Benchmark UNIVERSE™

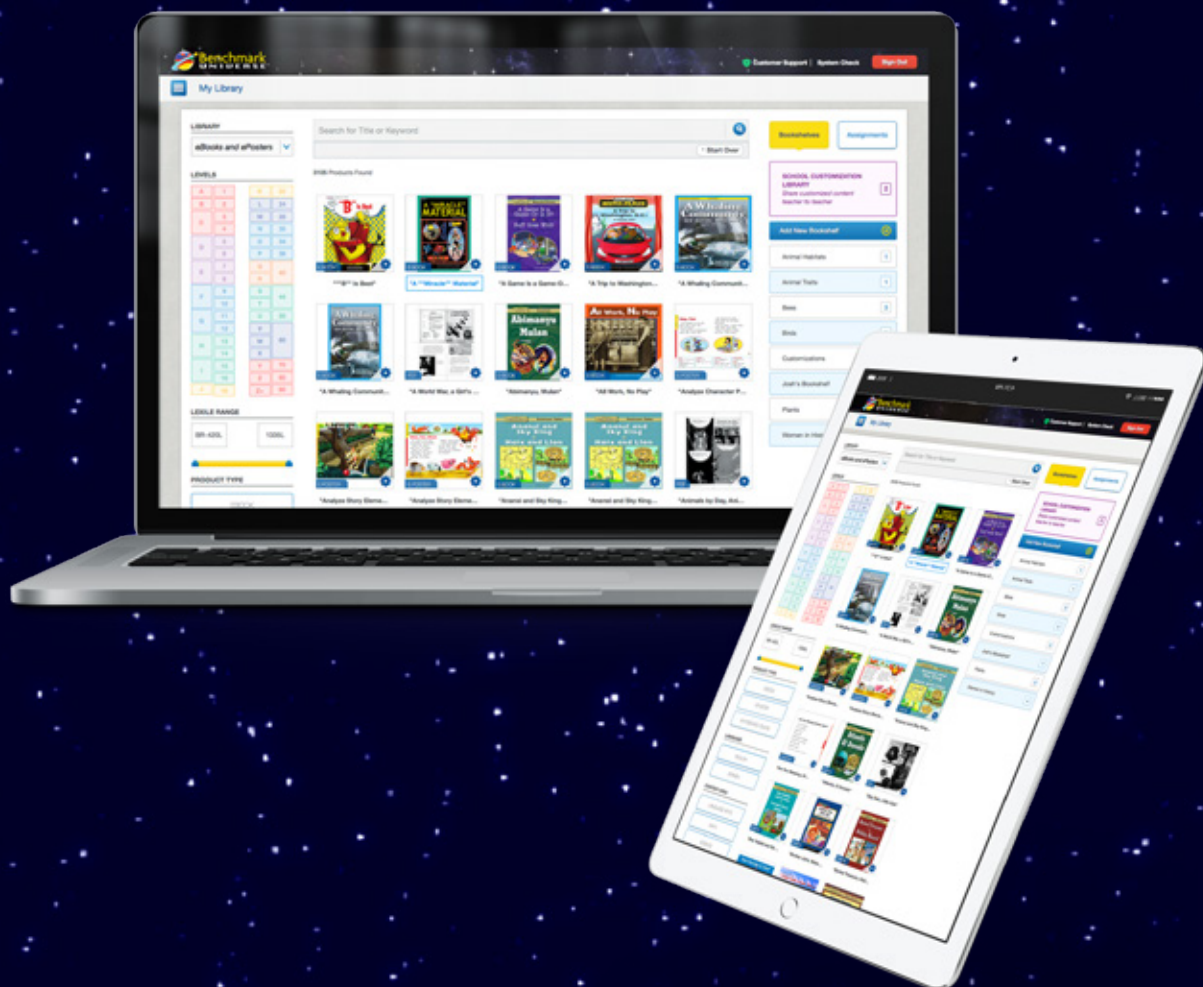**Benchmark Advance/Adelante Edition**

Quick Start Guide:

Get Started Using Interactive E-Books and Teacher Resources with

Benchmark ADVANCE **Benchmark ADELANTE**

This guide will help you get started with your new digital materials for *Benchmark Advance* and *Adelante*. You'll discover how to use interactive e-books and access your teacher resources.

Benchmark Universe includes all your content, planning, and management tools. You have everything you need to integrate technology into your reading/language arts curriculum, with tools to differentiate and personalize learning for your students.

Teacher Experience

Student Experience

1. Teacher Login

To log in, navigate to your district's unique URL and enter your username and password in the sign-in box.

Example District URL:
nameofdistrict.benchmarkuniverse.com

specific for district   **stays the same across districts**

You also have a System Check option that ensures the system is set up to give you and your students the best user experience.
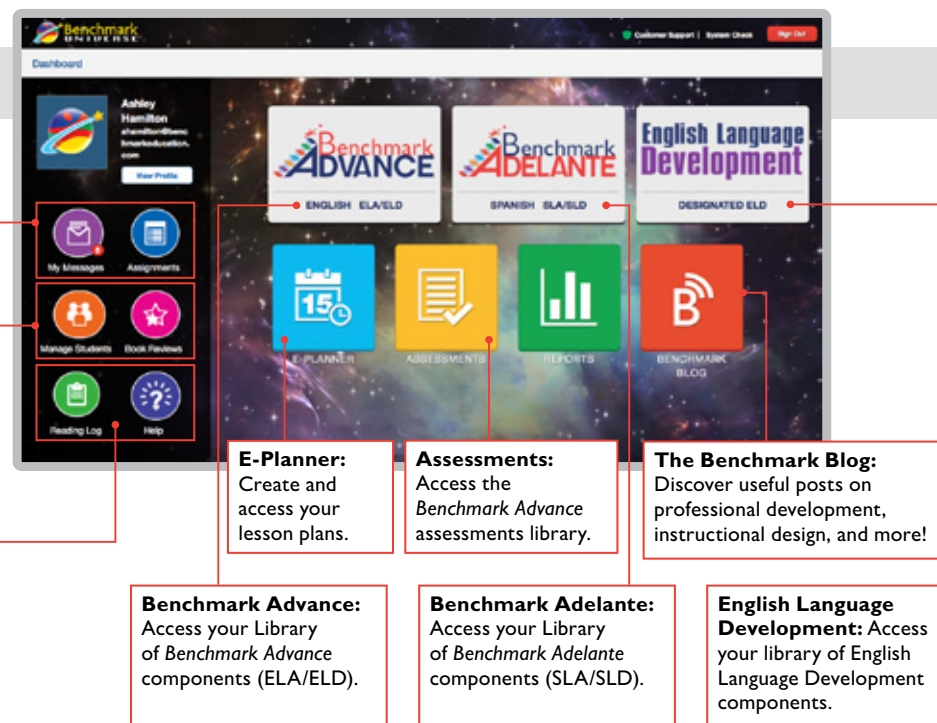
Username

