# Directions for submitting data from DIBELS Data System

How to Download the Required Data from the DIBELS Data System (DDS)

* Follow these directions to generate the Data Farming Report within the DIBELS Data System: <https://dibels.amplify.com/docs/help/guides/DDS_Data_Farming.pdf>
* Downloading this report will produce a csv file that you can open in Excel.
* Once you have downloaded a data file, check to ensure all required student information is included (see below). **Delete student names and birthdates** if they are present.
* Save your file with the name of the district and year in the filename. For example: “ScreeningData\_NamePublicSchools\_FY25”

**The following data points must be entered into the assessment platform for each student.** These data points will be required for your data to be considered complete.

* SASID
	+ *You may also enter a local student ID number (LASID); however, SASIDs are required.*
* Grade level
* District name and/or district code where test was administered
* School name and/or 8-digit code where test was administered
* Testing window dates
* Test administration date

How to Submit the Data to DESE

1. Log in to the DESE Security Portal (<https://gateway.edu.state.ma.us/>).
2. Under Application List, select DropBox Central.
3. Inside DropBox Central, select the Literacy and Humanities Grants DropBox.
4. **Upload** the data file(s) to the Literacy and Humanities Grants DropBox.

**If you are unable to access** the Literacy and Humanities Grants DropBox, please reach out to your district [directory administrator](https://www.doe.mass.edu/infoservices/data/diradmin/list.aspx) and be sure they have added the role, **Literacy and Humanities Grants Drop Box User**, to your user profile.

If you need additional assistance uploading the file to the DropBox, please consult the user guide at <https://www.doe.mass.edu/infoservices/data/diradmin/dropboxcentral.html>.