



Benchmark UNIVERSE™

Building Literacy for Life

USER GUIDE FOR TECHNICAL ADMINISTRATORS



21st Century *e* Learning



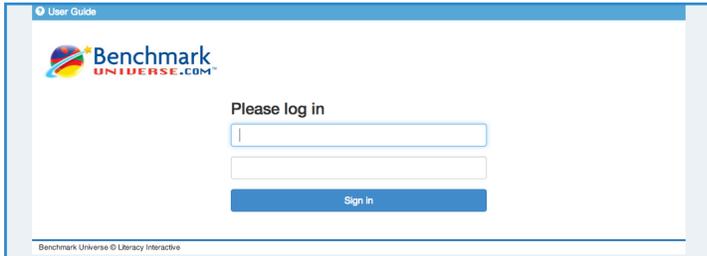
BENCHMARK EDUCATION COMPANY www.benchmarkuniverse.com

Table of Contents

<u>Login to Tech Admin</u>	<u>3</u>
<u>Add a District Admin User Account</u>	<u>3</u>
<u>Edit a District Admin User Account</u>	<u>4</u>
<u>Add a School Admin User Account</u>	<u>5</u>
<u>Edit a School Admin User Account</u>	<u>6</u>
<u>Add a School</u>	<u>7</u>
<u>Search for a School</u>	<u>8</u>
<u>Add a Teacher User Account</u>	<u>8</u>
<u>Edit a Teacher User Account</u>	<u>9</u>
<u>Add a Student User Account</u>	<u>10</u>
<u>Edit a Student User Account</u>	<u>11</u>
<u>Add a Class</u>	<u>13</u>
<u>Edit a Class</u>	<u>14</u>
<u>Export and Import Data (Bulk Import)</u>	<u>15</u>
<u>Move Teachers and Students</u>	<u>18</u>
<u>System Check</u>	<u>22</u>
<u>View District Subscriptions</u>	<u>23</u>
<u>Use the District Calendar</u>	<u>23</u>
<u>Tech Admin User Roles</u>	<u>24</u>

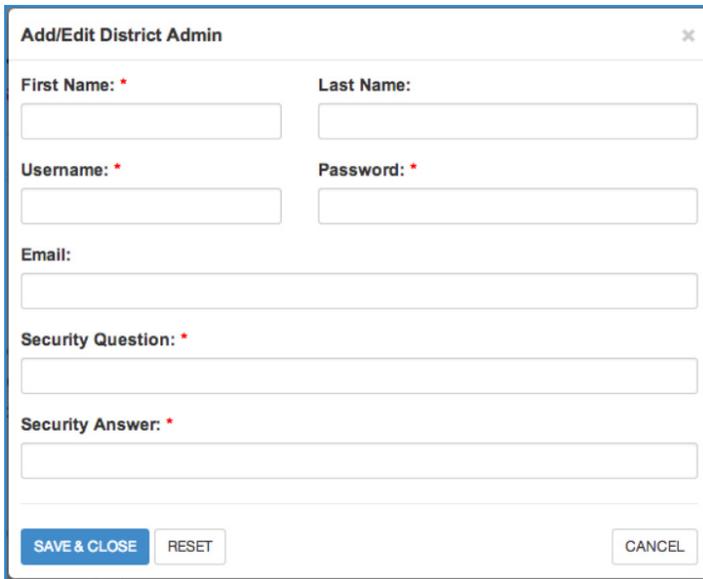
Login in to Tech Admin

1. Point your browser to techadmin.benchmarkuniverse.com.
2. Enter your tech admin username and password provided by Benchmark's Tech Support team.



Add a District Admin User Account

1. Click the **District Admins** tab.
2. Click the **Add District Admin** button.
3. The Add District Administrator pop-up will be displayed.
4. Enter the information and click the **Save & Close** button.