System Check

Tech Support

Password

Forgot Password

Sign-In Button

2. Dashboard

From your dashboard, you can navigate easily to any page on the site and all of your resources.

My Messages: Communicate directly with your students.
Assignments: Create customizable assignments.

Manage Students: Set up student groups.
Book Reviews: Read and approve your students' e-book reviews.

Reading Log: Review your students' progress on their reading activity.
Help: Find out more about Benchmark Universe, including answers to commonly asked questions.

E-Planner: Create and access your lesson plans.

Assessments: Access the *Benchmark Advance* assessments library.

The Benchmark Blog: Discover useful posts on professional development, instructional design, and more!

Benchmark Advance: Access your Library of *Benchmark Advance* components (ELA/ELD).

Benchmark Adelante: Access your Library of *Benchmark Adelante* components (SLA/SLD).

English Language Development: Access your library of English Language Development components.

3. Manage Students

In Manage Students, you can create groups to assign resources for personalized practice.

1. Use the drop-down menu to select your class.

2. Click **Add New Group**. Name your group.

3. Select the members of the group from your class list.

4. Drag and drop them into the group.

You can create as many groups as you need. You can always edit a group to match your students' needs and as your instructional purposes change over time.
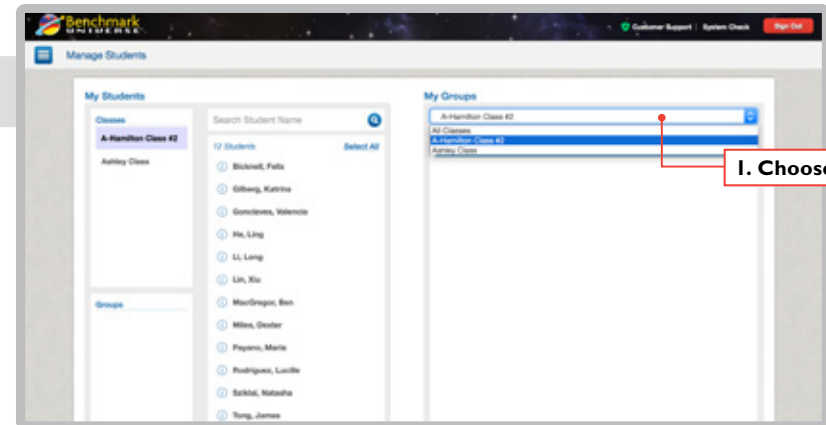
1. Choose Your Class
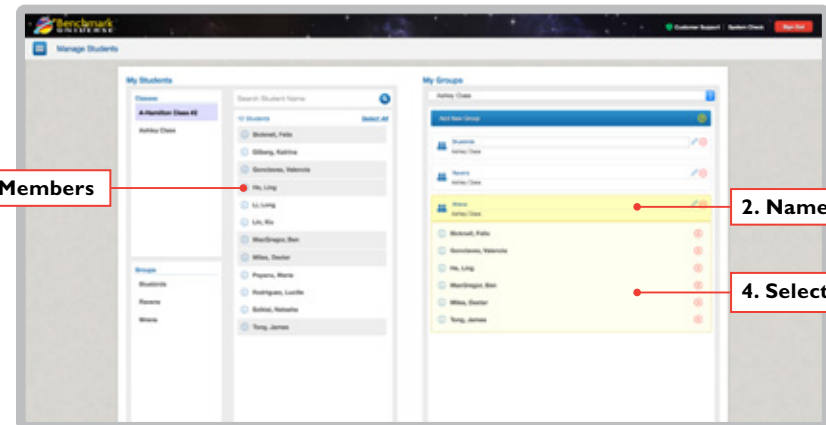
3. Select Members

2. Name Your Group

4. Selected Students

4. My Library

Your *Benchmark Advance* and *Adelante* components are conveniently arranged by grade and unit within the Library.

To begin viewing components, select your grade, unit, and lesson week. You can filter further by instructional setting, component type, or by keywords. You can also filter small group components by Lexile level or guided reading level.

