Grading & Accessing Extended Responses in

Unit/Interim Assessment Data in Benchmark Universe

1. Click on the "Reports icon on your landing page.

Benchmark



3. Click on the "Review/Grade Online Tests" button.



2. Click on the middle icon, which is the "Online Testing" icon.

REPORTING			
Dashboard (1) Item Analysis		Welcome Lisa Williams Gor	nzalez Losour
Unkit!	Dashboard (1)		0
Period From: Aug 01, 2016 To: Sep 02, 2016	🕑 Williams Gonzalez Class 176025 2015 - 2016 FY	No. of Students: 10	4 tests taken
Display Custom Report Set Select Report Set			

4. Use the filters to limit test results and then click the "Apply Filters" button.

V/GRADE ONLINE TESTS	Welcome Lisa Williams Gonzalez
Filter Test Assignments	Subject
4	
Bank	Teacher
	Williams Gonzalez
Class	Test
Student	Test Assignment Code
Date Time	
1 month	· · · · · · · · · · · · · · · · · · ·
	Clear Filter Apply Filters
(1 month)	Clear Filter Apply Filte

5. Scroll down the page. Texts that have been completed will have a "Review" button.

Revi	ew Test Ass	ignments I SHOW		+ OFF						
Show 10 • entries Search:								:		
a.	Assigned	Test	Teacher	Class	~ NS		r PR		Code	Students
≥ <mark>©</mark>	01-Sep-16	Grade 4 Unit 1: Government in Action	Williams	Williams Gonzalez Class 176025	1	0	0	0	0019254Z XIJM	Mary Espi oza
≥ <mark>⊗</mark> ₽	01-Sep-16	Grade 4 Unit 1: Government in Action	Williams	Williams Gonzalez Class 176025	0	0	1 Review	-	001246JBJ Q	Laura Du agan
≥ <mark>©</mark>	01-Sep-16	Grade 4 Unit 1: Government in Action	Williams	Williams Gonzalez Class 176025	0	0	0	1	0016916G RYNZ	Amy Cole man
≥ <mark>⊗</mark> 0	01-Sep-16	Grade 4 Unit 1: Government in Action	Williams	Williams Gonzalez Class 176025	1	0	0	0	0016956D KJFO	Brooke W son
≥ <mark>⊗</mark> 0	01-Sep-16	Grade 4 Unit 1: Government in Action	Williams	Williams Gonzalez Class 176025	1	0	0	0	001438HC KB	Maria Pio
≥ <mark>8</mark> ©	01-Sep-16	Grade 4 Unit 1: Government in Action	Williams	Williams Gonzalez Class 176025	1	0	0	0	0019535D DHKP	Fernando Otero
⊘ <mark>⊗</mark> ©	01-Sep-16	Grade 4 Unit 1: Government in	Williams	Williams Gonzalez	1	0	0	0	0015686S QGOC	Maren Sco tt

6. Objective items show first. The question is shown as correct or incorrect by the color in the corner. Clicking on the question will show the student's response and the correct response.





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7. To access the extended responses, click in the "Manually Graded Only" box. When you click on the question, you will see the student's response in the red box.

Test Info	
Test name: Grade 4 Unit 1: Government	Teacher: Williams Gonzalez Class: Williams Gonzalez Class 1.
Grade by: Student Item Manually 	Graded Only
Filter Student By: Pending Review (*	Select Student to Review: 📝 Dunagan, Laura 👻
Question List (2)	Question Detail and Answers
Constant List (2) Correct Partial No C Sased on these two passages, Sased on these two passages, Sased problems coal miners may face in	Question Decail and Answers Based on these two passages, describe the kinds of safety problems coal miners may face in their jobs. Use details from both passages to support your ideas. Answer Area

8. To grade the student's response, scroll to the bottom of the page

- First, assign the number of points the student has earned for their response.
- Second, give feedback on the student response.
- Third, click on the "Save Feedback" button.
- Finally, click on the "Apply Grade" button.

20 Based on these two passages, how can government influence the way people live? Write a news article for	This is my first extended response.
Answered Unanswered 🧭 Reviewable	View Reference(s): Reference #1, Reference #2
Overall Test Peedback	Grading and reedback for Question
Save Feedback	Updeted by: Williams Senter, Lisa Iisawilliamsgonzalez@gmail.com(Williams U and date: 02-Sep-16 Gonzalez,Lisa) on 02-Sep-16 Size AM 52 PM
	Total Test Score: 8 out of 25 View Rubric Submit: Test

9. If there is a second extended response question, scroll back to the top of the page and click on that question to grade that question using the same procedure.