5. The new District Admin will display in the grid.

<input type="checkbox"/>	First Name ↓	Last Name	Email	Username	Actions
<input type="checkbox"/>	Manish	Rao	manishr@bec.c...	manishr	🔄 ✎ 🗑️
<input type="checkbox"/>	Navin	Jain	navinjain@bec...	navinjain1	🔄 ✎ 🗑️
<input type="checkbox"/>	Paul	Jones	pauljones@bec...	paul.jones	🔄 ✎ 🗑️

25 records per page View 1 - 25 of 3

Edit a District Admin User Account

1. Click the **District Admins** tab.
2. In the Actions column, click on Reset password , Edit , or Deactivate .

<input type="checkbox"/>	First Name 	Last Name	Email	Username	Actions
<input type="checkbox"/>	Manish	Rao	manishr@bec.c...	manishr	  
<input type="checkbox"/>	Navin	Jain	navinjain@bec....	navinjain1	  
<input type="checkbox"/>	Paul	Jones	pauljones@bec....	paul.jones	  

25 records per page View

3. Clicking Reset password  will display the Reset password pop-up. Enter the new password and click **Save & Close**.

Reset password ×

New password: *

SAVE & CLOSE CLEAR FORM CANCEL

4. Clicking Edit  will display the Add/Edit District Admin pop-up. Edit the information and click **Save & Close**.

Add/Edit District Admin ×

First Name: * Last Name:

Username: * Password: *

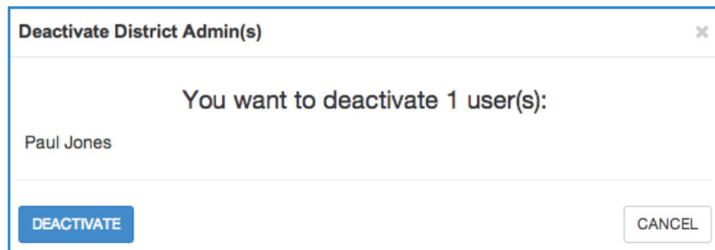
Email:

Security Question: *

Security Answer: *

SAVE & CLOSE CANCEL

- Clicking Deactivate  will display the Deactivate District Admin(s) pop-up along with the name(s) of the district admins to be deactivated. Click the **Deactivate** button.



Deactivate District Admin(s)

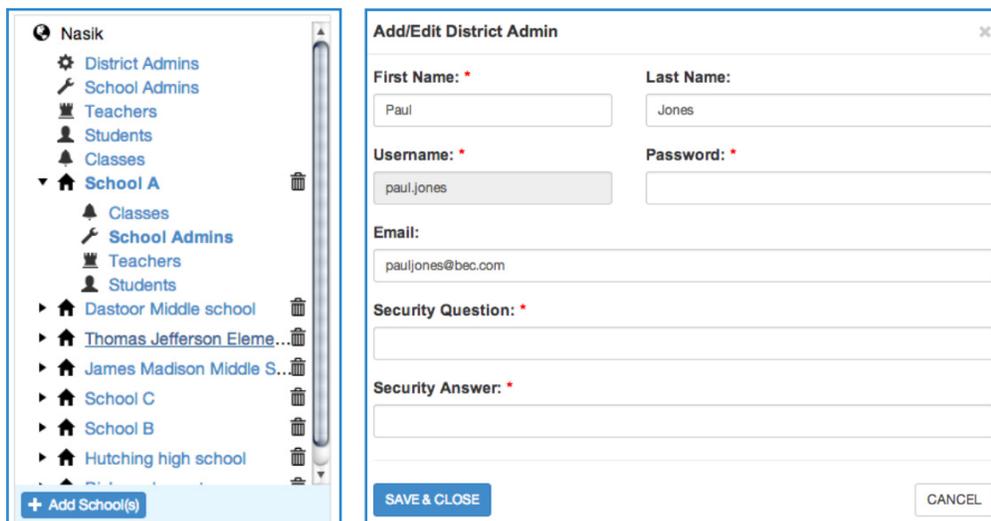
You want to deactivate 1 user(s):

Paul Jones

DEACTIVATE **CANCEL**

Add a School Admin User Account

- Click the **School Admins** tab.
- Select the School to which the new school admin will be added in the tree view.



Add/Edit District Admin

First Name: * Paul **Last Name:** Jones

Username: * paul.jones **Password:** *

Email: pauljones@bec.com

Security Question: *

Security Answer: *

SAVE & CLOSE **CANCEL**

Nasik

- District Admins
- School Admins
- Teachers
- Students
- Classes
- School A
 - Classes
 - School Admins
 - Teachers
 - Students
- Dastoor Middle school
- Thomas Jefferson Eleme...
- James Madison Middle S...
- School C
- School B
- Hutching high school

+ Add School(s)

- Click the **Add School Admin** button.
- The Add/Edit School Admin pop-up will be displayed.
- Enter the information and click the **Save & Close** button.
- The new school admin will be displayed in the grid.