Filter by Keyword
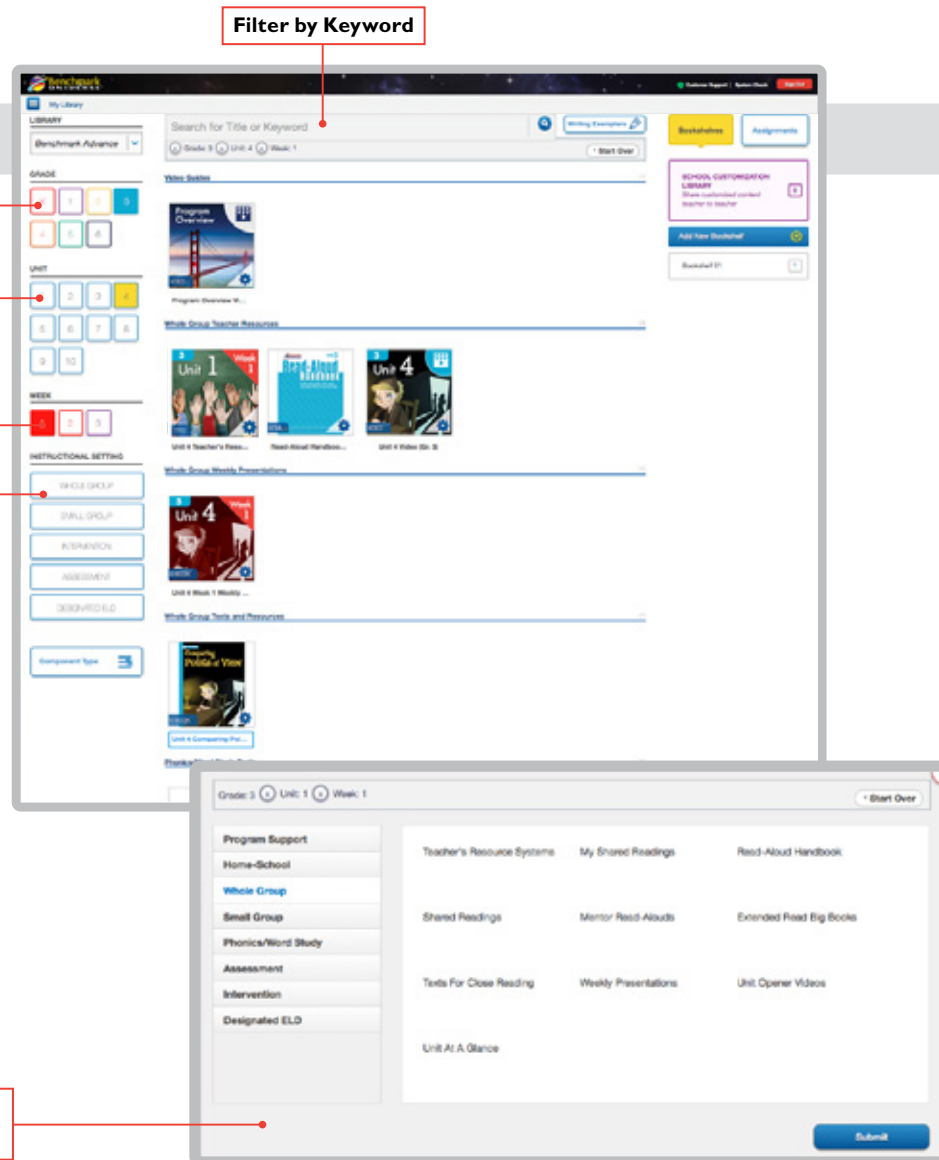
Grade Filters

Unit Filters

Week Filters

Instructional Setting Filters

Filter by Component Type

5. The Teacher's Resource System (TRS)

The Teacher's Resource System (TRS) contains all your instruction for whole group, in one place. It links directly to interactive content needed to teach each mini-lesson, with explicit instruction.

You can access the TRS through the Library.

1. Begin by selecting the grade and unit of your choice.

2. To launch the TRS, click on its thumbnail. It will launch in a new tab. You can navigate the TRS's contents using the buttons along the top and left panes.

3. Navigate within the unit using the links on the left. Here you will find weekly mini-lessons, as well as additional resources to use with the unit.

4. For additional program resources, click Grade Resources. Here you will find preteaching and reteaching strategies, research, and more program support materials.

5. Review and Routines mini-lessons are provided for use at the beginning of the school year, to prepare students for the content and instructional routines they will encounter in their reading curriculum.

6. Use the top menu to navigate to another unit. Change grades using the drop-down menu at the right.
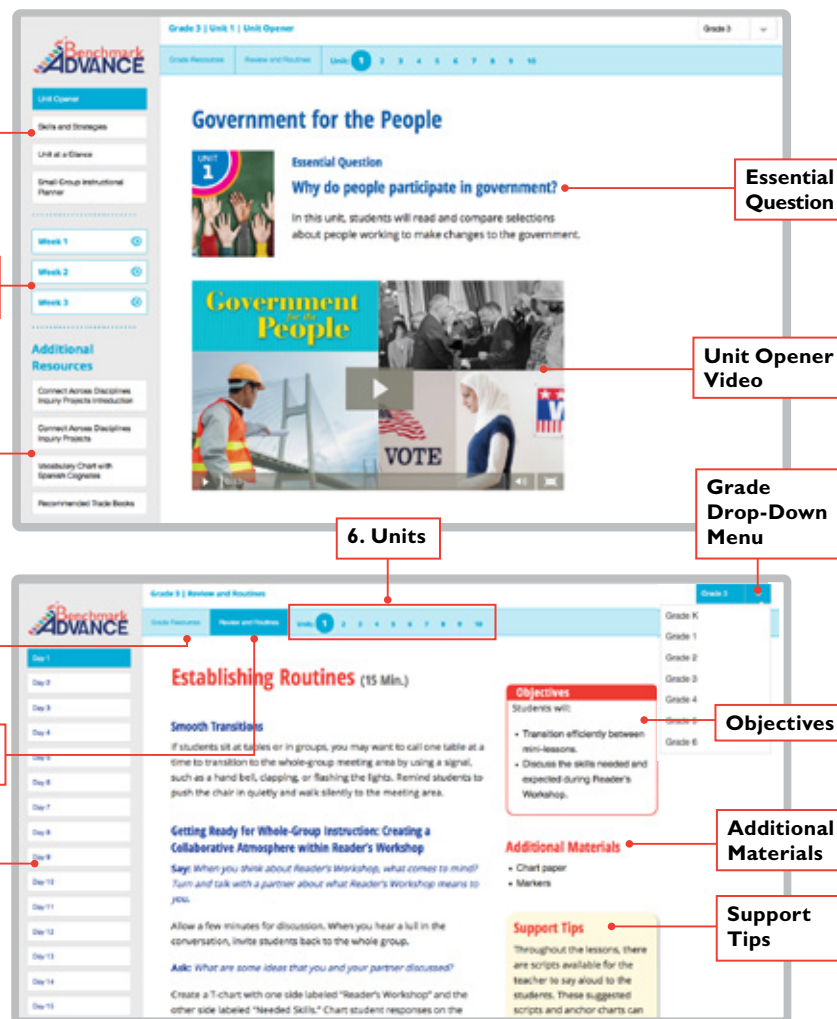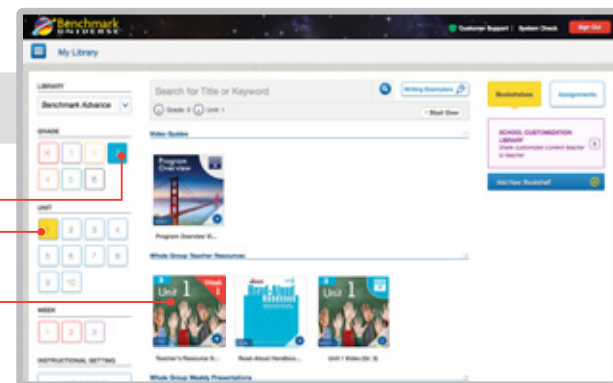
6. Create Bookshelves

In your Library, you can build a bookshelf—an instructional playlist for your resources. Creating bookshelves allows you to save e-books and other resources so you don't need to search again.

