Table of Contents

Getting started
Create a new test
  Add a question to a test
  Add a math formula to a question
  Add a picture to a question
  Add a passage to a question
Administer a test
  Take a test (student)
View the grade book
Print a report
Create a class
Find and use a shared test
  Report inappropriate or infringing content
Change profile information
  Change password or cancel account
Getting started

Benchmarks for Success allows you to easily create and share tests and quizzes and then give them to students on-line. This guide will go over how to perform specific tasks that you may want to perform.

Upon logging in, you are presented with a list of all tests that you have created or copied from another teacher. This is called the **My Tests** page, and if this is your first time logging in, the page will look like this:
Create a new test
To create a new test, click on the **New Test** tab and you will be presented with the following page:

Enter a name, grade and subject for your test and click the **Make Test** button to make your test. This will bring you to the **Test Builder** page.

On the **Test Builder** page, click the **Add Question** button to add a question to the test.
Add a question to a test

This page is the Question Editor. In the upper right-hand corner of the page, there is a box labeled Question Information. This box contains several input fields, including Question Type. At this time, the only question types available are multiple-choice and true/false. We may add additional question types, such as fill-in-the-blank at a later time.

To create a multiple-choice question, type the text of your question into the top text box labeled Q. Type the text for each of your answers in the text boxes labeled A, B, C, D, etc. You can add up to 6 answers using the 6 answer text boxes on the page. If you only want 4 answers, simply leave E and F blank.

Once you have entered your question and answers, you need to tell Benchmarks for Success which answer is the correct answer. In the Question Information box, select the letter of the correct answer from the Correct Answer drop-down menu.

For reporting purposes, you can optionally specify which state or local standards that the question covers in the Standards text box. We strongly suggest that you enter the correct standards for your questions. That way, you will received more useful feedback when you run reports.

If you do not want to add a math formula, picture, or passage to your question, click the Save Question button to save your question and return to the Test Builder page (and then skip the next three sections). Repeat these steps until you have added all of your questions to the test. Click the Done button on the Test Builder page when the test is complete.
Add a math formula to a question

The text editor toolbar contains the Insert Math Formula button that allows you to create complex math equations. Benchmarks for Success uses the DragMath equation editor*. When you insert a math formula, it will be displayed inside the editor as a code like \[ \frac{3}{4} \]. This code will be replaced with the actual formula when the question is displayed on the test.

*DragMath requires the Java plugin, which can be downloaded from http://www.java.com. Documentation on how to use the equation editor can be found at http://www.dragmath.bham.ac.uk/doc/index.html.
Add a picture to a question
If you want to add a picture to your question, click the Add Picture button. Browse your computer and select a picture file to upload. Pictures can be in JPG, PNG, or GIF format. Click the Upload button to upload your picture.

The picture will appear above the question text box in the Question Editor. You can remove the picture from the question by clicking the trash can icon in the upper right-hand corner of the picture.

Note: Do not upload copyrighted images. A good source of free, public-domain images can be found at the Wikimedia Commons website (http://commons.wikimedia.org).*

*Benchmarks for Success is not affiliated with and does not endorse or guarantee quality of content on third-party web sites.
Add a passage to a question

Benchmarks for Success allows you to add reading passages to a test. To do this, you will make the passage and then attach it to multiple questions. To add a passage, click the Add Passage button. You will be presented with the option to use an existing passage or add a new one. To create a new passage, click the Add a New Passage button.

Give the passage a title and type the text of your passage in the Passage Text field, then click the Save button to save the passage and return to the question screen. When you make the next question, you can choose this passage from the drop-down list of existing passages instead of having to type in the passage again.

The passage will appear above the question text box in the Question Editor. You can remove the passage from the question by clicking the trash can icon in the upper right-hand corner of the passage.

Note: Do not use copyrighted text for passages.

When you are finished making your question, click the Save Question button to save your question and return to the Test Builder page. Repeat these steps until you have added all of your questions to the test. Click the Done button on the Test Builder page when the test is complete.
Administer a test

Tests are given by printing Test Tickets and handing them out to students at test time. Students log in at test.freebench.com using the Test Code that is printed on the ticket. If you have not created your classes yet, see the Create a class section before continuing.

To print test tickets, click on the name of the test from the My Tests page.

You will see the following page.

After students take the test, you can view their scores and run reports from this page. If no students have taken the test, it will look like the screenshot above. Click the Print Tickets button to print the test tickets. In the pop-up window, check the box next to the classes that you want to print the tickets for and then click Print.
Take a test (student)

Once a student has logged in, they will be presented with the following page:

Read the directions and then click the **Start Test** button when you are ready to begin. Questions are displayed one at a time as shown below:

Select an answer and then click the **Next** button. You can always return to the previous question by clicking the **Back** button.
When you reach the end of the test (by answering the last question), you will be presented with a summary screen that shows what you answered for each question.

Questions that were left blank are highlighted in red. You can return to any question by clicking on the question number. When you are ready to finish the test, click the Finish Test button. After clicking the button, you will be presented with a screen that shows you the total score received.
View the grade book

Once students have taken a test, you can get the results by clicking on the Grade Book tab.

Your tests are listed across the top of the grade book with the most recent on the left side. Student names with their corresponding scores for each test are listed below the tests names. By default, your first class is shown. To view the grade book for other classes, change the Class filter on the right side of the page and click the Filter button.

You can click on any score in the grade book to view the details for a particular student’s test result.
Print a report

In addition to the grade book, you can get also the results of a test by clicking on the name of the test from the **My Tests** page.

You will see the following page that shows all students that have taken the test with their scores and number of questions answered correctly.

You can click on a student's name to view their individual responses. Click on the **Print Report** button to print a report.
Create a class

You can add an unlimited number of classes and students to Benchmarks for Success. To create a class, click the My Classes tab.

Enter a name for your class in the Class Name field. In the large text box, enter the name of each student in the class, one per line. When you are finished, click the Make Class button to save your class.

Student names are sort alphabetically throughout Benchmarks for Success. If you enter names like: John Smith, then the names will be sorted by first name, then last name. If you want student names to be sorted by last name first, then enter the names like: Smith, John.

You can create as many classes as you want by repeating these steps for each class.
Find and use a shared test

One of the main features of Benchmarks for Success is the ability to share content with other teachers. To view the available tests from other teachers, click the Shared Tests tab.

This page displays a list of all available shared tests. You can use the filters at the bottom of the page to narrow the list down to specific states, grade levels, subjects, and standards. You can also change the sort options between sorting by most recent or by most popular.

When you see a test that looks interesting, you can view the test by clicking on the test name.
If you want to use this test, you must first make a copy of it by clicking the Copy to My Tests button. This will make a private copy of the test just for you that you can edit and give to students. Any changes you make to your copy of the test will not affect the original shared test.

Report inappropriate or infringing content
If you believe this shared test contains content that is inappropriate or is a copyright violation, you can report the violation by clicking the Report This button.
Change account information

To change account options, such as your name, school, etc., click on the My Profile link in the upper right-hand corner of any page (in the title bar next to Help and Log Out).

Change your name, school, state, and/or school type in the appropriate fields. You can change your profile picture by clicking on the profile picture.

The Score color coding feature defines the color coding for test scores throughout Benchmarks for Success to make it easier to spot struggling students. Select your failing and passing scores using the drop-down selectors. Any score that falls between the failing and passing scores will be considered borderline and will be colored yellow.

Click the Save Settings button to save your account settings.

Change password or cancel account

If you want to change your password or cancel your account, you can do so from the My Profile page by clicking the appropriate button at the bottom of the page.