

NY ASSESSMENT PRACTICE – SCHEDULING TESTS

SCHEDULE BENCHMARK TESTS

As part of your license creation, the **Benchmark I test** is automatically scheduled for the classes that have been generated by the system. As soon as your enrolled students log into the program, they will be able to take the first test for the grade level assigned to their class.

If you add new classes and enroll new students into those classes, you will need to schedule the Benchmark I test for your new class. You will also need to schedule Benchmark II and the year-end benchmark tests. Log into your Teacher Dashboard and select the Calendar tab from the left sidebar menu. Follow these steps:

1. Click on the green box "Schedule Quiz."
2. Select your course. (e.g. Language Arts Gr. 7) and category (e.g. Benchmark 2)
3. Select the quiz (e.g. ELA 7 Benchmark 2)
4. Choose the start and end dates by clicking on the calendar icons.
5. Leave the Publish field unchecked so that you can control when the results get published to students.
6. Press Save to update the calendar. Your test is now scheduled. Repeat the process to schedule additional tests.