You can use bookshelves to organize your resources many ways:

- By Topic, Theme, or Genre
- By Time (This Week's Books)
- By Level
- And More!

To create a bookshelf:

1. Check that the **Bookshelf** tab is highlighted.

2. Click **Add New Bookshelf**.

3. Name your bookshelf and click **Submit**.

4. Drag and drop your e-books into the bookshelf.

Note: If you create a customization and save it to your bookshelf, the bookshelf will automatically default to that version.

1. Highlighted Bookshelf Tab

2. Add New Bookshelf

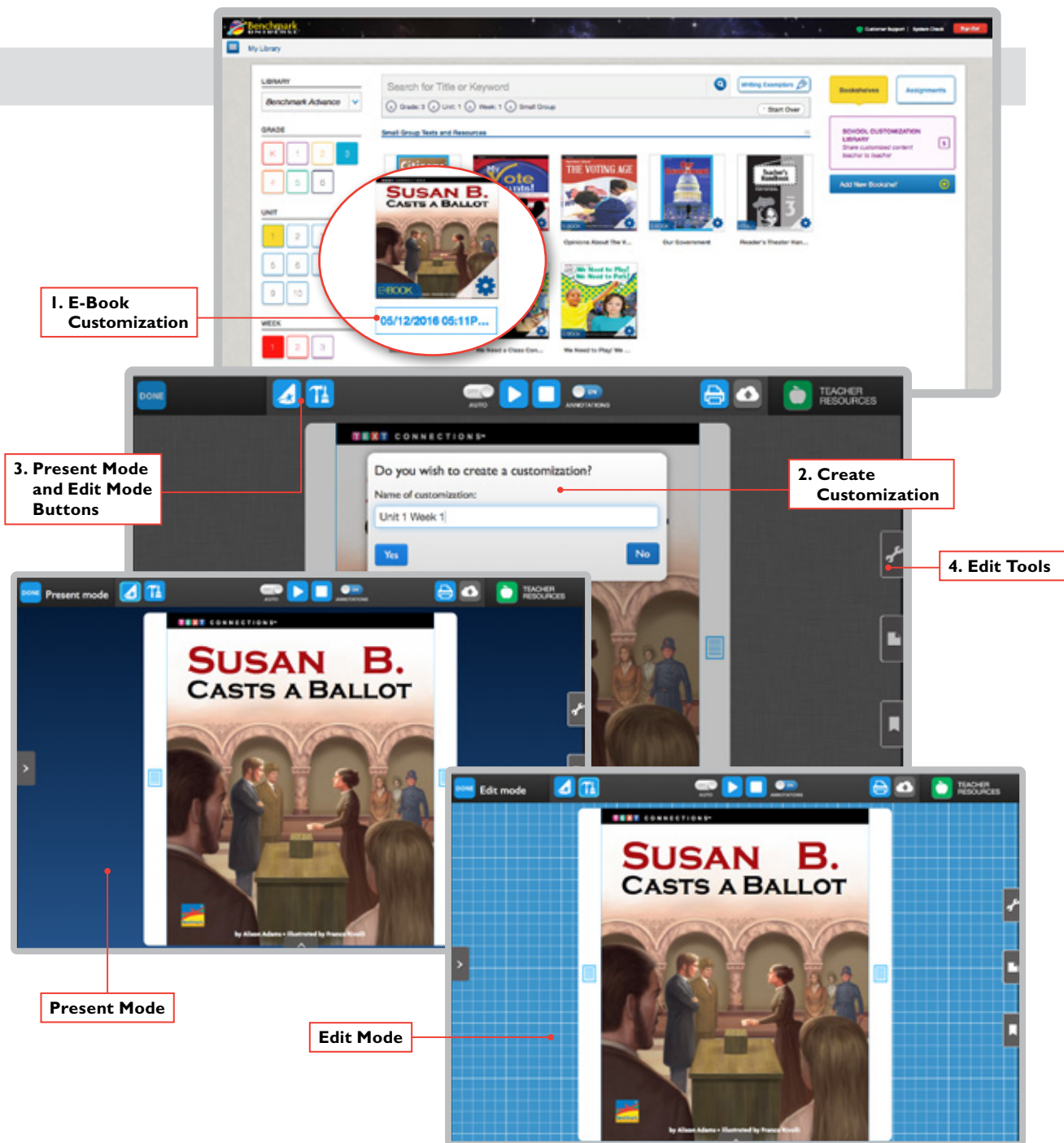3. Name Your Bookshelf

4. Drag and Drop E-Books

Bookshelf Name

Bookshelf Contents

Back to Library Button

7. Launch Your E-Book

E-books appear in both whole group and small group instruction.

1. From your library, click on the thumbnail of any e-book to launch it. If you have already created a customization, it will appear in the list beneath the thumbnail.

2. If you'd like to create a customization, click **Yes**. This will create a copy of the e-book that you can customize and save. Clicking **No** will transport you into Present Mode.

3. Use the buttons to toggle between Edit Mode and Present Mode.

4. You can use the Tools menu to mark up and customize your e-book.

1. E-Book Customization

3. Present Mode and Edit Mode Buttons

2. Create Customization

4. Edit Tools

Present Mode

Edit Mode

8. Locate Teacher Support

Each small group leveled e-book comes with Teacher Resources, including a Teacher's Guide and a Text Evidence Question Card.

