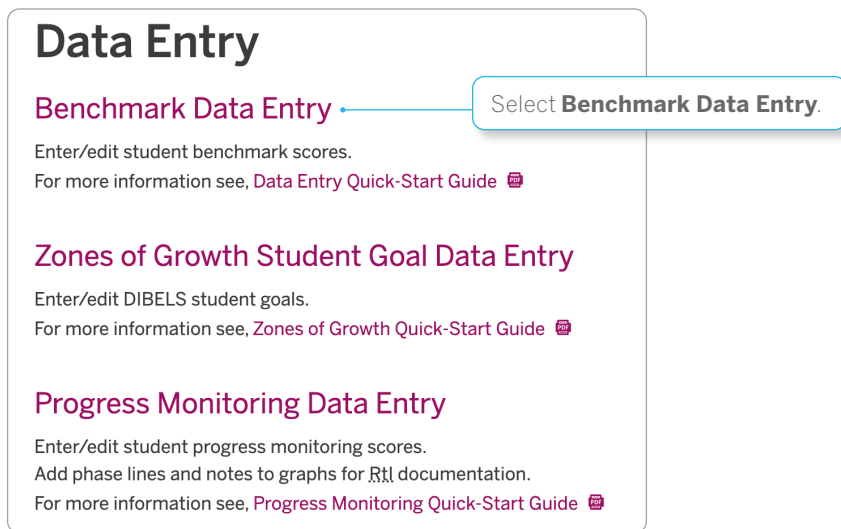# DIBELS® Data System

Quick Start: Benchmark Data Entry

This Guide describes the basic steps for district-, school-, and class-level users to enter student benchmark scores in their DIBELS® Data System (DDS) account.

Enter Benchmark Scores

1. Gather and sort the student scoring booklets by grade and class, then arrange alphabetically by last name.

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

3. Click the **Data Entry** tab on the Menu bar.

   The Data Entry page displays.

4. Click **Benchmark Data Entry**.

   ## Data Entry

   ### Benchmark Data Entry •————— Select **Benchmark Data Entry**.

   Enter/edit student benchmark scores.
   For more information see, Data Entry Quick-Start Guide 📄

   ### Zones of Growth Student Goal Data Entry

   Enter/edit DIBELS student goals.
   For more information see, Zones of Growth Quick-Start Guide 📄

   ### Progress Monitoring Data Entry

   Enter/edit student progress monitoring scores.
   Add phase lines and notes to graphs for RtI documentation.
   For more information see, Progress Monitoring Quick-Start Guide 📄

5. Select the **School** and **School Year**. Click **Continue**.

6. Select the **Assessment Period** and **Assessment**. Click **Continue**.

7. Select the **Grade** and **Class**. Click **Continue**.

8. The Benchmark Data Entry page displays the student roster for the selected class. Data entry cells are available for each measure for the selected assessment period. Click the **Instructions** button (upper right) for more information.

9. Enter the scores for each student in the appropriate cell. For DIBELS 8th Edition, the assessment date and form information are required. Use the arrow keys or Tab key to move to the next cell, or use the mouse to click in each cell.

10. After entering all of the data for the selected class, click **Save**.

11. Review the Confirmation page. Use the lists to select a different grade, period, school, or class to enter more data.

    NOTE: If there is an error, repeat steps 4-9 and edit the incorrect data.