

# Frequently Asked Questions

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## Frequently Asked Questions about the DIBELS Data System

### 1. Why won't it let me enter data for this year, and only allows me to select previous years?

Your District Coordinator needs to set up an assessment schedule for the current school year with the Assessment Schedule command on the Administrative Menu.

### 2. How do I change a student's name, date of birth, ID number, demographic information, or current class?

All of this information can be changed with the Change Student Information command available on the Student History page. If your district has enabled demographics, then you can also use the Edit Class Demographics command on the Administrative Menu.


**'Change Student Information' for a Single Student.** Change Student Information is available on the Student History page. You can get to the Student History page by using the Find Student command on the Administrative Menu and clicking on More Information for the appropriate match, or you can click on the student's name on the data entry screen or Class List Report (which will open a new window so remember to close that window when you are done making your changes). From the Student History page, click on Change Student Information, make your changes, and then click on the Change Info button. You will be able to change the student's name, ID number, date of birth, and demographic information. A school or district coordinator can also change the student's current class, if the student is currently assigned to a class and has not been marked as 'Moved Out'.

**'Change Student Information' for Multiple Students in a Class.** To change information for multiple students in a class, go to the data entry screen for that class, or the Class List Report (data entry screen is in alphabetical order). Click on the name of the first student that needs changes. That will open up a new window with the Student History page. From there, click on Change Student Information, make your changes (see previous paragraph), and click on the Change Info button. Close the new window that opened and you'll be back at the data entry screen or Class List Report where you can click on the next student that needs changes.

**'Edit Class Demographics'.** The Edit Class Demographics function, on the Administrative Menu, is only available if your district coordinator has enabled demographics. It will allow you to edit demographics information, dates of birth, and student ID numbers for an entire class at once. It will not allow you to change student names, or the class to which the students are assigned.

### 3. How do I handle retained students?

When you're done migrating your returning (non-retained) students to their new grades, you'll be left with a list of students who were retained, or who actually moved away. Migrate all those students into 'Moved Out'. Actually,



that step is optional - you can just leave them in limbo and it'll work the same way. But if you migrate them into Moved Out, it keeps your migration list cleaner.

Either way, you'll need to re-add the retained students as completely new student records, with the Add New Students command on the Administrative Menu. There is no need to use "Add Returning Student (with check for pre-existing students)" command, because the new record won't match the old record due to the year and grade mismatch. You'll now have two records for that student. The records won't be linked, but both will remain in the database, so you won't lose any data.

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