

Accessing the Benchmark Modules

The benchmark modules are accessed through the same Test Delivery System used for SAGE Summative and Interims.

- Test Administrators (TAs) use the Administrator Interface to create and manage testing sessions.
- Students use the Secure Browser to take the benchmark modules.

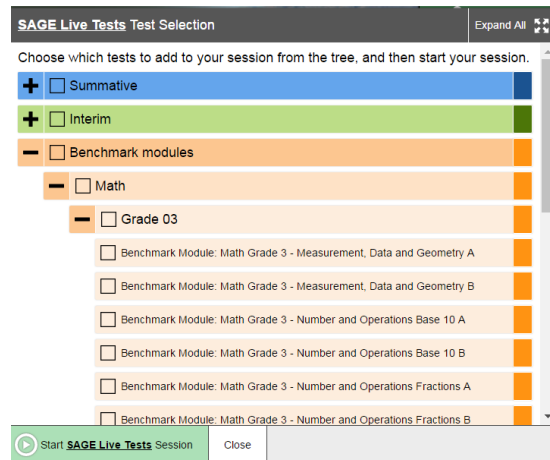
1. On the SAGE portal select your user role.
2. Click the **SAGE Live Test Administration** card. The login page appears.
3. Enter your email address and password.
4. Click **Secure Login**. The Administrator Interface appears.

Administrator Interface Card



5. The test selection screen will appear.
 - a. If you wish to administer the benchmarks, click the + on the orange benchmark modules section.
 - b. You may then choose the Subject, Grade and specific module you wish to administer. You may administer multiple benchmark modules in a session, so all students in the session do not need to take the same assessment.
 - c. Click **Start Session**. The session ID appears at the top of the page.

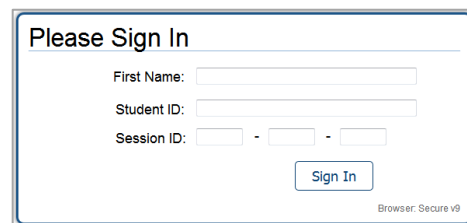
Administrator Interface: Select Tests, Start Session






6. Provide the session ID to the students signing in to your test session.

7. Have students sign in to the Secure Browser using their first name, SSID, and the session ID created above. For more information about the student login process, see 'Section VI. Signing in to the Student Testing Site' in the Test Administrator User Guide.

Student Interface: Sign In



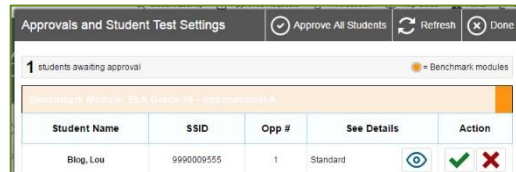
8. Approve students for testing. When students select tests, the **Approvals** box in the upper-right corner of the Administrator Interface shows notifications. Click **Approvals** to view the list of students awaiting approval.

- To review and update a student’s test settings and accommodations, click  in that student’s row.
- To approve an individual student for testing, click .
- To deny a student for testing, click  and enter the reason in the box.
- To approve all students for a given test or segment, click **Approve All Students** for that test or segment.

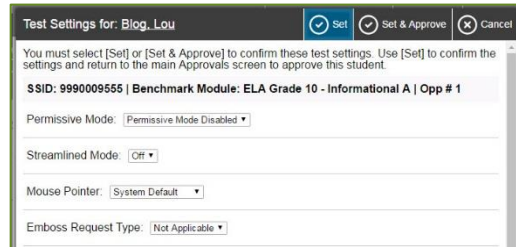
Administrator Interface: Approvals Pending



Administrator Interface: Approve Students



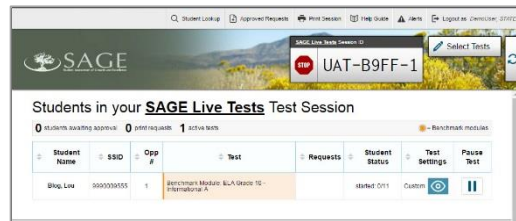
Administrator Interface: Student Test Settings




9. Monitor the students’ progress throughout their tests. Students’ test statuses appear in the Student Status column of the **Students in Your Test Session** table.

This column also displays the number of test questions the student has answered out of the total number of questions in the test.

Administrator Interface: Students Currently Testing



10. When the time is up, stop the test session and log out.

- a. Click  to stop the session and automatically pause any in-progress tests in your session.
- b. Click **Log Out** to exit the Administrator Interface.

Once you stop a session, you cannot resume it. If you stop a session and students need to continue testing, start a new session.

Administrator Interface: Stop Session

