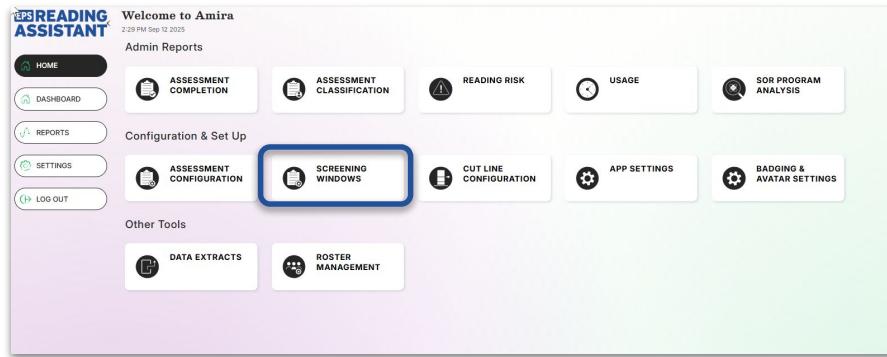


## Assigning a Benchmark From the Administrator Dashboard

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.

A screenshot of the 'Screening Window Setup' page. The page header shows 'Screening Window Setup' and the date '6:18 PM Aug 2 2025'. It is set for the '2025 - 2026 School Year' and 'Whole District'. The main content area is divided into three sections: 'BOY Benchmark', 'MOY Benchmark', and 'EOY Benchmark'. Each section has fields for 'START DATE' and 'END DATE', a 'GRADE(S)' dropdown (with options like 'Pre-K (English Only)', 'Kindergarten', '1st grade', '2nd grade', '3rd grade', '4th grade', '5th grade', '6th grade'), an 'ASSESSMENT TYPE' dropdown (set to 'BOY Benchmark' for BOY, 'MOY Benchmark' for MOY, and 'EOY Benchmark' for EOY), 'LANGUAGE' (set to 'EN ES'), and 'STATUS' (set to 'Upcoming'). The 'BOY Benchmark' section is highlighted with a blue box.

Click **Save Changes**

