

# Benchmark

**Assigning Tests/Assignments**

# Benchmark Universe

Choose the link above to access the Benchmark Universe for MUSD.

Enter in:

- User Name (MUSD Email address)
- Password
- Choose: “Sign In”

**OR**  
Use “Benchmark Education” “instant login” located Clever

**Benchmark UNIVERSE™**

Type your user name

Type your password

[System Check](#) [Forgot Password?](#)

**Sign In**

For information about a Benchmark Universe subscription, email [Technical Support](#) or call (855)-245-9751.

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# Initial Dashboard

*\*Pages have been adjusted to show the entire page\**

Choose "Assignments" to begin the process

The screenshot shows the Benchmark Universe dashboard. At the top left is the Benchmark Universe logo. To the right of the logo are links for "Customer Support", "System Check", and "Sign Out". Below the logo is the text "Dashboard" and a "Switch Dashboard" button. On the left side, there is a user profile for "Madera Unified School District Teacher maderaedu" with a "View Profile" button. Below the profile are several circular icons: "My Messages", "Assignments" (circled in red), "Manage Students", "Book Reviews", "Reading Log", and "Help". The main content area features four large cards: "Benchmark ADVANCE" (English ELA/ELD), "Benchmark ADELANTE" (Spanish SLA/SLD), "English Language Development" (Designated ELD), and "WRITER'S UNIVERSE COLLABORATIVE WORKSHOP" (Writer's Universe Library). Below these cards are six smaller icons: "E-PLANNER", "ASSESSMENTS", "MY LIBRARY", "DATA DASHBOARD", "REPORTS", and "BENCHMARK BLOG".

# Assignments Tab

**Drafts:**  
Incomplete projects

**Current:**  
You will see assigned projects

**Closed:**  
Any projects that have expired or you have closed

Customer Support | System Check | Sign Out

Assignments

Drafts

Current

Closed

View Writers Universe Projects

MY TEMPLATES

2015-2016

Click [here](#) to learn how templates work.

SORT BY: DUE DATE CLASS ALPHABETICAL

Search assignments

Add New Assignment

PAST DUE

1st assessment

Thursday, September 29th Madera Class

Interim Assessment 1 (Gr: K)

Sample

Thursday, September 29th Madera Class

Interim Assessment 1 (Gr: 1)

week 1

Thursday, September 29th Madera Class

BuildUp Unit 2 Lap Book

Get Well, Rod Hen!

DUE IN THE FUTURE

Test one Oct

Monday, October 10th Madera Class

Interim Assessment 1 (Gr: K)

Choose this box to "Add New Assignment"

**[ ]** = indicates time

# Individual Assignment Tab

Assignments

Type assignment name

Customer Support | System Check | Sign Out

Last Name	First Name	Start	Due	Status
Type name, add materials, and select students to create assignments.				

**Add Materials**

**Materials Assigned**  
Drag and drop materials

**Audio**  
Audio for ebooks and ePosters only  
Audio Available

**Instructions**  
Type instructions

**Students**  
**Select students**

**Start Date**  
MM/DD/YYYY

**Due Date**  
MM/DD/YYYY

Save

Begin the assignment by adding materials.

Choose “Add Materials”

# Library

Use filters along the left side to filter resources...

- Grade
- Unit
- Week
- Type  
(leveled reader, assessment...)

The screenshot shows the Benchmark Advance Library interface. At the top, there is a navigation bar with the Benchmark logo, 'Assignments', 'Customer Support | System Check', and a 'Sign Out' button. The main content area is titled 'LIBRARY' and features a search bar with the placeholder text 'Search for Title or Keyword' and a 'Start Over' button. Below the search bar, there is a 'Welcome to Benchmark Advance! To begin, please select a grade level on the left.' message. The left sidebar contains several filter sections: 'GRADE' with buttons for K, 1, 2, 3, 4, 5, 6; 'UNIT' with buttons for 1-10; 'WEEK' with buttons for 1, 2, 3; and 'INSTRUCTIONAL SETTING' with buttons for WHOLE GROUP, PHONICS/WORD STUDY TOOLS, SMALL GROUP, INTERVENTION, ASSESSMENT, and DESIGNATED ELD. A red bracket highlights this entire filter section. On the right side, there are sections for 'Back to Students List', 'Materials Assigned' (with a 'Drag and drop materials' instruction), 'Audio' (with a note 'Audio for ebooks and ePosters only. Audio Available'), 'Instructions' (with a rich text editor), 'Students' (with a 'Select students' button), 'Start Date' (with a date input field), and 'Due Date' (with a date input field and a 'Save' button).

