

Creating your Benchmark in USA Test Prep

Start on your homepage and click 'Benchmarks'.

The screenshot shows the user's profile page for Veronica Vredenburg. The profile includes a blue square logo with the letters 'VV', the school name 'Georgia Connections Academy', login statistics (Logins: 124, School Logins: 21447), and a level selector set to 'Georgia High School'. There are buttons for 'Admin' and 'Help'. A navigation bar at the bottom contains tabs for 'Classes', 'Messages', 'Benchmarks', 'Assignments', and 'Favorites'. The 'Benchmarks' tab is highlighted with an orange circle, and an orange arrow points to it from the 'Custom Badges' section. Below the navigation bar, there is a link to 'Create New Benchmark' and a table of existing benchmarks.

Date	Name	Code	# Completed	
11/24/2014	APUSH Benchmark #2	ZEPEGARUCU	0	Edit Results Deactivate

In the Benchmark tab click on the 'Create New Benchmark' link as shown.

This close-up shows the 'Benchmarks' tab selected in the navigation bar. Below the tabs, the 'Create New Benchmark' link is circled in orange, with an orange arrow pointing to it. The '+ Filter Benchmarks' link is also visible.

After you click on the 'Create New Benchmark' link you will be taken to a new page where you will create your Learning Team Benchmark. Here you will create a name for your benchmark, make it a shared assessment, select the test type, and select test features. Click continue when you are finished.

The 'Create Benchmark' form is shown with the '1 Settings' tab selected. The form includes fields for 'Benchmark Name' (filled with 'US History Benchmark #2'), 'Teacher' (radio buttons for 'Veronica Vredenburg' and 'Shared Benchmark', with 'Shared Benchmark' selected), and 'Test' (dropdown menu set to 'US History'). There are also checkboxes for 'Allow Students to View Item Results upon Completion', 'Allow Students to View Questions in Spanish', 'Display Questions in Random Order', and 'Number of Answers per Question'. A blue 'Continue' button is at the bottom right, with an orange arrow pointing to it. An orange callout box with the text 'Make sure you select Shared Benchmark!' has an arrow pointing to the 'Shared Benchmark' radio button.

Creating your Benchmark in USA Test Prep

Now it is time to select your questions. To create a personalized benchmark you must click on 'custom' to have access to all selectable questions.

Clicking Basic will give you a premade benchmark from the USA Test Prep test bank.

Create Benchmark

[What are benchmarks?](#)

1 Settings 2 Questions 3 Favorites 4 Performance Tasks 5 Free Response 6 Preview

Choose your question mode. Basic Mode will create a summative test based on [actual test percentages](#). Custom Mode will allow you to browse and choose individual questions from any standards within the test.

BASIC **CUSTOM**

After selecting 'custom' you will be allowed to choose the domain(s) and standards that you want to test your students on. To have access to all questions relevant to that standard click on the + symbol.

Create Benchmark

[What are benchmarks?](#) [Details:](#) 0 Items 0 Points

1 Settings 2 Questions 3 Favorites 4 Performance Tasks 5 Free Response 6 Preview

Question Mode: ☐ Basic ☒ Custom

Select the questions you wish to use.

Domain: **Colonization through the Constitution**

- + (SSUSH1) European Colonization
- + (SSUSH2) Culture Of British Colonies
- + (SSUSH3) Causes Of American Revolution
- + (SSUSH4) American Revolution
- + (SSUSH5) United States Constitution

[+ Add Questions from Another Domain](#)

SA - Short answer version available
QU - Question used on previous benchmark

Continue

Click continue once you have selected all questions desired.

After finding a question you would like to have on your benchmark, click on the blank box next to the displayed question. Once you have done this for all standards and domain that you wish to have present on the Benchmark, click Continue.

