DIBELS® Data System

Quick Start: Initial Account Setup

This Guide describes the basic steps used to set up schools, users, classes, and students in your new DIBELS® Data System (DDS) account.
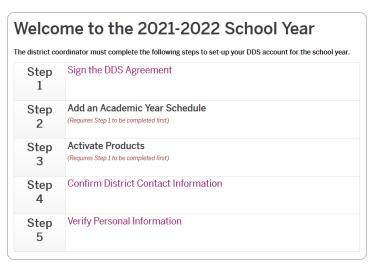
District Setup

To set up a new DDS account, the district coordinator must enter information about the district and add schools. The district coordinator can also add school coordinators if desired.

Get Started

1. Log in to your account (at dibels.amplify.com) by entering the username and password from your Welcome email.

2. Change your temporary password to a permanent one when prompted. When done, click the **Home** tab on the Menu bar.

   The Welcome page displays.

   ## 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** *(Requires Step 1 to be completed first)*
Step 3	**Activate Products** *(Requires Step 1 to be completed first)*
Step 4	Confirm District Contact Information
Step 5	Verify Personal Information

3. Agree to the DDS terms, conditions, and privacy policy.

   a. Click **Sign the DDS Agreement**.

   b. Review and confirm your district's agreement with the Terms and Conditions and Privacy Policy.

   c. Enter your name and job title, then click **I Agree**.

4. Add an academic year schedule (track).

   a. Click **Add an Academic Year Schedule**.

   b. Select the option that matches the district's academic calendar, then click **Save**.

5. Activate your products.

    a. Click **Activate Products**.

    b. Select the products you will use by moving the button next to each product to switch to **ON**.

    c. Review the Billing Agreement for the selected product. Enter your name and job title, then click **Save & Continue**.

    d. Set the assessment schedule by selecting the **months** benchmark testing will be conducted. Enter data entry cutoff dates if desired, then click **Save & Continue**.

    e. Configure your assessments. Select the **assessments** you will be using, then click **Save & Continue**. Next, click **Save** or **Activate Another Product**.

    f. To go to the next step, click the **Home** tab on the Menu bar.

6. Review and confirm the contact information for the district.

    a. Click **Confirm District Contact Information**, and update if there was a change in responsibility for your account.

    b. Click **Correct** if no updates are needed or **Incorrect, Edit District Contact Information** if updates are needed.

7. Verify your information as the district coordinator.

    a. Click **Verify Personal Information**, and update if needed.

    b. Click **Verify Now** or **Continue without verifying now**.

    c. Check your email and follow the instructions in the email verification message.

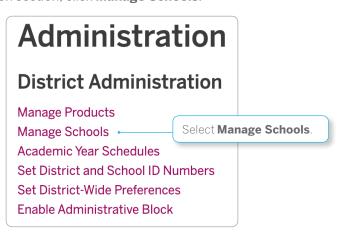   d. When complete, click **I've completed the email verification**.

Add Schools

To complete this process, use the following steps:

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

    The Administration page displays.

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

Administration

District Administration

Manage Products
Manage Schools   Select **Manage Schools**.
Academic Year Schedules
Set District and School ID Numbers
Set District-Wide Preferences
Enable Administrative Block

3. Click **Add New School**.

4. Enter the **Name** of the school. To add more than one school, click **add another**.

5. Click **Save**.

After completing the steps in the previous sections, the Import features can be used to load 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.
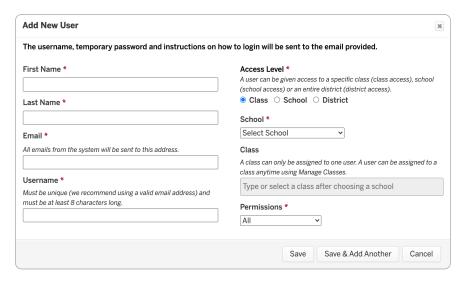
Add School Coordinators (Optional)

School coordinators can add and access classes, users, and students for their school.

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.

   NOTE: Usernames must be at least 8 characters. Spaces, dashes, underscores, and periods are allowed. Using email addresses as usernames can help guarantee uniqueness. Passwords must be at least 8 characters, are case-sensitive, must contain at least 1 letter and 1 number, and cannot be the same as the username.

5. Select the user's **Access Level**.

6. If prompted, select the **School**.

7. If prompted, enter or select the user's **Class**.

8. Select the user's **Permissions**.

9. Click **Save**, and review the Confirmation screen.

Set District Preferences

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

   The Administration page displays.

2. Under the District Administration section, click **Set District-wide Preferences**.

3. Select the **Need for Support**, **Assessment**, and **Show Classes** preferences.

4. Click **Save**.

School Setup

The district or school coordinator can add classes, students or additional class- or school-level users and roster students.

Add Classes

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

   The Administration page displays.

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

3. Click **Add New Class**.

4. Enter the **Class Name** and **Teacher** for the class.

5. Select the **School**, **Grade**, **Type**, and **Academic Year Schedule**.

   NOTE: Primary classes are K-8 home room classes. Secondary classes are for secondary groupings of students (e.g., a reading group).

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

Add Class-Level & Additional School-Level Users (Optional)

School-level users can add and access classes, users, and students at their school. Class-level users can add and access students and data for their class(es).

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

   The Administration page displays.

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

3. Follow the instructions in steps 3-8 used to add school coordinators. For each new user, be sure to select either the **Class** or **School** option for the **Access Level**.

Assign Class-Level Users to Classes

Class users can be assigned to a class when usernames are created. If this was not done, use the following steps to complete this process:
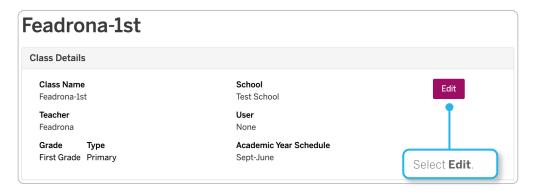
1. Click the **Administration** tab on the Menu bar.

   The Administration page displays.

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

3. Click on the name of the class.

   The class page displays.

4. Click **Edit** in the Class Details section.

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

Add Students

A district-level user can add students to any school, a school-level user can add students to their school, and a class-level user can add students to their class(es).
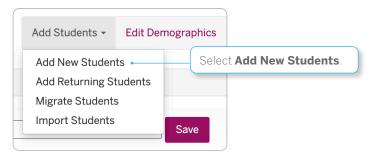
1. Click the **Administration** tab on the Menu bar.

   The Administration page displays.

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

3. Click on the class name.

   The class page displays.

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

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

6. Enter a **First Name**, **Last Name**, and other additional information for each student.

    NOTE: Entering student ID numbers is highly recommended.

7. Click **Submit** when finished, and repeat steps 3-6 to add students to all schools and classes.

Your account is now ready for data entry and generating reports. Refer to the additional Quick Start Guides, the DDS Guide, and the Help page for more information.

You can also contact us at help@amplify.com or 1-800-823-1969.