Find these resources by clicking the green apple. A new tab will appear.

Your Teacher's Guide includes complete lesson plans for a first read, close reading, extending meaning, and independent learning.

To find your Text Evidence Question Card, click the link at the top. This card provides questions that require answers with supporting text evidence—a necessary skill for success with the new standards.

These questions are DOK-leveled and can provide independent work, partner work, or homework for students. For each evidence-based question, you can click to see the answer along with textual evidence. Copy and paste these questions into your customized e-book and then assign them to students.

Teacher Resources

Text Evidence Question Card

Teacher's Guide

Teacher's Guide

Text Evidence Question Card

Questions

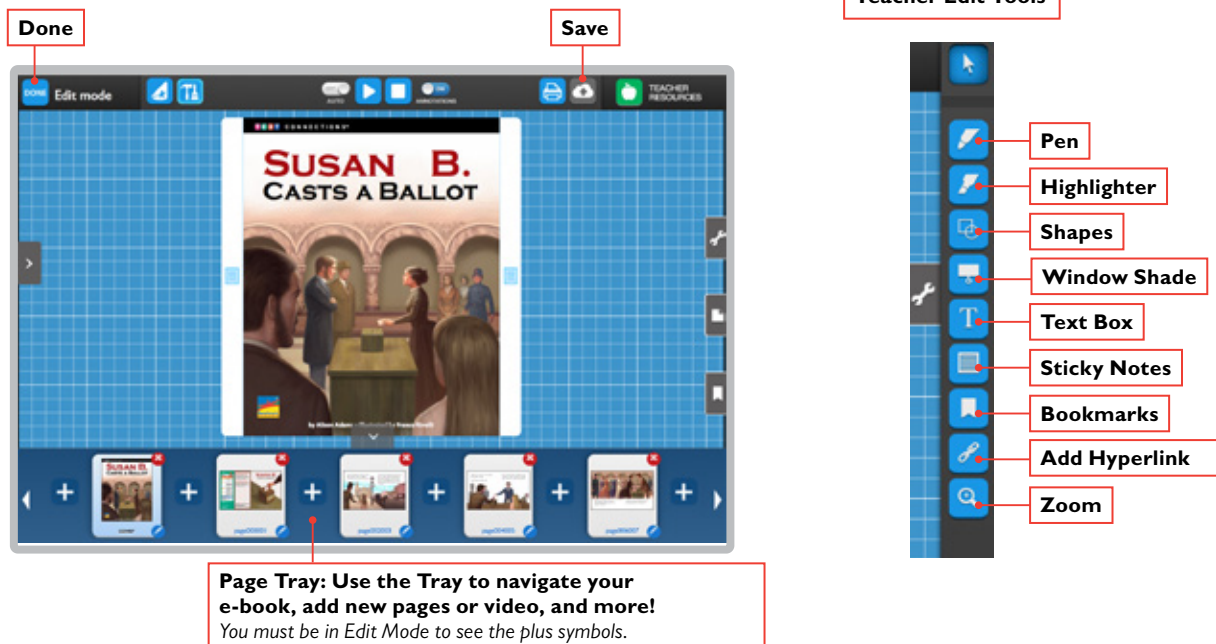Click to Flip and Show Answer with Evidence

9. Create an E-Book Customization

The customization tools in each e-book give you many ways to engage your students, differentiate instruction and bring 21st century learning to life in your lessons!

When the e-book launches, fill in a name for your customized e-book and click **Yes**.

Using the Edit Tools, you can zoom in on any area, add window shades, highlight text, add diagrams and links, and more!

The bottom tray allows you to view individual e-book pages. You can add new pages, YouTube videos, and more.

Done

Save

Teacher Edit Tools

Pen

Highlighter

Shapes

Window Shade

Text Box

Sticky Notes

Bookmarks

Add Hyperlink

Zoom

Page Tray: Use the Tray to navigate your e-book, add new pages or video, and more!
*You must be in Edit Mode to see the plus symbols.*

10. Find Your Customizations

There are a few ways to locate customizations you've created.

Click on the left-side tray and your customization list will slide out. You can create new customizations from here, or access archived customizations.

You can also access customizations through your Library, by clicking the box below the e-book's thumbnail and selecting the customization of your choice.

My Customizations

Archived Customizations

Customizations Tray

Create New Customizations

E-Book Customizations List
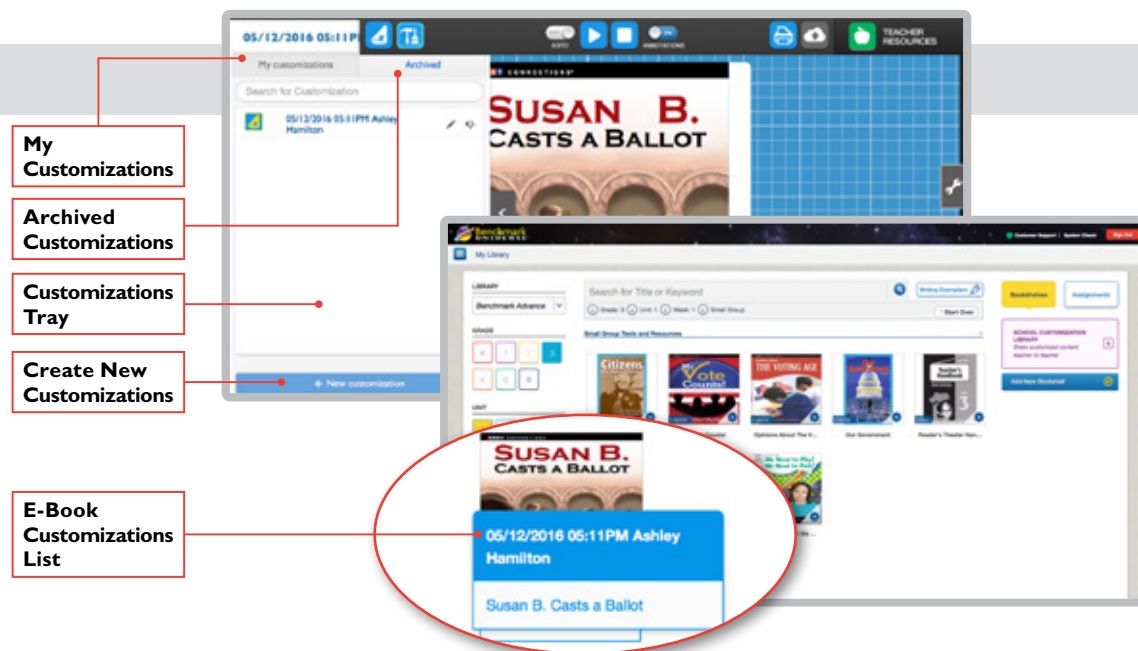
11. Share Customized E-Books

Once you have customized an e-book, you can share it with your colleagues. They will receive a message in their Message Center with a link to the resource.

