DIBELS® Data System

Quick Start: Import Features

This Guide describes the basic steps district and school coordinators use to import users, classes, and students in DIBELS® Data System (DDS) accounts.

General Information & Tips for Troubleshooting

- Each import page contains instructions about the import process and file specifications.

- Student ID Numbers: Student ID numbers are required to import students. If student ID numbers are not used in the account, use the **Add New Students** feature on the **Manage Classes** page (in the Class Administration section) or the **Migrate Students** feature (in the Student Administration section) on the Administration page, instead of using the import functions.

- School Names: Before using the import functions, add all schools to the account using the **Manage Schools** feature on the Administration page.

- Order of Imports: The order used to import data is important. Import users and classes first, followed by students. If users and classes are not imported, add them manually. Make sure you add classes to the account before importing students.

- File Format: Files must be in tab-delimited (tab-separated) text format, with the file extension of .txt (e.g., importstudents.txt). Prepare the file in a spreadsheet program, use **Save As**, and select the **tab-delimited** or **tab-separated** text option from the Format menu.

- File Content: Make sure there are no blank rows or columns in the file, or spaces after a name. Check that all required column headers are present and spelled correctly.

- IMPORTANT: Make sure the class and school names in the file are an exact match to the names in the account. View and **copy/paste** existing school and class names to ensure exact matches.

  - To view existing school names in the account, click the **Administration** tab. Click **Manage Schools**.

  - To view existing class names in the account, click the **Administration** tab. Click **Manage Classes**.

Tips for Importing Users

1. From the Administration page, click **Import Users** in the User Administration section.

2. Review the guidelines on this screen.

   IMPORTANT: Make sure you enter school(s) in the account before importing users.

Import Users

Instructions

This function is designed to accept a data file containing a list of usernames.
New users will be added, and existing user attributes (except for the user's password) will be updated to match the import file.

⬇ **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.

File containing user data:

[Choose File] No file chosen

Username and Password Tips

- Usernames must be at least 8 characters. Spaces, dashes, underscores, and periods are allowed. If you try to import a username that is already in use by a DDS user outside of your account, an error message will appear. Using email addresses as usernames can help guarantee uniqueness.

- Passwords must be at least 8 characters and cannot be present in public password dictionaries. They cannot be the same as or too similar to the username, and they are case sensitive. Initial passwords are temporary, and each user will be required to change it the first time they log in.

- Send passwords to the users after the import. This does not occur automatically.

- If classes have been created, class-level users can be assigned to one class using the **Import Users** feature. They can be assigned to multiple classes using the **Import Classes** feature (in the Class Administration section) and can also be assigned manually using the **Edit Details** feature on the **Manage Classes** page (in the Class Administration section).

Tips for Importing Classes

1. From the Administration page, click **Import Classes** in the Class Administration section.

2. Review the guidelines on this screen. Note that Kindergarten is entered as a zero.

   New class names must be unique across your entire account. For example, if there are two teachers named Smith teaching 3rd grade at two different schools in the district, their classes cannot both be named "Smith-3rd." Using first names or initials will make class names unique in most cases (e.g., TSmith-3rd and CSmith-3rd).

Tips for Importing Students

1. From the Administration page, click **Import Students** in the Student Administration section.

2. Review the guidelines on this screen.

   • Remember that schools and classes must be entered in the account before students can be imported.

   • IMPORTANT: Student ID numbers are required for this import function.

   • Importing dates of birth is optional; however, the "dob" column and heading must be in the import file.

   • Importing demographic values is optional. Demographic columns can be left out entirely if no demographic values are imported. Only the headers for the specific demographics being imported need to be in the file.

   • Please see the Importing Demographics section near the bottom of the Import Students page for links to the required **Valid Answers** to enter for the demographic fields (e.g., male/female/X/not set, Title 1 Reading/Title 1 Math, etc.).