

AMIRA BENCHMARK GUIDE

For Administrators

Before the Assessment

Get Set Up	
<input type="checkbox"/>	<p>Check Assessment Configurations</p> <p>If you've already set up your Assessment Configuration for BOY testing, double check to make sure they're set correctly.</p> <p>If you have not yet set configurations, do so in the Assessment Configurations tile.</p>
<input type="checkbox"/>	<p>Check Screening Windows</p> <p>If you've already set up your Screening Windows, double check to make sure they're set correctly.</p> <p>If you have not yet set windows, do so in the Screening Windows tile.</p>
<input type="checkbox"/>	<p>Communicate with Teachers</p> <p>Communicate your assessment dates with teachers. Send all teachers the Benchmark Guide to ensure they follow steps for adjusting settings and administering the assessment.</p>
<input type="checkbox"/>	<p>Prepare Devices</p> <p>If you haven't already done so, check Amira's technical requirements and share them with your IT team.</p> <p>Before assessing, teachers should restart devices for optimal testing conditions. For additional tech support, follow these troubleshooting tips.</p>
<input type="checkbox"/>	<p>Prepare Accommodations</p> <p>Prepare for assessment accommodations based on student needs using the Guidance for Assessment Accommodations.</p>

During the Assessment

Support Your Students	
<input type="checkbox"/>	<p>Provide Encouragement</p> <p>Support teachers and students to try their best and ensure 100% of students complete their benchmark assessments.</p>
<input type="checkbox"/>	<p>Track Completion</p>

Monitor completion in the [Assessment Completion Report](#).

Get Live Support if Needed

If you encounter an issue you can't resolve, click Amira in the bottom-left corner of your dashboard during business hours and ask to speak with a live support agent. You can also email support@amiralearning.com.

After the Assessment

Review Results

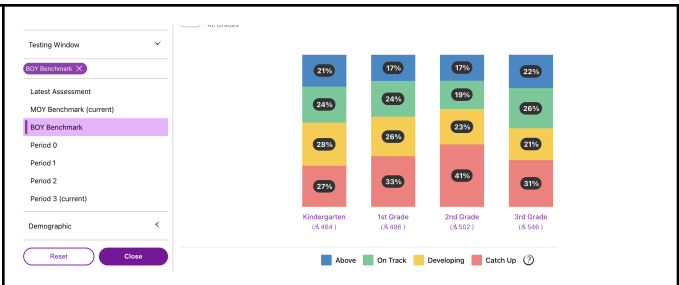


Assessment Classification

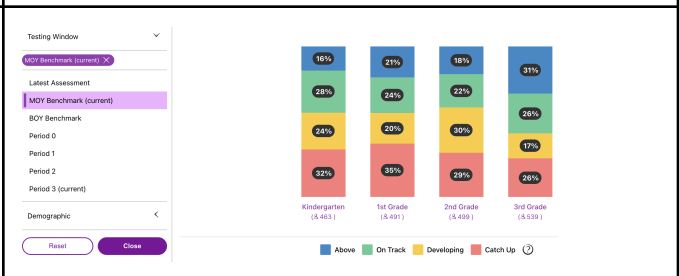
View classification results across the district, by school, grade, class, and student in the [Assessment Classification Report](#).

View growth between Benchmark Assessments:

1. Filter for BOY Benchmark Assessments.



2. Filter for BOY/MOY/EOY Benchmark Assessments. Look at movement between tiers.



Reading Risk

View reading risk results across the district in the [Reading Risk Report](#).



Additional Administrator Reports

View your district-wide and school-wide data in additional administrator reports using the [Admin Dashboard Guide](#).



Teacher Data Dive Training

Support your teachers with understanding their reports and data with a Data Dive training. Teachers can complete the [asynchronous Data Dive course](#), [sign up for a webinar](#), or districts can schedule a 75-minute virtual training by connecting with their Success Manager.