To share a customization:

1. Find your customization.

2. Drag and drop the customization into the School Customization Library.

3. Select your colleagues to notify them.

You can click on the School Customization Library to view all customizations that have been shared in your school.

Drag them to your own bookshelf to continue customizing!

1. Find Your Customization

2. Drag and Drop Your E-Book

3. Notify Your Colleagues

12. Assign E-Books

All e-books can be assigned to students, including those you have customized.

To create an assignment:

1. Check that the Assignments tab is highlighted.

2. Name your assignment.

3. Drag and drop your selected resources onto the assignment.

4. Select the students who will receive the assignment. Select an individual student, the whole class, or one of the groups you have created in Manage Students. Click **Done**.

5. Select start and due dates. Click **Save**.

1. Highlighted Assignments Tab

2. Name Your Assignment
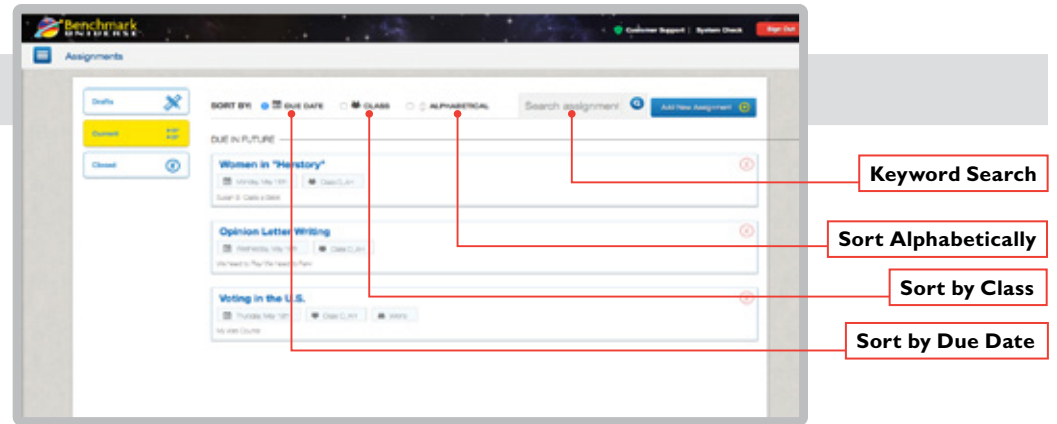
3. Drag and Drop Your Resources

4. Select Your Students

5. Select Dates and Save

13. Assignments

You can view all assignments in the Assignments page.

Sort your assignments by due date, class, or assignment, or search by keyword. You can also add, delete, or close assignments from this area.