Domain: **Colonization through the Constitution**

SA - Short answer version available
QU - Question used on previous benchmark

– (SSUSH1) European Colonization (5)

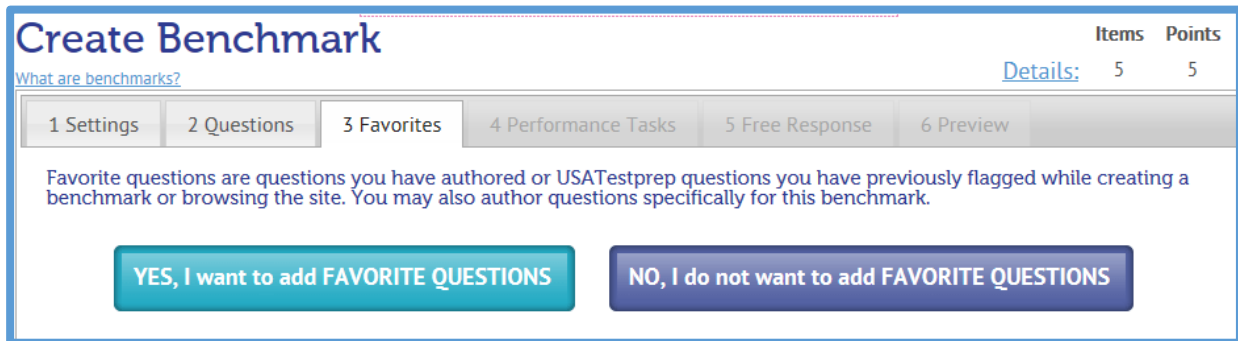
[All/None](#) Question - Click to View Popularity 2

- ☒ What product was instrumental in bringing about economic stability in the e... **Feedback**
- ☒ All of these terms are associated with what colonial North American region? SA ☐ Display as short answer **Feedback**
- ☒ The differences in the economic development of the mid-Atlantic, New Englan... **Feedback**

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After selecting all questions, you will click continue and be led to the 'Favorites' tab. If this is your first time using USA Test Prep (under this account) you will not have favorite questions to select from.

If you have used this account in the past and have certain questions listed as your favorite, click yes and follow the prompts.



Create Benchmark

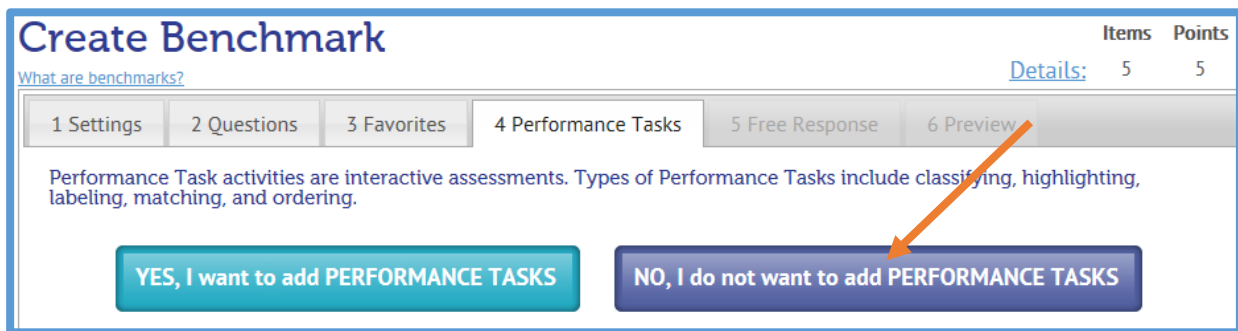
[What are benchmarks?](#) [Details:](#) Items: 5 Points: 5

1 Settings 2 Questions 3 Favorites 4 Performance Tasks 5 Free Response 6 Preview

Favorite questions are questions you have authored or USA Testprep questions you have previously flagged while creating a benchmark or browsing the site. You may also author questions specifically for this benchmark.

YES, I want to add FAVORITE QUESTIONS **NO, I do not want to add FAVORITE QUESTIONS**

Once you have selected your choice for favorites you will be guided to the 'Performance Tasks' tab. This is where you are able to select activities such as fill in the blanks. Since this is a benchmark, we will not need this. Select No.