# Library - Filtered

2. Once you have chosen all of your materials, choose “Back to Students List”

The screenshot displays the Benchmark Universe Library interface. On the left, there are filter sections for GRADE (K-6), UNIT (1-8), WEEK (1-3), and INSTRUCTIONAL SETTING (WHOLE GROUP, PHONICS/WORD STUDY TOOLS, SMALL GROUP, INTERVENTION, ASSESSMENT, DESIGNATED ELD). The main content area shows a search bar and a grid of materials categorized by 'Whole Group Teacher Resources', 'Whole Group Weekly Presentations', and 'Whole Group Texts and Resources'. A right-hand sidebar contains a 'Materials Assigned' section with a list of items, an 'Audio' section, an 'Instructions' section, a 'Students' section with a 'Select students' button, and 'Start Date' and 'Due Date' fields with a 'Save' button. A red circle highlights the 'Back to Students List' button in the top navigation bar, and a green circle highlights the 'Materials Assigned' section in the sidebar.

*Results are filtered by:  
Grade, Unit and Week.*

1. Drag and Drop any materials you would like to assign.

# Assignments Tab - Adding Students

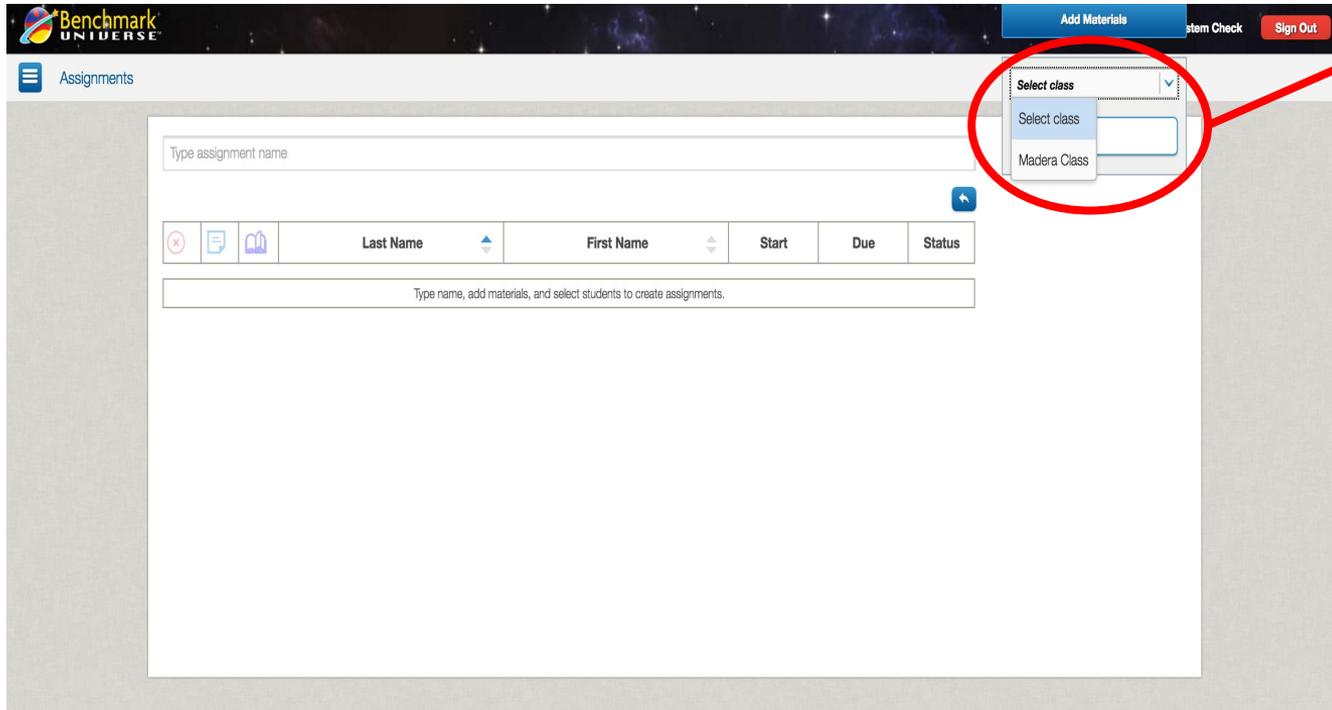
Materials have been added here

The screenshot shows the 'Assignments' tab in the Benchmark Universe interface. The main form area contains a text input for 'Type assignment name', a toolbar with icons for adding materials, a table with columns for 'Last Name', 'First Name', 'Start', 'Due', and 'Status', and a large text area for 'Type name, add materials, and select students to create assignments.' The right-hand sidebar contains several sections: 'Materials Assigned' with a list of 'Interim Assessment 1 (Gr. K)' and a 'Drag and drop materials' instruction; an 'Audio' section with a status indicator 'Audio Available'; a rich text editor with 'Type instructions' and formatting options (B, I, U, S); a 'Students' section with a blue 'Select students' button circled in red; and 'Start Date' and 'Due Date' fields with MM/DD/YYYY format and a 'Save' button at the bottom.