Keyword Search

Sort Alphabetically
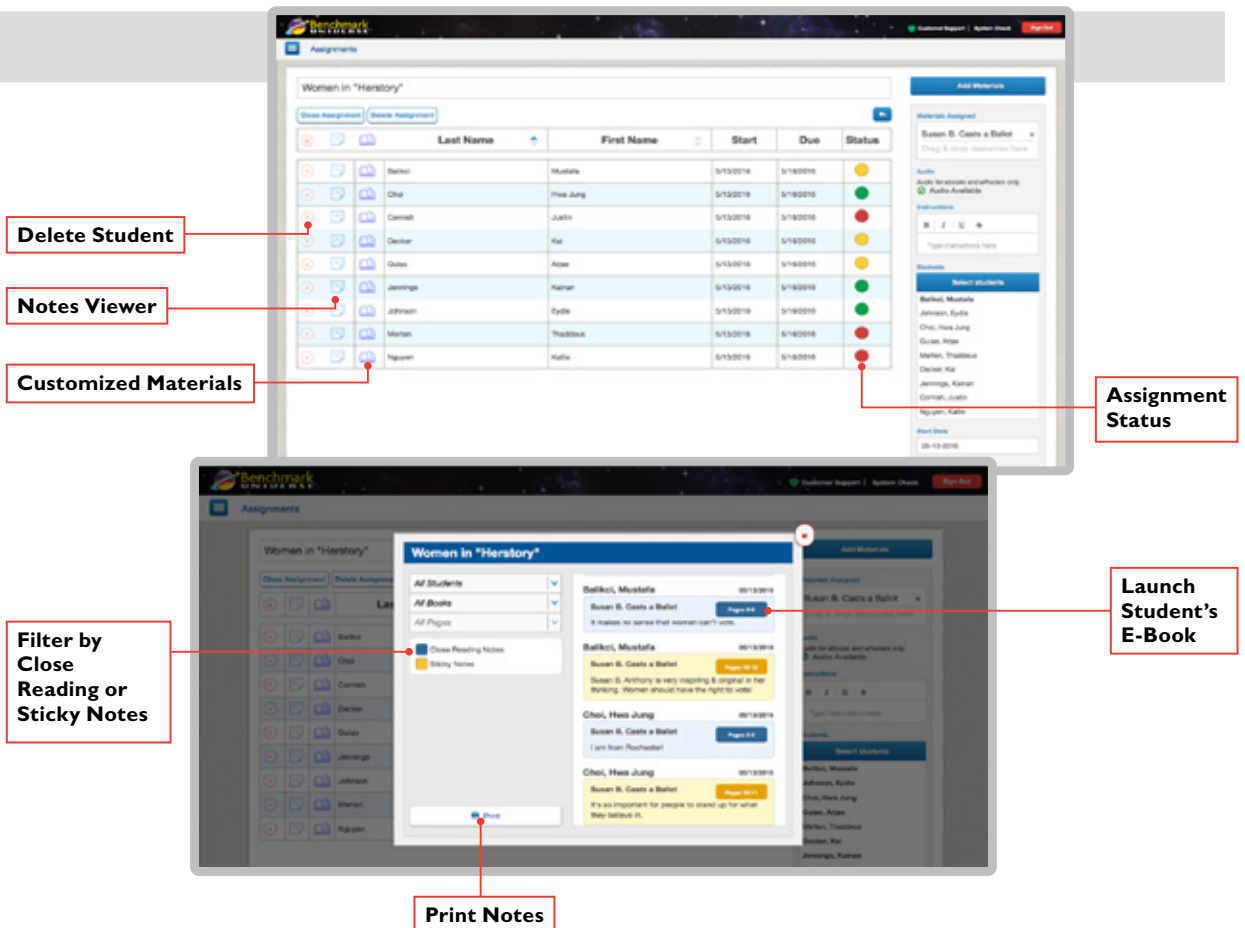
Sort by Class

Sort by Due Date

14. View Assignment Notes

Click on an assignment name to open it. You'll see the students who have received the assignment, start/due dates, and the colored status dots.

From this assignment area, you can also monitor your students' progress by viewing their Close Reading and Virtual Sticky Notes.

Click the Notes Viewer to see your students' e-book notes. You can print these notes to document and share student progress!

Delete Student

Notes Viewer

Customized Materials

Assignment Status

Launch Student's E-Book

Filter by Close Reading or Sticky Notes

Print Notes

15. Student Login

Students use your district's unique URL and enter their username and password in the sign-in box.

Example District URL:
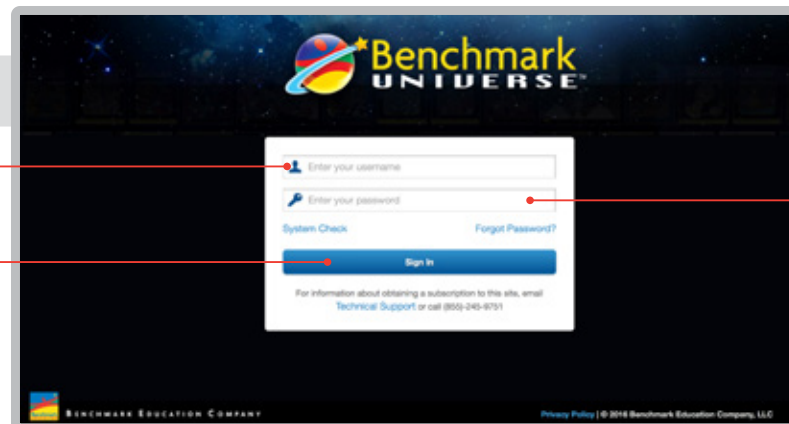nameofdistrict.benchmarkuniverse.com

specific for district   **stays the same across districts**

Username
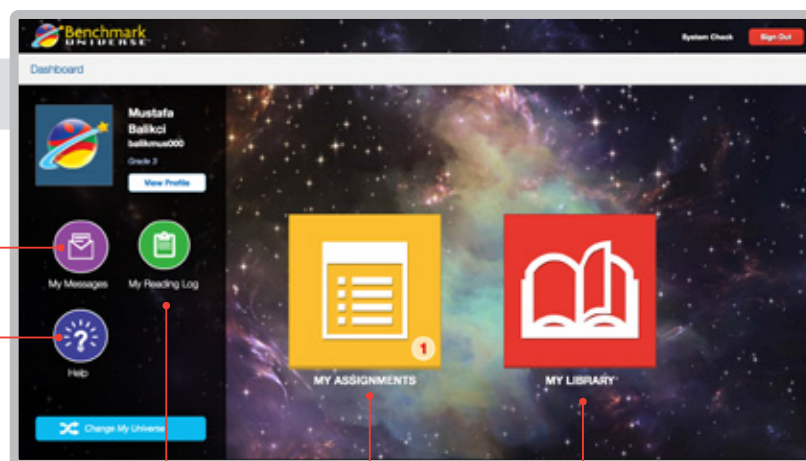
Password

Sign-In Button

16. Student Dashboard

The student dashboard makes it easy for students to navigate to any page on the site and to know immediately when they have a new assignment.

Messages: Students can communicate with their teacher.

Help: Students can ask questions and search for answers on common Benchmark Universe topics.

Reading Log: Students can view the e-books they've read or are currently reading.

My Assignments: Students can review their assignments from this area.

My Library: Students can launch resources from their Benchmark Universe library.

17. Navigate to and Launch Assignments

Clicking on the Assignments icon opens the page.

Students immediately see a tally that shows their progress on assignments. In the list, each assignment shows their completion status with color-coded dots.

Students can sort assignments alphabetically by title, completion status, due date, or assigning teacher.

To work on an assignment, students click on the assignment name and then on the open book icon from the Assignments Detail Dialog to launch the e-book.

