

DIBELS® Data System

Quick Start: Progress Monitoring (PM) Data Entry

This Guide describes the basic steps for entering student progress monitoring (PM) scores, notes, and phase lines in DIBELS® Data System (DDS) accounts.

Get Started

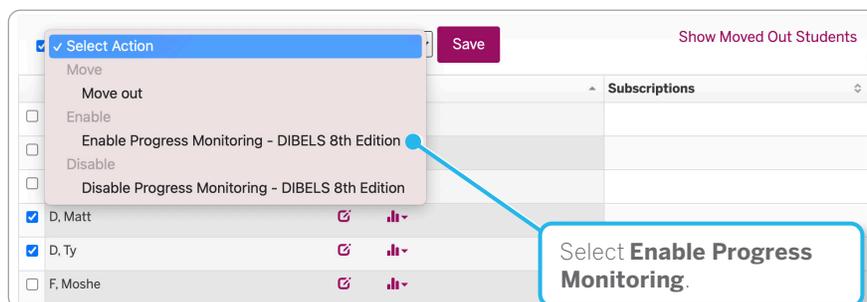
1. Gather and sort the student scoring booklets by grade and class, then arrange alphabetically by last name.
2. Log in to your account at dibels.amplify.com.

Enable Progress Monitoring (PM)

To complete this process, use 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**.
The Manage Classes page displays.
3. Click on the class name.
The class page displays.
4. Select the check box next to each student's name who will be monitored.
5. Click the **Select Action** list and select **Enable Progress Monitoring**.
6. Click **Save**.

NOTE: To disable students who were previously enabled, select the check box next to each student's name, then use the **Select Action** list to select **Disable Progress Monitoring**. Click **Save**.



7. Repeat steps 1-4 to enable PM for students in other classes.

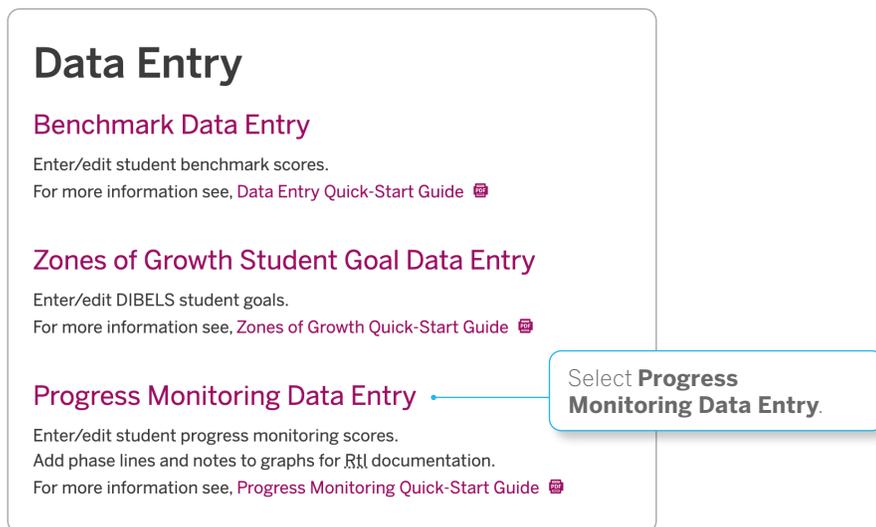
Prepare for Progress Monitoring Data Entry

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 **Progress Monitoring Data Entry**.



The screenshot shows a 'Data Entry' menu with three options. A callout box points to the 'Progress Monitoring Data Entry' option.

Data Entry

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 — Select **Progress Monitoring Data Entry**.
Enter/edit student progress monitoring scores.
Add phase lines and notes to graphs for *RTL* documentation.
For more information see, [Progress Monitoring Quick-Start Guide](#) 📖

3. Select the **School** and **School Year**. Click **Continue**.
4. Select the **Assessment Period** and **Assessment**. Click **Continue**.
5. Select the **Grade**, then click **Continue**.
6. Select the **Class**, then click **Continue**.
7. Select the **Type of Monitoring**, **Month**, and **Week**. Click **Continue**.

The page displays the student roster for the selected class. Click the **Instructions** button (upper right) for more information.

Enter Progress Monitoring (PM) Scores

To complete this process, use the following steps:

1. Enter the assessment date, select the assessment form, and enter assessment scores for each student in the appropriate cells. Use the arrow keys (or Tab key) to move to the next cell or use the mouse to click in each cell.

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

2. Enter notes and/or phase lines for additional documentation by clicking on the **note** icon to the right of the score cell under the desired month and week. 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 are displayed on the Student PM graph.

Add/Edit Phase Line and Note ✕

Student: B, Stella (200148)

Measure: NWF-CLS

Time Period: November

Show a phase line for this week on progress monitoring reports.

3. Click **Save**.
4. Review the Confirmation page.

NOTE: If there is an error, repeat steps 1-3 and edit the incorrect data.