There are currently no students added

Next, choose this button to add students to the assignment

# Assignments Tab - Adding Students Continued

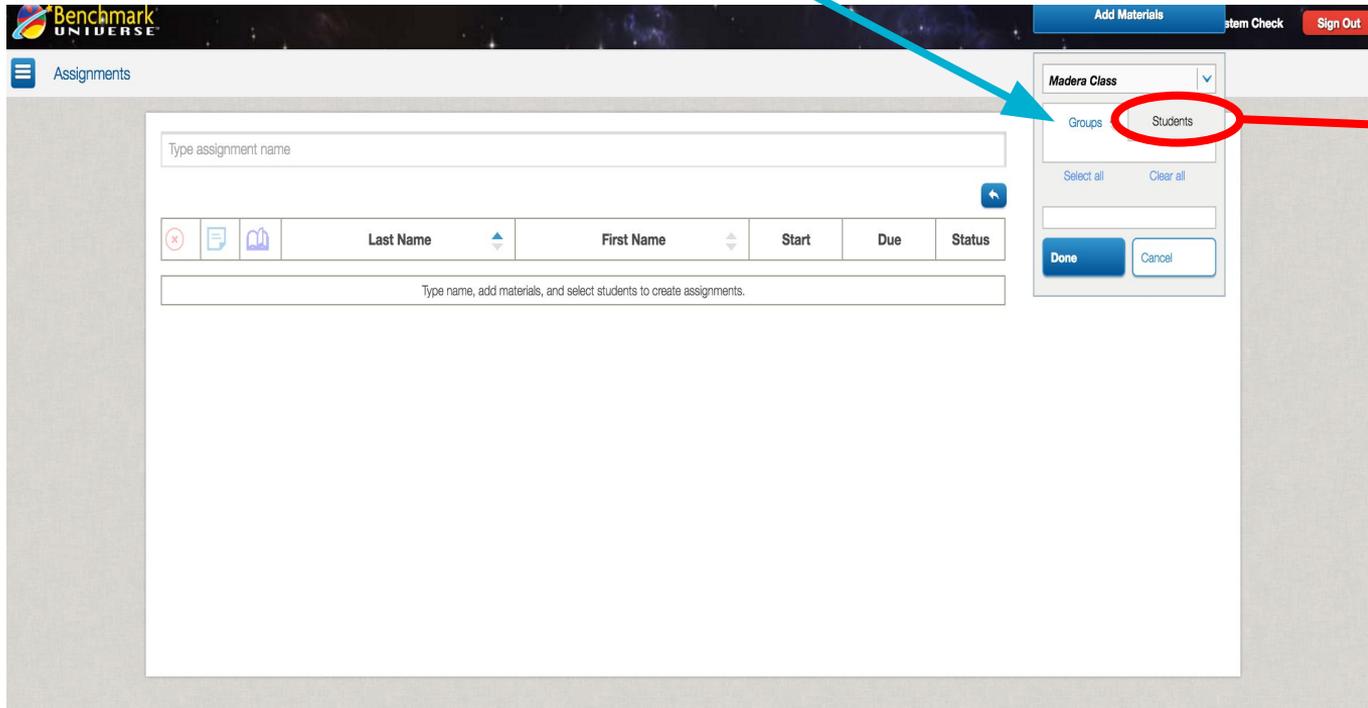


The screenshot shows the Benchmark Universe interface for the Assignments tab. At the top, there is a navigation bar with the Benchmark Universe logo, an "Add Materials" button, a "Student Check" button, and a "Sign Out" button. Below the navigation bar, the "Assignments" section is visible. It includes a text input field for "Type assignment name" and a table with columns for "Last Name", "First Name", "Start", "Due", and "Status". A red circle highlights a dropdown menu labeled "Select class" which is open, showing options for "Select class" and "Madera Class".

Use the drop down list to select your class.

# Assignments Tab - Adding Students Continued

The default view is “Groups”. There is the ability to create groups.



The screenshot shows the Benchmark Universe Assignments interface. At the top, there is a navigation bar with the Benchmark Universe logo, a hamburger menu, and the word "Assignments". To the right of the navigation bar are buttons for "Add Materials", "System Check", and "Sign Out". Below the navigation bar, there is a form for creating an assignment. The form includes a text input field for "Type assignment name", a "Save" button, and a table with columns for "Last Name", "First Name", "Start", "Due", and "Status". Below the table is a text input field for "Type name, add materials, and select students to create assignments." On the right side of the form, there is a dropdown menu for "Madera Class" with two options: "Groups" and "Students". The "Students" option is circled in red. A red arrow points from the "Students" option to the text on the right. A blue arrow points from the "Groups" option to the text above the screenshot.