Create Benchmark

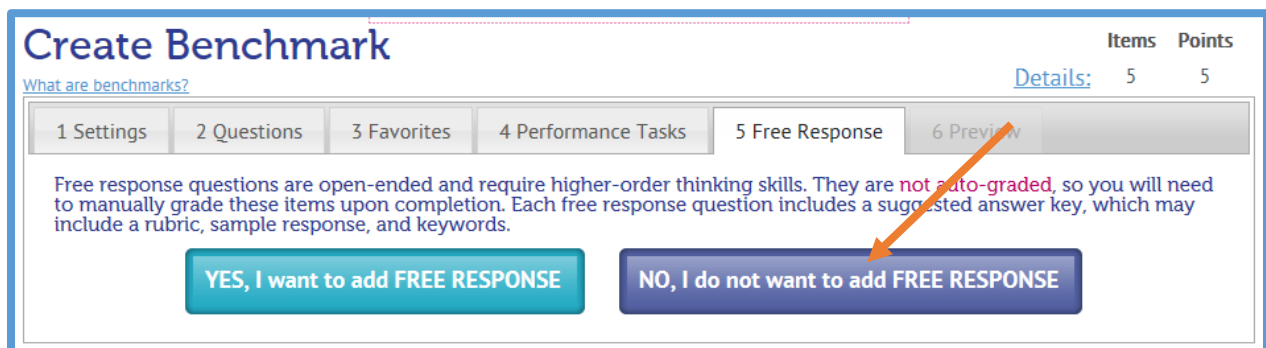
[What are benchmarks?](#) [Details:](#) Items: 5 Points: 5

1 Settings 2 Questions 3 Favorites 4 Performance Tasks 5 Free Response 6 Preview

Performance Task activities are interactive assessments. Types of Performance Tasks include classifying, highlighting, labeling, matching, and ordering.

YES, I want to add PERFORMANCE TASKS **NO, I do not want to add PERFORMANCE TASKS**

After selecting no under the 'Performance Tasks' tab you will be taken to the 'Free Response' tab. Here you have the option to add a short answer/essay question. Since this is a Benchmark, we will not need this. Select No.



Create Benchmark

[What are benchmarks?](#) [Details:](#) Items: 5 Points: 5

1 Settings 2 Questions 3 Favorites 4 Performance Tasks 5 Free Response 6 Preview

Free response questions are open-ended and require higher-order thinking skills. They are **not auto-graded**, so you will need to manually grade these items upon completion. Each free response question includes a suggested answer key, which may include a rubric, sample response, and keywords.

YES, I want to add FREE RESPONSE **NO, I do not want to add FREE RESPONSE**

Creating your Benchmark in USA Test Prep

After selecting no for the 'Free Response' tab you will be directed to the 'Preview' tab. Here you will be able to view all questions and answers selected in the 'Questions' tab. Be sure to review and approve the questions with your Learning Team.

Once everyone in your Learning Team approves the newly created Benchmark, click Save Benchmark.

The screenshot shows the 'Create Benchmark' interface with the 'Preview' tab selected. The interface includes a navigation bar with tabs: 1 Settings, 2 Questions, 3 Favorites, 4 Performance Tasks, 5 Free Response, and 6 Preview. Below the tabs are buttons for 'Student View', 'Stats', and 'Save Benchmark'. An orange arrow points to the 'Save Benchmark' button. The main content area displays a question: 'What product was instrumental in bringing about economic stability in the early years of the Virginia colony?' with a multiple-choice option 'A) cotton'. There are also links for 'Replace with Similar Question' and 'Remove Question', and a checkbox for 'Bonus Question'.

Congratulations! You have just created your first benchmark! By now you have created your classes and test that will be given. Click on 'Assign this Benchmark' to assign to your students. This allows students to have access to the Benchmark.

The screenshot shows the 'Create Benchmark' interface with a success message: 'Success! Your benchmark test has been created.' Below the message, the following details are displayed:

Name:	US History Benchmark #2
Benchmark Code:	POJOWOTOZE
Teacher:	Shared Benchmark
Date Created:	12/01/2014
Test:	US History EOC
Domain:	Colonization through the Constitution
Element:	European colonization

Below the details, there are two buttons: 'Assign This Benchmark' and 'Print Benchmark Cards'. An orange arrow points to the 'Assign This Benchmark' button, which is also circled in orange. To the right of the 'Assign This Benchmark' button, there is text: 'Electronically and see the b'. Below the 'Assign This Benchmark' button, there is a pink 'OR' text. To the right of the 'Print Benchmark Cards' button, there is text: 'To complete Benchmark" (

Creating your Benchmark in USA Test Prep

Here you will be able to select the type of assignment and class that you wish to assign your newly created Benchmark.

