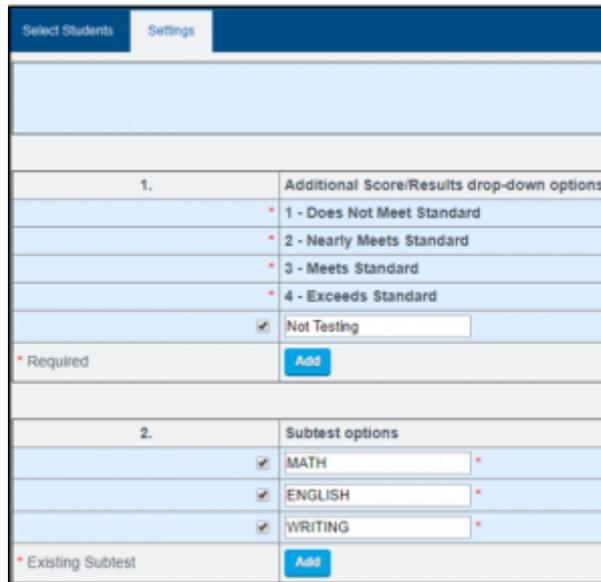


# Local Benchmarks Assessments

The SIS supports schools in setting up and tracking their own Local Benchmarks which can then be prominently displayed on the Student Dashboard, along with other Test Scores.

## A. SET-UP (Admin > Test Module > Benchmark Settings)

1. Additional Score/Results drop-down options
  - Add additional score options, if needed
2. Add/Edit Subtest Options
  - If there is an option you do not want to show, remove the check mark



## B. ENTER BENCHMARK SCORES (Teacher Pages > Testing > Benchmark Assessments)

1. Select from the list of options to filter which students you would like to enter scores:
  - Staff, Course, Grade Level, School Year, School Track, Range



- Course tab - If you teach a specific course you can select from Course drop-down and it will pull students in your specific course
2. Select the Benchmark from the drop-down that you will be entering scores: Math, English, or Writing, etc.
  3. Click "Generate Report" to generate roster to enter scores

4. Begin entering score information
  1. Test Date
  2. Select Score/Results from drop down menu
  3. Comments – enter per test score, if needed
  4. Save Results

5. Once the results are saved a Trend line will be displayed. Hovering over the trend line will display score details. Also the scores will display graphically on the page.

6. Use filters at the top of the page to filter roster by Results or Special Programs

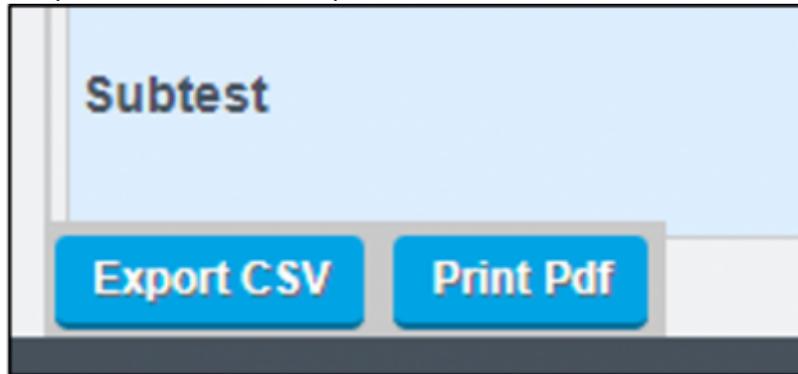
7. Click on the magnifying glass to collapse the scores details, default is expanded view

Local ID	Name	Gradelevel	Teacher of Record	Test Date	Score / Results	Comments	Trend
78698	Abney, John	05	Reeves, LeAnn		-- Choose --		
Subtest	Date	Score	1 - Does Not Meet Standard	2 - Nearly Meets Standard	3 - Meets Standard	4 - Exceeds Standard	
MATH	11/14/2017	N/A					

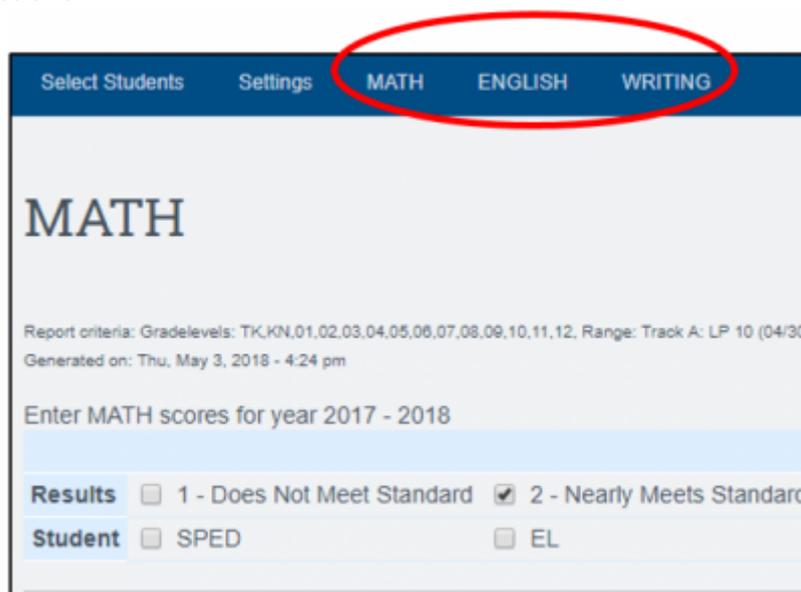
Additionally, you can click the magnifying glass next to each test score to display any comments entered

Subtest	Date	Grd	Not Progressing = 1	Progressing = 2	Excelling = 3
MATH	10/02/2015	4			(4.9) - Grade level Assessment
MATH	09/11/2015	4			(4.8) - Grade level Assessment

8. Test scores can be exported into a CSV or printed as a PDF



9. On the roster screen click on the "English" tab or "Writing" tab to continue to add scores for specific subject areas. Click on "Select Students" tab to pull up another student roster for a specific class or teacher.



10. Once Benchmarks scores have been entered for a student they will be displayed on the Student Dashboard under the Test Score History

Test Score History				
Additional test scores may be found in the View History link.				
Test				
CST	▼			
Subtest	Date	Grd	Below Basic 150-300	Basic 300-350
English-Language Arts	05/01/2013	2		
Mathematics	05/01/2013	2		
Local Benchmark Assessments				
Subtest	Date	Grd	Not Progressing - 1	Progressing - 2
MATH	10/02/2015	4		
MATH	09/11/2015	4		

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