

Quick Start Guide: Benchmarks Curriculum Planner

EQ. 1: How do I create District Secure Benchmarks for Grades & Courses?

- ☐ Select “District” from the menu, and select “Benchmarks”
- ☐ Under ‘Benchmarks’, select Year, Grade, and Subject, then click ‘+Add new Benchmark’.
- ☐ Give your new benchmark a ‘Name’, provide a ‘Description’, and select ‘Save’. (you must provide a description) and add standards by selecting the square box.
- ☐ Click ‘Find Test’ in the upper right-hand corner of the page.
- ☐ Find the benchmark test using the filters or search by the name of the benchmark.
- ☐ Click ‘Add (+)’ and then ‘Save’
- ☐ Click ‘Publish’ to associate the Benchmark test with a course.
- ☐ Click the ‘Test Administration’ under district tab.
- ☐ Search to find the course to add the Benchmark.
- ☐ Select the subject and grade from the dropdowns to find the Benchmark.
- ☐ When you are ready to ‘Activate’ your test, Activate the toggle at test status.
- ☐ The toggle switch will turn blue when the Benchmark is activated.

EQ. 2: How do I Delete Existing Benchmarks?

- ☐ Locate the Benchmark you wish to delete and click the 'Delete' button.

EQ. 3: How Do I Search for and Add Tests to the Benchmark?

- ☐ Click on the '**Find Test**' button.
- ☐ Search and locate the desired benchmark (s), click 'Add' and then 'Save'.

EQ. 4: How Do I assign the sections to benchmark?

- ☐ Click on the **Sections** Tab
- ☐ And add the desired section to the benchmark.