

How to Export DIBELS Data

1. 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.
2. Find the Data Farming Report within the Admin Reporting so that you can export benchmark data.

Data Farming	 Example
Scope: All	
Data Type: Benchmark, Outcome	
Assessment: DIBELS 8th Edition, DIBELS Next & 6th Edition, IDEL	
Export data	

3. In the Data Farming section, click Export data.

Data Farming	 Example
Scope: All	
Data Type: Benchmark, Outcome	
Assessment: DIBELS 8th Edition, DIBELS Next & 6th Edition, IDEL	
Export data	

4. Next, select the Scope for the data set (School or District). Click Continue.
 NOTE: School-level users will not have the “District” option available.

Data Farming

Select scope to continue:

Scope: School

Cont

5. Once you've selected school or district, select additional details about the scope of the data set.
- If the School option was selected from the list, select the School, Grade, and Starting School Year for the data set.
 - If the District option was selected from the list, select the Grade and Starting School Year for the data set.
 - Select the Ending School Year of the data set.
 - Select the Assessment.
 - Select the desired Assessment Period.
 - Select the Filter for Students option you want to include.

Data Farming

My Favorite Reports

Scope: <input type="button" value="District"/>	Start Year: <input type="button" value="2021-2022"/>	Period: <input type="button" value="All Periods"/>
District: <input type="button" value="DIBELS Demo Account"/>	End Year: <input type="button" value="2021-2022"/>	Filter for Students: <input type="button" value="With data in any period"/>
Grade: <input type="button" value="Third Grade"/>		

Select include fields and delimiter to continue:

Student Information		
<input type="checkbox"/> Student Name	<input type="checkbox"/> Student ID	<input type="checkbox"/> Secondary ID
<input type="checkbox"/> Date of Birth	<input type="checkbox"/> Demographics	
Location		
<input type="checkbox"/> Schools	<input type="checkbox"/> Class Names	<input type="checkbox"/> Secondary Class Names
<input type="checkbox"/> Teacher Names	<input type="checkbox"/> District IDs	<input type="checkbox"/> School IDs
Analysis		
<input type="checkbox"/> Benchmark Statuses	<input type="checkbox"/> School Percentiles	<input type="checkbox"/> District Percentiles
<input type="checkbox"/> National DDS Percentiles	<input type="checkbox"/> Outcome Measures	<input type="checkbox"/> Assessment Dates
<input type="checkbox"/> Assessment Forms	<input type="checkbox"/> Remote Testing Status	<input type="checkbox"/> Zones of Growth (must select all periods)
Internal Database Information (Not Recommended)		
<input type="checkbox"/> Move Out Dates	<input type="checkbox"/> Data System Internal IDs	
Delimiter: <input type="button" value="Comma separated"/>		

Continue



6. Use the check boxes to select all the desired Include Fields.

- In the Student Information section, put in Student Name and/or Student ID.
- In the Location section, put in Schools and Teacher Names.
- In the Analysis section, put in Benchmark Statuses, National DDS Percentiles, and Assessment Dates.
- **Skip the Internal Database Information section, and then use the list to choose a Delimiter for the data set—comma separated works for us!**

Select include fields and delimiter to continue:

Student Information		
<input type="checkbox"/> Student Name	<input type="checkbox"/> Student ID	<input type="checkbox"/> Secondary ID
<input type="checkbox"/> Date of Birth	<input type="checkbox"/> Demographics	
Location		
<input type="checkbox"/> Schools	<input type="checkbox"/> Class Names	<input type="checkbox"/> Secondary Class Names
<input type="checkbox"/> Teacher Names	<input type="checkbox"/> District IDs	<input type="checkbox"/> School IDs
Include Fields: Analysis		
<input type="checkbox"/> Benchmark Statuses	<input type="checkbox"/> School Percentiles	<input type="checkbox"/> District Percentiles
<input type="checkbox"/> National DDS Percentiles	<input type="checkbox"/> Outcome Measures	<input type="checkbox"/> Assessment Dates
<input type="checkbox"/> Assessment Forms	<input type="checkbox"/> Remote Testing Status	<input type="checkbox"/> Zones of Growth (must select all periods)
Internal Database Information (Not Recommended)		
<input type="checkbox"/> Move Out Dates	<input type="checkbox"/> Data System Internal IDs	
Delimiter: <input type="text" value="Comma separated"/> ?		
Continue		