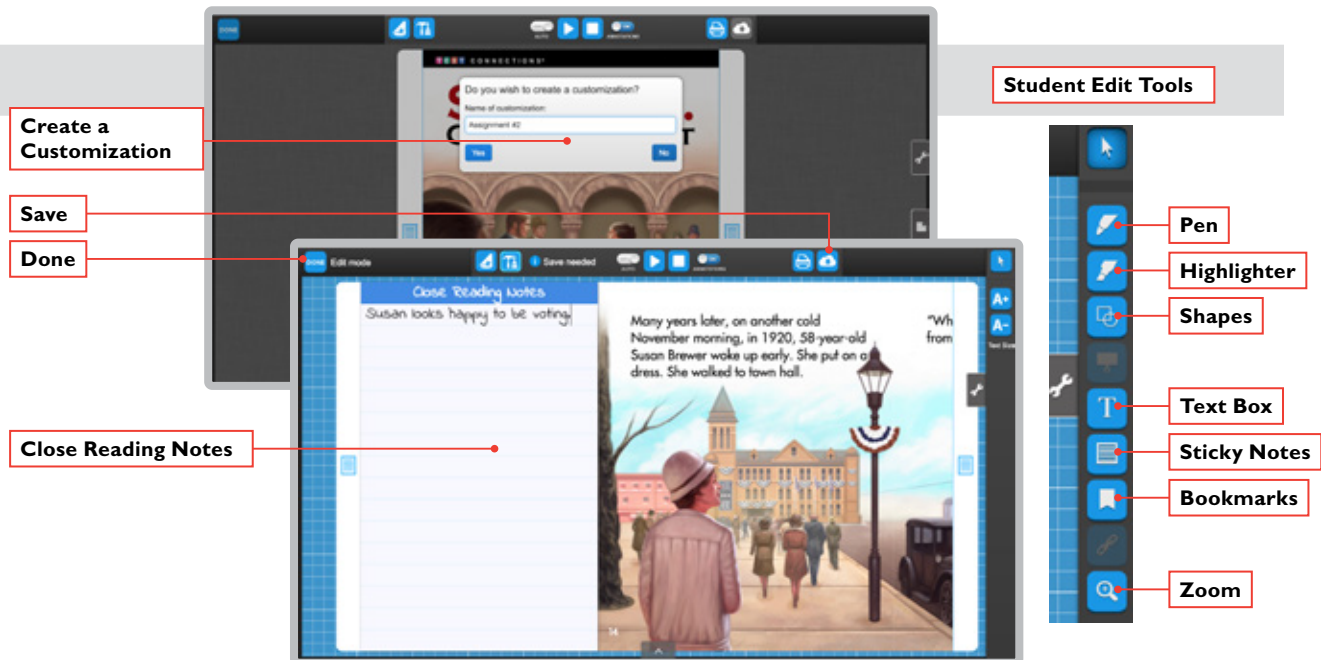**Status** **Assignment** **Due Date** **Teacher**

Tally
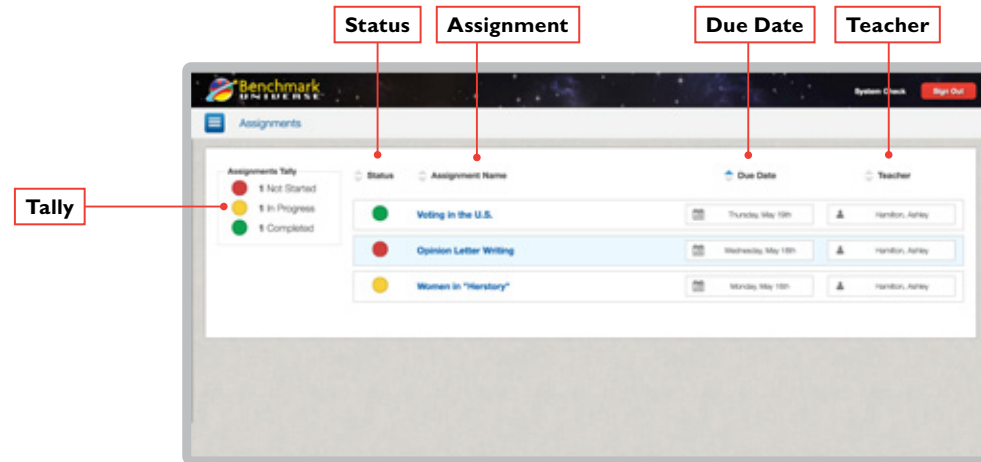
18. Annotate E-Books

Students launch the e-book to read and annotate it.

Note that students must select **Yes** in the **Create a Customization** box to save close reading notes, virtual sticky notes, and other customizations.

After taking close reading and virtual sticky notes, they should click the **Save** icon. To close the e-book, they click **Done**.

Create a Customization

Save

Done

Close Reading Notes

Student Edit Tools

Pen

Highlighter

Shapes

Text Box

Sticky Notes

Bookmarks

Zoom

19. Complete Assignments

Once students have completed an assignment, they can use the Assignments Dialog to mark it as complete.
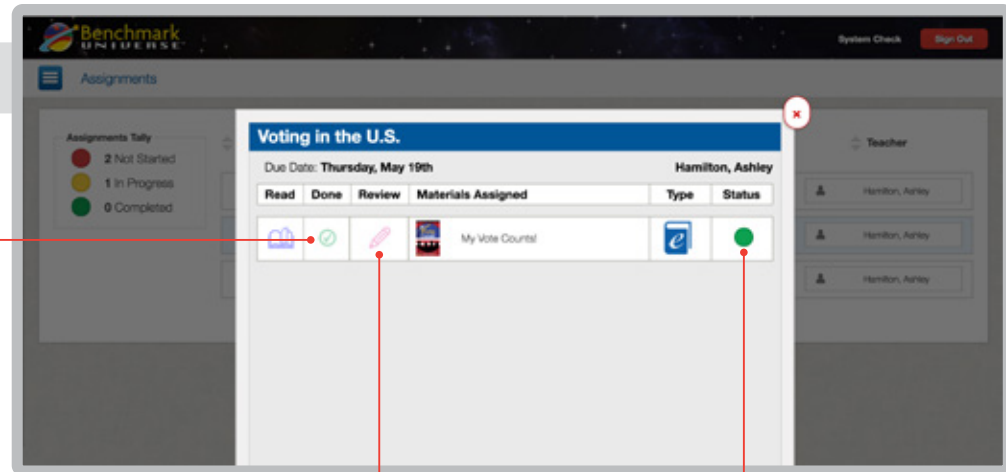
Students can write a review on the assigned e-book from this dialog, and view their status on other e-books included with the same assignment.

Additionally, they can return to the e-book to view their customization at any time.

Mark the Assignment Complete

Write a Review

Completed Assignment Status

Thank you for joining us! If you have additional questions or need immediate support, feel free to e-mail Benchmark Universe technical support at any time: techsupport@benchmarkeducation.com. You can also call (855) 245-9751 from 8:30 a.m. to 6 p.m. EST, Monday through Friday.