Test Into	
Test name: Grade 4 Unit 1: Government in Act	ion Teacher: Williams Gonzalez Class: Williams Gonzalez Class 1
Grade by: Student Item Manu	ally Graded Only
Filter Student By: Pending Review (*	Select Student to Review: 📝 Dunagan, Laura
Quarter List (2)	
Question List (2)	Question Detail and Answers
🗋 🔵 Correct 🔄 🔵 Partial 🔄 🛑 No Credit	Based on these two passages, how can government influence the way
Based on these two passages,	people live? Write a news article for your school newspaper about how
14 describe the kinds of safety problems coal miners may face in	the government affects the lives of coal miners. Use details from both
- 1	passings to support your ideas, be sure to use complete sentences
Based on these two passages, how	
people live? Write a news article for	Answer Area
	This is my second extended response.

10. Once all extended response questions have been graded, the "Submit Test" button will turn blue and be active. Click it to submit the final grade for the assessment.

people live? Write a news article for	Answer Area
	This is my second extended response.
Answered Unanswered 2 Reviewable	View Reference(s): <u>Reference #1</u> , <u>Reference #2</u>
Overall Test Feedback	Grading and Feedback for Question
	3 📥 out of 4 Partial Credit.
4	Undated by Williams
Save Feedback	Updated by: Williams Gonzakez, Lika Updated des: C2-Sep-16 Gonzakez, Lika) on O2-Sep-16 12:45 PM 12:45 PM Save Feedback
A Enverfreysback	Updated by: Williams Gonzalez, Lika Updated date: 02-Sep-16 12:45 PM Conzalez,Lika) on 02-Sep-16 Conzalez,Lika) on 02-Sep-16 Conzalez,Lika) on 02-Sep-16 Conzalez,Lika) on 02-Sep-16 Conzelez,Lika Con

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11. Once the assessment has been submitted, click on the "Reporting" icon.

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EVILLE ADE ONLINE TESTS	Welcome Lisa Williams Gonzalez
Assignment Reviewer	Beck to Assignment List
Test name: Grade 4 Unit 1: Government in Actio	n Teacher: Williams Gonzalez Class: Williams Gonzalez Class 1
Grade by: Student I Item Manual Filter Student By: Ready to Submit *	ly Graded Only 👔 🖨 🖸
Question List (0)	Question Detail and Answers
● Correct ● Partial ● No Credit	

12. Then click on the "Dashboard" button.

	Welcome Lisa Williams Gonzalez
Filter Test Assignments	
Grade	Subject
Bank	Teacher
Class	Test
Student	Test Assignment Code
Date Time	
1 month	

13. Now your assessment with an extended response will appear on your dashboard. When you select your class from the pull-down menu, you will see the Class Dashboard.

shboard	Explorer	Student History							Sign Out (Linkl	- 1
Teacher Da Williams Go Type (Al) Grade 4 Uni	shboard mzalez, Lisa it 1: Governme	v Subjec	t (Al) Grade 4 Unit 1 W	• Grade	(All) 🔻	Min. Results	1 🛊	Ver Ver	Period: F w Class v Class ams Gonzalez C	From Aug 1, 20	16 📛 1 Tests
								Studer	nt Results For Di	splayed Tests	Print

14. Once on your Class Dashboard, you can use the icons at the bottom of the Unit or Interim Assessment to look at the data the same way as all other assessments.

Teacher Dashboard / Class Dashi Williams Gonzalez Class 17602 Type (Al) • S Restrict to tests taken in this of Grade 4 Unit 1: Government	board 25 Subject (Ail) class	• Min. Results	1 \$No. of Test	s 6 🗘 Update	Sele	Hot Tests
Williams Gonzalez Class 17602 Type (Al) • S © Restrict to tests taken in this G Grade 4 Unit 1: Government	25 Subject (All) class	* Min. Results	1 A No. of Test	8 6 🔹 Update	Sele	ict Tests
Type (All) • S Restrict to tests taken in this • G Grade 4 Unit 1: Governmen	Subject (All) class	v Min. Results	1 No. of Test	ts 6 🛔 Update	Sete	ect Tests
 Restrict to tests taken in this Grade 4 Unit 1: Government 	class				Oburdant Danula	
Grade 4 Unit 1: Governmen					ocudent Hesuits	Print
Class Average Score	t in Action ×	Grade 4 Unit 1 Week Acti	an X			
Raw Score Average Result Count	10/25 2	Class Average Score Raw Score Average Result Count	25% 3/12 1			
Below 40% 40-60%	60-80%	Below 40% 40-	60% <mark>60-80%</mark>			
Show school and district result	9	Show school and distric	t results			
0000		1 0 0				