Create Assignment

1 Select Students 2 Choose Assignment 3 Choose Settings

[Group](#) [How](#)

Continue

Type: ☒ Single Assignment
- A single test, game or quiz for one or more students.
☐ Group Assignment
- Multiple assignments to be completed in a specific order by one or more students.

Classes/Students: ☒ AP US History (Mrs. Vredenburg) [Uncheck All](#)

Only select the class(es) you wish to have the benchmark.

After you have selected all the classes you want to have that benchmark assessment, click Continue. You will be sent to the 'Choose Assignment' tab. So long as you are assigning this right after making the benchmark you will not have to change anything on this screen. Click Continue.

Create Assignment

1 Select Students 2 Choose Assignment 3 Choose Settings

[Group Assignments](#) [How-To Video](#)

Assignment Name:

Assignment: ☒ Test ☐ Practice ☐ Game ☐ Video

Test:

Type:

Benchmark:

	Date	Name	Code	# Completed
<input checked="" type="radio"/>	12/01/2014	US History Benchmark #2 ^s	POJOWOTOZE	0
<input type="radio"/>	11/24/2014	APUSH Benchmark #2 ^s	ZEPEGARUCU	0
<input type="radio"/>	11/24/2014	US History Benchmark #2 ^s	KUHAWUMAYA	5
<input type="radio"/>	10/22/2014	Benchmark test ^s	ZUWONEYEDA	4
<input type="radio"/>	10/13/2014	Unit 3 Test - Industrialization ^s	KAXOKEHAYA	2
<input type="radio"/>	08/20/2014	US History Benchmark 1 ^s	FOWANEWARA	368
<input type="radio"/>	08/07/2014	Unit 2 Test - The Early American Republic ^s	XUDECOHODO	14
<input type="radio"/>	08/05/2014	Unit 1 Quiz - US History	REXOLUWAFO	0

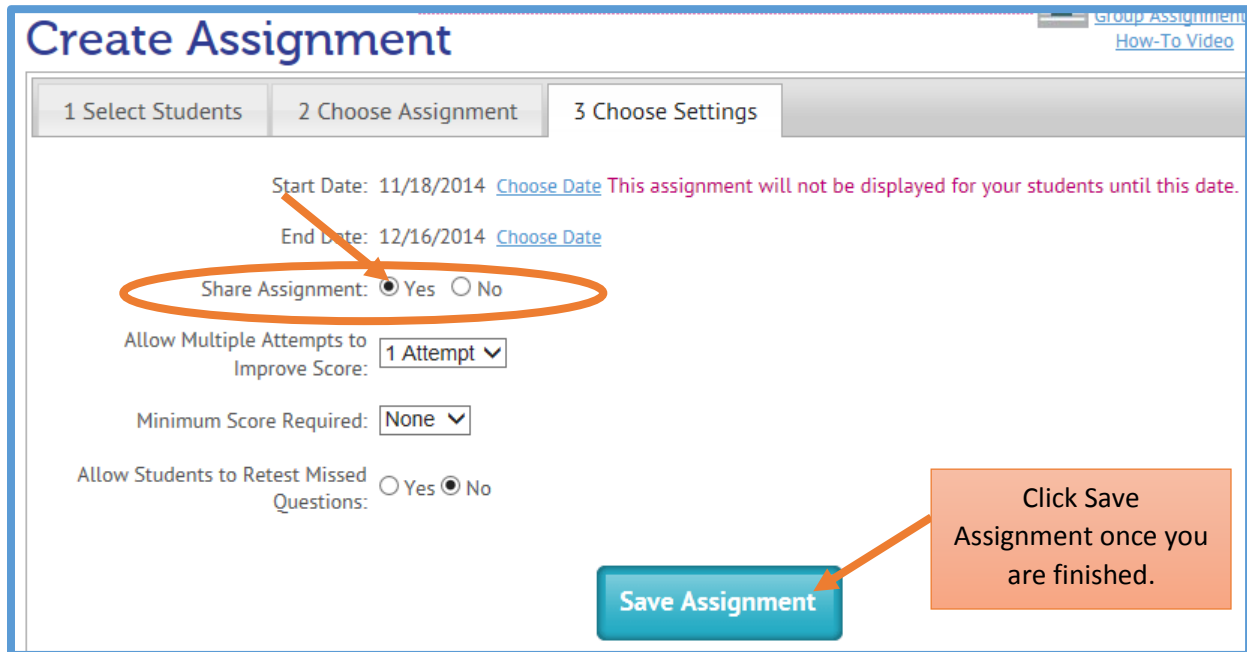
Verify the selections are correct and click continue