Choose “Students” to see individual students and the ability to assign to a few students OR all students.

# Assignments Tab - Adding Students Continued

The screenshot shows the Benchmark Universe Assignments interface. At the top, there is a navigation bar with the Benchmark Universe logo, an 'Assignments' tab, and buttons for 'Add Materials', 'Item Check', and 'Sign Out'. Below the navigation bar, there is a form for creating an assignment. The form includes a text input for 'Type assignment name', a table with columns for 'Last Name', 'First Name', 'Start', 'Due', and 'Status', and a text area for 'Type name, add materials, and select students to create assignments.' A modal window is open on the right side, titled 'Madera Class'. It has two tabs: 'Groups' and 'Students'. The 'Students' tab is active, showing a list of students: 'Student 1, Madera 1', 'Student 2, Madera 2', 'Student 3, Madera 3', 'Student 4, Madera 4', 'Student 5, Madera 5', 'Student 10, Madera', 'Student 8, Madera', 'Student 9, Madera', 'Student 6, Madera', and 'Student 7, Madera'. At the bottom of the modal, there are two buttons: 'Select all' and 'Clear all'. The 'Select all' button is circled in red.

Choose some OR  
all of your students  
by clicking on:

individual student  
names

OR

“Select All” button

# Assignments Tab - Adding Students Continued

The screenshot shows the 'Assignments' tab interface. At the top left, there is a 'Type assignment name' input field. Below it are icons for a refresh, share, and help, followed by columns for 'Last Name', 'First Name', 'Start', 'Due', and 'Status'. A large text area below these columns contains the instruction: 'Type name, add materials, and select students to create assignments.'

