help to prevent problems when rostering or identifying students. The primary student ID should be used to control student rostering, and is required for using Import functions. Secondary IDs are optional. This feature allows the district to name the ID number system, specify a minimum (1-24) and/or maximum (4-24) length, and designate if the ID must be numeric only.

Verify Student IDs

Access-level: District and School

Verify that student IDs are entered, fill in IDs for students who are missing them, check and correct duplicate IDs, and optionally check that IDs are of a specified length.

Reverse Student ID Types

Access-level: District

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 that have already been entered get updated accordingly. This function is typically meant to be used in cases where a district needs to control their student imports with the ID that 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.

Data Entry

The Data Entry pages allow benchmark and PM scores to be submitted for supported assessments. Entry of student goals via the Zones of Growth tool is also located here. When enabled by the district, entry of an Outcome Measure score is also provided. Prior to entering data, we recommend arranging student booklets by class and in alphabetical order by student last name.

Benchmark Data Entry

To complete this process, use the following steps:

1. Click the **Data Entry** tab on the Menu bar.
The Data Entry page displays.
2. Click **Benchmark Data Entry**.
3. On the Benchmark Data Entry page, select the **School** and **School Year**. Click **Continue**.
4. Select the **Assessment Period** and **Assessment** (if there is more than one option), and click **Continue**.
5. If prompted, select the **Grade** and **Class**. Click **Continue**.
6. Once the Benchmark Data Entry page with the student roster displays, enter student scores for each of the measures. The Student name is in the left-hand column, with each measure listed across the page.

To enter data, use your mouse to click the space next to the first student for whom you have scores. You can use the Tab key or mouse to navigate the page. Assessment Date and Forms Given must be entered or marked for DIBELS 8th Edition. **Standard Forms** refer to the Benchmark Assessments for the given Grade and Assessment Period. Use the **Set All Dates & Forms** button at the top of the roster to quickly set all dates and forms for a class. If you enter a score by mistake, use the Delete key and correct it. Using the spacebar will not erase the score.

Set All Dates & Forms										
Student	Assessment Date	Forms Given	Tested Remotely? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unknown	NWF		WRF	ORF		Maze	
				CLS	WRC		Words Correct	Errors	Correct	Incorrect
Bitterman, Remmy 3	<input type="text"/> <small>Ex: mm/dd/yy Enter Multiple Dates</small>	Form: <input type="radio"/> standard <input type="radio"/> other	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown	<input type="checkbox"/>						
D, Brooke 331159	<input type="text"/> <small>Ex: mm/dd/yy Enter Multiple Dates</small>	Form: <input type="radio"/> standard <input type="radio"/> other	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown	<input type="checkbox"/>						
D, Isabela 331129	<input type="text"/> <small>Ex: mm/dd/yy Enter Multiple Dates</small>	Form: <input type="radio"/> standard <input type="radio"/> other	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown	<input type="checkbox"/>						
D, Matt 331102	<input type="text"/> <small>Ex: mm/dd/yy Enter Multiple Dates</small>	Form: <input type="radio"/> standard <input type="radio"/> other	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown	<input type="checkbox"/>						
D, Ty 331106	<input type="text"/> <small>Ex: mm/dd/yy Enter Multiple Dates</small>	Form: <input type="radio"/> standard <input type="radio"/> other	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Unknown	<input type="checkbox"/>						

7. After entering all the scores, click **Save**.

- Once the confirmation page displays the data you just entered, check the scores for accuracy. To enter scores for another classroom, use the lists to change the selections as needed or repeat the previous steps.

For more information, see the Benchmark Data Entry Quick Start Guide.

Zones of Growth Student Goal Data Entry

To complete this process, use the following steps:

- Click the **Data Entry** tab on the Menu.
The Data Entry page displays.
- Click **Zones of Growth Student Goal Data Entry**.
- On the Zones of Growth Student Goals page, select the **School**, **Grade**, and **School Year**. Click **Continue**.
- If prompted, select the **Class** and **Assessment**, then click **Continue**.
- Select the **Assessment Measure**, then click **Continue**.
- Under the Growth Rate column, use the list to select a growth goal for each student. You can also select the desired option for the entire class using the **Set Growth Rate for Class** list at the top of the roster.
- Click **Save**.

ORF-Words Correct End of Year Benchmark Goal: 94							
Set Growth Rate for Class <input type="text" value="Select Goal Type"/>						<input type="button" value="Save"/>	
Student	Beginning ORF-Words Correct		End ORF-Words Correct		Goal	NFS	Add/View Notes
	Score	NFS	Growth Rate	Growth Rate			
S. Kaitlin	20	■ Intensive	<input type="text" value="Average Growth"/>	<input type="text" value="Average Growth"/>	39	■ Intensive	<input type="button" value="Notes"/>
Y. Zelma	22	■ Intensive	<input type="text" value="Average Growth"/>	<input type="text" value="Average Growth"/>	41	■ Intensive	<input type="button" value="Notes"/>
U. Misty	25	■ Intensive	<input type="text" value="Average Growth"/>	<input type="text" value="Average Growth"/>	44	■ Intensive	<input type="button" value="Notes"/>
M. Li	36	■ Strategic	<input type="text" value="Average Growth"/>	<input type="text" value="Average Growth"/>	78	■ Strategic	<input type="button" value="Notes"/>
C. Chelsea	58	■ Core	<input type="text" value="Average Growth"/>	<input type="text" value="Average Growth"/>	100	■ Core	<input type="button" value="Notes"/>
D. Louis	58	■ Core	<input type="text" value="Average Growth"/>	<input type="text" value="Average Growth"/>	100	■ Core	<input type="button" value="Notes"/>

For more information, see the Zones of Growth Quick Start Guide.