Continue

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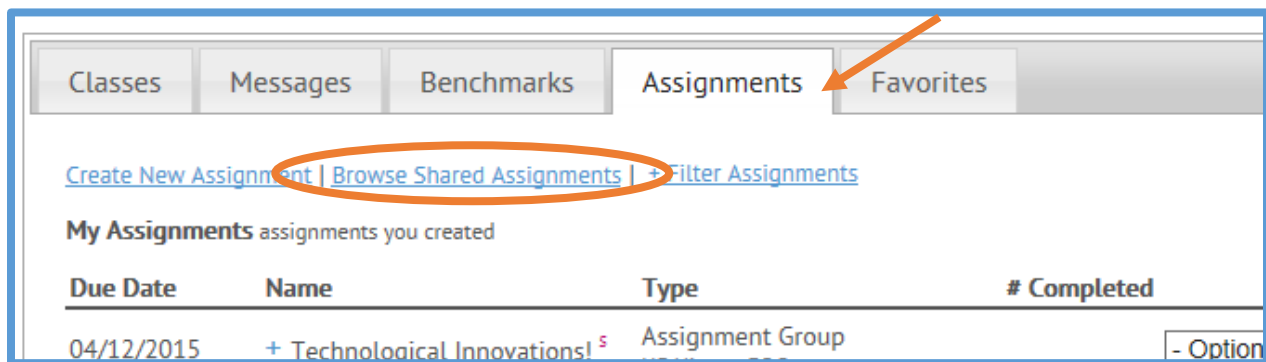
Now you will be asked to select customizable features of the assignment such as the start and end dates.

Be sure to click yes for sharing to allow your Learning team members to access it for their account.



The screenshot shows the 'Create Assignment' form with three tabs: '1 Select Students', '2 Choose Assignment', and '3 Choose Settings'. The '3 Choose Settings' tab is active. The form includes fields for 'Start Date' (11/18/2014) and 'End Date' (12/16/2014), both with 'Choose Date' links. A note states: 'This assignment will not be displayed for your students until this date.' The 'Share Assignment' section has radio buttons for 'Yes' (selected) and 'No'. Below this are dropdown menus for 'Allow Multiple Attempts to Improve Score' (set to '1 Attempt') and 'Minimum Score Required' (set to 'None'). The 'Allow Students to Retest Missed Questions' section has radio buttons for 'Yes' and 'No' (selected). A blue 'Save Assignment' button is at the bottom right. An orange box with an arrow pointing to the button contains the text: 'Click Save Assignment once you are finished.' An orange circle highlights the 'Share Assignment' radio buttons, with an arrow pointing to the 'Yes' option.

If you did not create the Benchmark on your account, you will need to search Shared Assessments to gain access to your Learning Team's Benchmark. From your homepage click the 'Assignments' tab. From there click the 'Browse Shared Assessments' link. Follow the prompts you are given.



The screenshot shows the 'Assignments' tab selected in a navigation bar. Below the navigation bar, there are three links: 'Create New Assignment', 'Browse Shared Assessments' (circled in orange), and 'Filter Assignments'. Below these links is a section titled 'My Assignments' with the subtitle 'assignments you created'. A table lists assignments with columns: 'Due Date', 'Name', 'Type', and '# Completed'. The first row shows a due date of '04/12/2015', a name starting with '+ Technological Innovations!', a type of 'Assignment Group', and a '# Completed' count of '1'. A '- Option' button is visible at the end of the row. An orange arrow points to the 'Assignments' tab in the navigation bar.

If you have any issues or questions, please contact Veronica Vredenburg.