On the right side, there is a vertical panel. At the top is a blue 'Add Materials' button. Below it is a dropdown menu for 'Madera Class'. Underneath are tabs for 'Groups' and 'Students'. The 'Students' tab is active, showing a list of 10 students: 'Student 1, Madera 1' through 'Student 10, Madera'. This list is highlighted with a purple border. Below this list are 'Select all' and 'Clear all' options. A second list of the same 10 students is shown below, with an 'X' icon to the right of each name. This second list is highlighted with a green border. At the bottom of the panel is a blue 'Done' button, which is circled in red.

This view shows selected students in **yellow**.

This action populates this list below. If need be, choose the "X" to the right to delete any students.

When the list is complete, choose "Done"

# Assignments Tab - Title and Dates

1) Add Title for Assignment or Test

The screenshot shows the 'Assignments' tab interface. A purple box highlights the title input field containing 'Test 1', with a purple arrow pointing to it from the text '1) Add Title for Assignment or Test'. Below the title field is a table with columns for 'Last Name', 'First Name', 'Start', 'Due', and 'Status'. A green box highlights the 'Start Date' and 'Due Date' input fields, with a green arrow pointing to it from the text '2) Add Start Date and Due Date'. The 'Start Date' is set to 10/11/2016 and the 'Due Date' is set to 10/21/2016. A red box highlights the 'Save' button at the bottom right, with a red arrow pointing to it from the text '3) Choose "Save" when complete'. The right sidebar contains sections for 'Add Materials', 'Materials Assigned' (with 'Interim Assessment 1' selected), 'Audio', 'Instructions', and 'Students' (with a list of students from Student 1 to Student 9).

2) Add Start Date and Due Date

3) Choose "Save" when complete

# Assignments Tab - Completion

Once the Assignment or Test has been assigned, the student list should appear here to signify that it has been assigned.

*\*Status will be RED to signify student status*

The screenshot displays the 'Assignments' interface. At the top, there is a search bar containing 'Test 1' and two buttons: 'Close Assignment' and 'Delete Assignment'. Below this is a table with the following columns: 'Last Name', 'First Name', 'Start', 'Due', and 'Status'. The table contains 10 rows of student data. A red bracket on the left side of the table highlights the 'Status' column, which contains red circular icons for all students. A purple arrow points from the text below to the 'Status' column header. To the right of the table is a sidebar with several sections: 'Add Materials' (a blue button), 'Materials Assigned' (showing 'Interim Assessment 1 (Gr. K)' with a close button and a 'Drag and drop materials' instruction), 'Audio' (with a note 'Audio for ebooks and ePosters only. Audio Available'), 'Instructions' (with a rich text editor toolbar and a 'Type instructions' field), and 'Students' (with a 'Select students' button and a list of 10 students: Student 1, Madera 1; Student 10, Madera; Student 2, Madera 2; Student 3, Madera 3; Student 4, Madera 4; Student 5, Madera 5; Student 6, Madera; Student 7, Madera; Student 8, Madera; Student 9, Madera). At the bottom of the sidebar are 'Start Date' and 'Due Date' fields, both set to 10/11/2016 and 10/21/2016 respectively, and a 'Save' button.

	Last Name	First Name	Start	Due	Status
⊙	Student 1	Madera 1	10/11/2016	10/21/2016	●
⊙	Student 10	Madera	10/11/2016	10/21/2016	●
⊙	Student 2	Madera 2	10/11/2016	10/21/2016	●
⊙	Student 3	Madera 3	10/11/2016	10/21/2016	●
⊙	Student 4	Madera 4	10/11/2016	10/21/2016	●
⊙	Student 5	Madera 5	10/11/2016	10/21/2016	●
⊙	Student 6	Madera	10/11/2016	10/21/2016	●
⊙	Student 7	Madera	10/11/2016	10/21/2016	●
⊙	Student 8	Madera	10/11/2016	10/21/2016	●
⊙	Student 9	Madera	10/11/2016	10/21/2016	●