7. Click Continue.

Select include fields and delimiter to continue:

Student Information		
<input type="checkbox"/> Student Name	<input type="checkbox"/> Student ID	<input type="checkbox"/> Secondary ID
<input type="checkbox"/> Date of Birth	<input type="checkbox"/> Demographics	
Location		
<input type="checkbox"/> Schools	<input type="checkbox"/> Class Names	<input type="checkbox"/> Secondary Class Names
<input type="checkbox"/> Teacher Names	<input type="checkbox"/> District IDs	<input type="checkbox"/> School IDs
Include Fields: Analysis		
<input type="checkbox"/> Benchmark Statuses	<input type="checkbox"/> School Percentiles	<input type="checkbox"/> District Percentiles
<input type="checkbox"/> National DDS Percentiles	<input type="checkbox"/> Outcome Measures	<input type="checkbox"/> Assessment Dates
<input type="checkbox"/> Assessment Forms	<input type="checkbox"/> Remote Testing Status	<input type="checkbox"/> Zones of Growth (must select all periods)
Internal Database Information (Not Recommended)		
<input type="checkbox"/> Move Out Dates	<input type="checkbox"/> Data System Internal IDs	
Delimiter: <input type="text" value="Comma separated"/> ?		
Continue		

8. A data preview will appear at the bottom of the screen.

District_Nr	Student_Id	Year_1st	Class_1st	INF_1st_RPSF_1st_B	NWF_C1S_	NWF_WRC	WRF_1st_	ORF_Word	ORF_Error	ORF_Accur	Composite_1st_Beginning	
Example	654399	2021	1st.Examp	69	31	78	24	55	65	3	96	392
Example	451111	2021	1st.Examp	19	26	21	10	0				315
Example	451116	2021	1st.examp	34	23	21	4	11	3	3	50	321
Example	451117	2021	1st.examp	58	15	104	35	58	79	0	100	409
Example	451121	2021	1stLexamp	8	20	19	0	14	37	3	93	330
Example	451126	2021	1st.examp	61	25	94	31	62	100	0	100	416
Example	451128	2021	1st.examp	48	8	17	1	14	6	4	60	323
Example	451132	2021	1stLexamp	65	32	77	22	26	55	6	90	379
Example	451139	2021	1st.examp	56	19	45	10	19	24	4	86	347
Example	451141	2021	1st.examp	29	28	35	10	10	5	7	42	327
Example	451143	2021	1stLexamp	39	38	88	25	71	106	1	96	413
Example	451147	2021	1st.examp	51	27	81	18	49	67	4	94	389
Example	451150	2021	1st.examp	49	19	34	7	16	10	9	53	333
Example	451152	2021	1stLexamp	67	16	31	0	24	26	9	74	344
Example	451158	2021	1st.examp	40	25	38	1	11	17	8	68	335
Example	451166	2021	1st.examp	44	44	17	0	6	1	4	20	319
Example	451173	2021	1stLexamp	29	20	36	4	15	19	7	73	334
Example	451181	2021	1st.examp	47	17	83	25	23	41	5	89	371
Example	451194	2021	1st.examp	55	36	37	2	13	17	5	77	338
Example	451198	2021	1st.examp	35	19	23	1	8	4	8	33	321
Example	451199	2021	1st.examp	53	16	30	10	36	73	4	95	367

9. Review the Data Preview. If the data set is not correct, adjust any of the fields or options previously selected, then click Refresh.

10. The Download Full Dataset link will appear at the bottom of the page when the dataset has finished running.

Once the link appears, there are two options:

- 1) Right-click on the link to save the data set as a file in a secure location. Open the dataset using a spreadsheet program.
- 2) Or, click the link to view the dataset in your web browser. Select all of the text and then copy/paste the dataset into a spreadsheet program. As long as the file sent to us is .csv format or .xlsx format, we'll be able to access and work with the dataset.