Progress Monitoring (PM) Data Entry

To complete this process, use the following steps:

- Click the **Data Entry** tab on the Menu bar.
The Data Entry page displays.
- Click **Progress Monitoring Data Entry**.
- On the Progress Monitoring Data Entry page, select the **School** and **School Year**. Click **Continue**.
- Select the **Assessment Period** and **Assessment** (if there is more than one option). Click **Continue**.
- If prompted, select the **Grade** and **Class**. Click **Continue**.
- Select the **Type of Monitoring**, **Month**, and **Week**. Click **Continue**.

- Enter the assessment date, select the assessment form, and enter a score for each assessment measure.

November									
Student	NWF				WRF				
	Week 1		Week 2		Week 3		Week 4		Week 1
B. Stella 200148	Assessment Date		Assessment Date		Assessment Date		Assessment Date		Assessment Date
	<input type="text"/>								
	Ex: mm/dd/yy								
	Assessment Form								
-- Select Form --		-- Select Form --		-- Select Form --		-- Select Form --		-- Select Form --	
CLS Score	WRC Score	WRF Score							
<input type="text"/>									
D. Alana 200126	Assessment Date		Assessment Date		Assessment Date		Assessment Date		Assessment Date
	<input type="text"/>								
	Ex: mm/dd/yy								
	Assessment Form								
-- Select Form --		-- Select Form --		-- Select Form --		-- Select Form --		-- Select Form --	
CLS Score	WRC Score	WRF Score							
<input type="text"/>									

Save

- Use the **note** icon next to a score to enter phase lines and/or notes. Enter the note in the pop-up window and/or select the **Show a phase line for this week on progress monitoring reports** check box. Click **Save**. Phase lines and notes will appear on the Student PM graphs.
- Click **Save**.

Outcome Measure Data Entry

To complete this process, use the following steps:

- Click **Data Entry** on the Menu bar.
The Data Entry page displays.
- Click **Outcome Measure Data Entry**.
- On the Outcome Measure Data Entry page, select the **School** and **School Year**. Click **Continue**.
- If prompted, select the **Grade** and **Class**. Click **Continue**.
- Once the Outcome Data Entry page with the student roster displays, enter the student score for the Outcome being collected.

Outcome Measure Data Entry		
School:	Example School 1	Year: 2021-2022
Grade:	Third Grade	Assessment: Outcome Measures
	Class: 3rd.example.A	
Student	Student ID	ACAP
A. Ansley	331100	<input type="text"/>
E. Averi	331103	<input type="text"/>

- Click **Save Outcome Measure Scores**.

Reports

Filter Reports

You can filter your view of reports **By Assessment**, **By Scope**, **By Data Type**, or **By Question**. Use the filters to help identify the best reports for your purposes. For example, you can select **District** for the Scope and **Universal Screening/Benchmark** for the Data Type. When you're done selecting your filters, click **Apply**.

Filter Reports Apply

By Assessment

- DIBELS 8th Edition
- DIBELS Next & 6th Edition
- IDEL
- All

By Scope

- District
- School
- Class
- Student
- All

By Data Type

- Universal Screening/Benchmark
- Outcome/State Achievement Test
- Progress Monitoring
- All

By Question

- How many students meet the goals?
- How much growth has there been?
- How many students have data entered?
- How do I export data from the system?
- What instructional groups should be made?
- All

Report Menu by Scope

Not all reports are available for all users. Class-level, school-level, and district-level users have different available reports. An example of each report can be downloaded using the **Example** icon next to each report title on the Reports page. You do not have to be logged in to see all of the example reports.

District and School Reports

REPORT	DESCRIPTION
All Grade Status	Benchmark scores for all grades at all testing periods.
Cross-Year Box Plot	Grade-level percentiles and plot of scores over time by measure.
Demographics Breakdown	Counts and percentage of students for each category of demographics variables.
Distribution	Disaggregated results by school, class, or demographics.
District Norms	Percentile ranks and scores.
Grade List	Scores, percentiles, and benchmark status for a grade.
Histogram	Distribution of scores by district or school. Outcome Measures.
Participation Summary	Number of students tested in an Assessment Period by class.
Scatter Plot	Relation between measures at two points in time (Outcome Measures).
Summary	School or district progress (means and proficiency levels across the school year for all measures).
Summary of Effectiveness	Progress of students by benchmark status over time.
Yearly Box Plot	Grade-level percentiles and plot of scores over time by measure.

