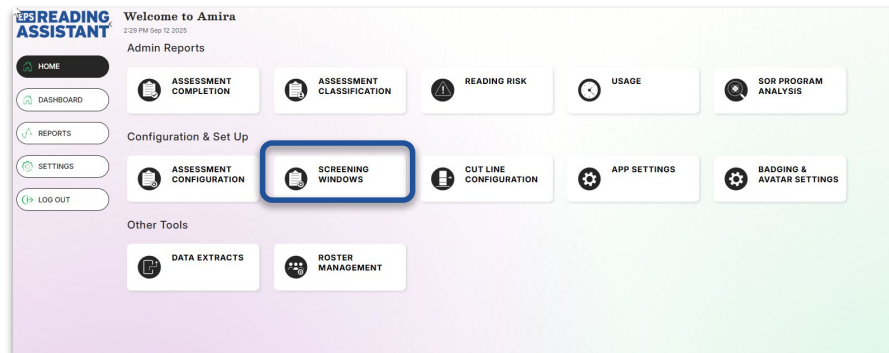


## Assigning a Benchmark From the Administrator Dashboard

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 most common.

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. At the top, it displays '2025 - 2026 School Year' and 'Whole District'. There are buttons for 'Add Window' and 'Save Changes'. A note states: 'Create time frames in which students will be delivered an assessment automatically. There can only be one Progress Monitoring screening window per month.' 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 'BOY Benchmark' section is highlighted with a blue box, showing the 'ASSESSMENT TYPE' dropdown set to 'BOY Benchmark'. The 'MOY Benchmark' section shows the 'ASSESSMENT TYPE' dropdown set to 'MOY Benchmark'. The 'EOY Benchmark' section shows the 'ASSESSMENT TYPE' dropdown set to 'EOY Benchmark'.

Click **Save Changes**