



NAVIGATING THE DIBS DASHBOARD

Checking In or Out a Book

START CHECK OUT: This button will bring up your students Avatars. To check out a book, your students must click their avatar to activate the camera, then scan the code on the book. This will tell our technology which books are going home tonight.

START CHECK IN: This button allows your students to return the books they checked out the day before. Students need to check in their book before they can check out a new one.

How QR Codes Work

The QR codes help us to keep our inventory up to date. To use them, hold up the QR code on the back of the book to the computer camera so it can recognize the student's book. It will automatically scan once the QR code is within the red box. This process is the same for checking in and out.

If there is a glare on the QR code, the computer camera will not be able to read it. To avoid this, have students hold the top of the book and adjust it to stop the glare.

Avatar Color Key

		
GRAY WITH STAR	GRAY WITHOUT STAR	COLORED
Student has successfully checked out a book today	Student has a book checked out and still needs to check in	Student does not have a book checked out.

****IF A STUDENT'S AVATAR ISN'T CHANGING COLOR AS IT SHOULD, REFRESH THE PAGE.****

What if the Technology isn't working?

If your technology isn't working (DIBS is down, or your school's Wi-Fi is out), please let your students take home a book that day anyway. We will work by the honor system.

Then, contact us to let us know. If it is a technology issue on our side, we will work to get it fixed as soon as possible or if your Wi-Fi is down, we will make sure your class participation updated.

Teacher Actions

There are three actions you can perform to help your classroom run smoothly.

BOOK IS LOST

➤ If a student lost or forgot their book at home, use the "Book is Lost" function to allow them to check out another book.

➤ If they bring it back, just check in the book as you normally would, the book status will be updated automatically through our system.

FORCE CHECK IN

➤ If a student's book is not checking in when they try to scan it, use "Force Check In" to bypass this and allow them to get a new book.

➤ Sometimes, students put their DIBS books away before checking them in. This action will save you the time of searching for misplaced books.

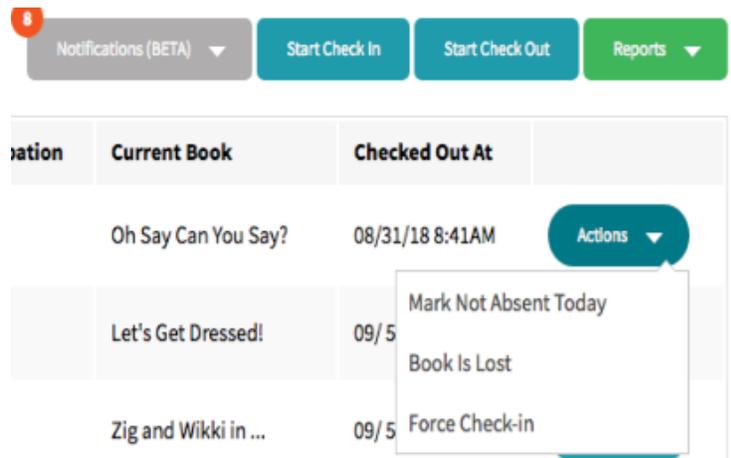
MARK ABSENT TODAY

➤ If a student is absent and you don't want to hurt their individual or the class's participation, use "Mark Absent Today".

➤ This lets our tech know that the student isn't able to check in or out their book today because they're absent, rather than not participating in DIBS.

Where to Find These Actions

➤ On your DIBS dashboard, to the far-right of each student's name you will see an "Actions" button. If you click on it, you will find the above three actions.



Reports

➤ On your DIBS dashboard, to the right of the "Start Check Out" button, there is a green button labelled "Reports". Here, you can generate four types of DIBS reports:

TEACHER REPORTS

Shows you individual student participation rates and streaks.

LOST BOOKS

Shows any books your class has marked lost and not returned.

CLASSROOM OVERVIEW

Shows a graph of class participation.

PARENT REPORTS

Allows you to generate student specific reports to share with parents at conferences.