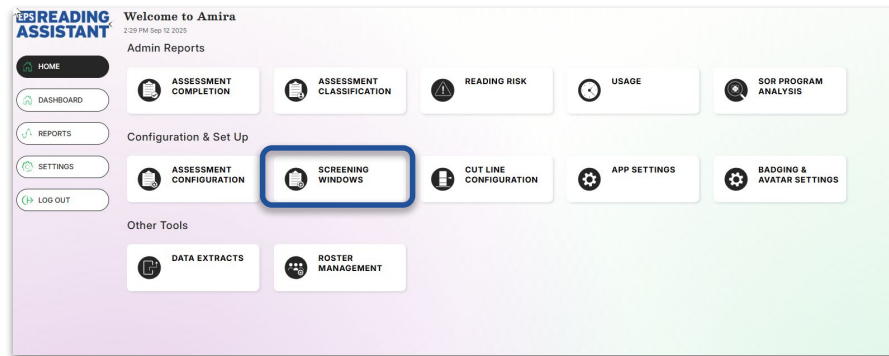


Assigning a Benchmark From the Administrator Dashboard

From the home screen, select the **Screening Windows** tile



If prompted, choose either 3 times per year or monthly assessment. Three times per year is recommended.

Set the windows for BOY, MOY, and EOY Benchmarks and select the appropriate type from the **Assessment Type** drop down. Add additional test windows if needed.

The screenshot shows the 'Screening Window Setup' form for the 2025 - 2026 School Year. The form is divided into three sections: BOY Benchmark, MOY Benchmark, and EOY Benchmark. Each section has fields for START DATE, END DATE, GRADE(S), ASSESSMENT TYPE, LANGUAGE, and STATUS. The 'ASSESSMENT TYPE' dropdown menu is highlighted with a blue rectangular box in the BOY Benchmark section. The form also includes a 'Whole District' dropdown and 'Add Window' and 'Save Changes' buttons. A note at the top states: 'Create time frames in which students will be delivered an assessment automatically. There can only be one Progress Monitoring screening window per month.'

Click **Save Changes**