Class Reports

REPORT	DESCRIPTION
Class List	Scores, percentiles, and benchmark status for a class.
Class Progress Graph	Student scores for one class and measure graphed over time.
Class Progress Monitoring (PM)	PM scores for a class.
Class Progress Summary	Student scores for one class for two assessment periods.
Instructional Grouping	Provides initial groupings based on student scores. Report also available as a School Report.
Summary of Effectiveness By Class	Progress of students by benchmark status over time.

REPORT	DESCRIPTION
Zones of Growth	Scores, growth goals, and growth percentiles.

Student Reports

REPORT	DESCRIPTION
Individual Student Performance Profile	Student performance across grades for each student in a class.
Parent Report	An individual student's scores across one year (English and Spanish).
Student History	An individual student's benchmark scores across years.
Student Progress Monitoring (PM) Graph	Student scores over time compared to benchmark goals (includes grade level and out-of-grade level data).

Generate Web/PDF Report

DDS reports can be created immediately after student scores are submitted. District- and school-level norms are updated each evening and available the following day. Reports may be available in a Web version for viewing online, a PDF version for downloading and printing, or both. The reports are arranged alphabetically by name.

The same basic steps are used to create any of the reports:

1. Click **Reports** on the Menu bar.
The Reports page displays.
2. Navigate to the report you would like to create.
3. Click **Generate web report** or **Generate pdf report**.
4. Depending on the type of report, there will be one or more sets of lists. Use the lists to select parameters such as year, grade, school, class, test, type of assessment, assessment period, etc.
5. Click **Continue**.

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

Export Data

Data can be exported using one of the export functions on the Reports page. Exports include raw scores, benchmark status, percentiles, and roster information. Data files produced can be downloaded, saved, and then opened with a spreadsheet or other data analysis programs.

Data Exports

REPORT	DESCRIPTION
Data Farming	Export Benchmark data for all assessments; Grades K-8; variable and sorting options.
Export to mCLASS	Export a data set for import into mCLASS.
Progress Monitoring (PM) Data Export	Export PM data.

Data Farming

Data Farming is used for exporting benchmark data for all assessments. The Data Farming feature 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.

Data Farming

[☆ My Favorite Reports](#)

Scope: <input type="text" value="District"/>	Start Year: <input type="text" value="2021-2022"/>	Period: <input type="text" value="-- All Periods --"/>
District: DIBELS Demo Account	End Year: <input type="text" value="2021-2022"/>	Filter for Students: <input type="text" value="No filter (include all students)"/>
Grade: <input type="text" value="-- All Grades --"/>	Assessment: DIBELS 8th Edition	

Select include fields and delimiter to continue:

Student Information

Student Name Student ID Secondary ID
 Date of Birth Demographics

Location

Schools Class Names Secondary Class Names
 Teacher Names District IDs School IDs

Include Fields:

Analysis

Benchmark Statuses School Percentiles District Percentiles
 National DDS Percentiles Outcome Measures Assessment Dates
 Assessment Forms Remote Testing Status Zones of Growth (must select all periods)

Internal Database Information (Not Recommended)

Move Out Dates Data System Internal IDs

Delimiter:

[Continue](#)

Progress Monitoring Data Export

Progress Monitoring (PM) Data Export is similar to Data Farming and will generate a data set with PM scores for all assessments.

Export to mCLASS

Export to mCLASS generates a file with benchmark data to be used to import into mCLASS.

Export to mCLASS

☆ My Favorite Reports

Scope: Year:

District: Assessment:

Data Preview
First 5 of 5 total rows.

DISTRICT_NAME	SCHOOL_NAME	TEACHER_ID	TEACHER_NAME	TEACHER_EMAIL	STUDENT_ID	STUDENT_LNAME	STUDENT_FNAME	G
DIBELS Demo Account	Adams		FROST		331153	H	Leyla	3
DIBELS Demo Account	Adams		Smith		125423	R	Rod	K
DIBELS Demo Account	Adams		Smith		523698	R	Raul	K
DIBELS Demo Account	Adams		Smith		856941	D	Rita	K
DIBELS Demo Account	Adams		Barr		adsfdae	R	Asher	2

 [Download Full Dataset](#)

Resources

The Resources page includes information about Assessments, Professional Development, Research, and Additional Support Resources that may be of interest to DDS users.

The Assessments page has information about the measures, the benchmark goals, and an assessment timeline.

The **Download Testing Materials** link on the Assessments page has links to downloadable PDFs of the assessments.

The Professional Development page has links to online courses.

Help

The DDS Help page includes Quick Start Guides, FAQs, system requirements, and contact information for our support team. The Amplify Customer Care and Support team can be reached at help@amplify.com or 1-800-823-1969.

News

Check the News page periodically for posted information about DDS. These typically include feature updates, general news about DDS, and research opportunities.