<input type="checkbox"/>	Schools	First Name ↓	Last Name	Email	Username	Actions
<input type="checkbox"/>	School A	Paul	Jones	pauljones@...	pauljones	  

25 records per page View 1 - 25 of 1

Edit a School Admin User Account

1. Click the School Admins tab.
2. In the Actions column, click on Reset password , Edit , or Deactivate .

<input type="checkbox"/>	Schools	First Name 	Last Name	Email	Username	Actions
<input type="checkbox"/>	School A	Paul	Jones	pauljones@...	pauljones	  

25 records per page View 1 - 2 of 1

3. Clicking Reset password  will display the Reset password pop-up. Enter the new password and click **Save & Close**.

Reset password ✕

New password: *

SAVE & CLOSE CLEAR FORM CANCEL

4. Clicking Edit  will display the Add/Edit School Admin pop-up. Edit the information and click **Save & Close**.

Add/Edit School Admin ✕

First Name: * Last Name:

Username: * Password: *

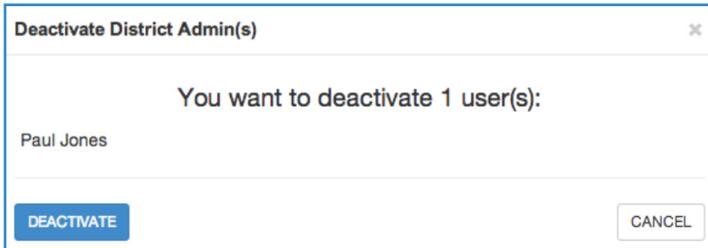
Email:

Security Question: *

Security Answer: *

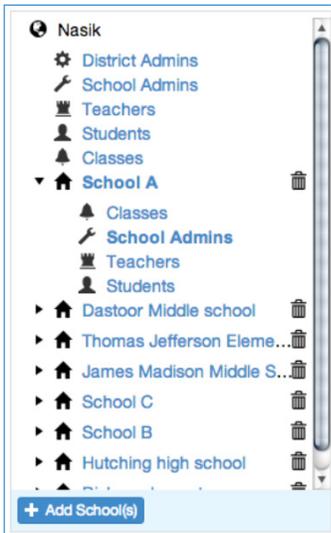
SAVE & CLOSE CANCEL

5. Clicking Deactivate  will display the Deactivate School Admin(s) pop-up along with the name(s) of the school admins to be deactivated. Click the **Deactivate** button.

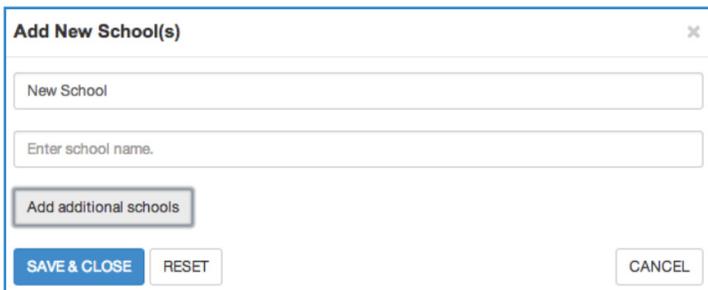


Add a School

6. Click the **Add School(s)** button at the bottom of the tree view.

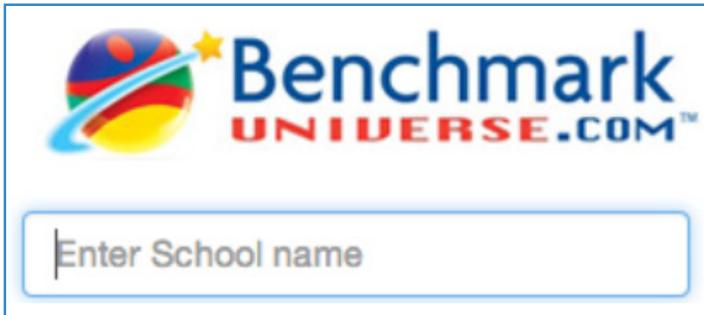


7. The Add new School pop-up will be displayed.
8. Enter the name of the school and either click the **Save & Close** button or add additional schools by clicking on the **Add Additional Schools** button. Click the **Save & Close** button after entering all additional schools.



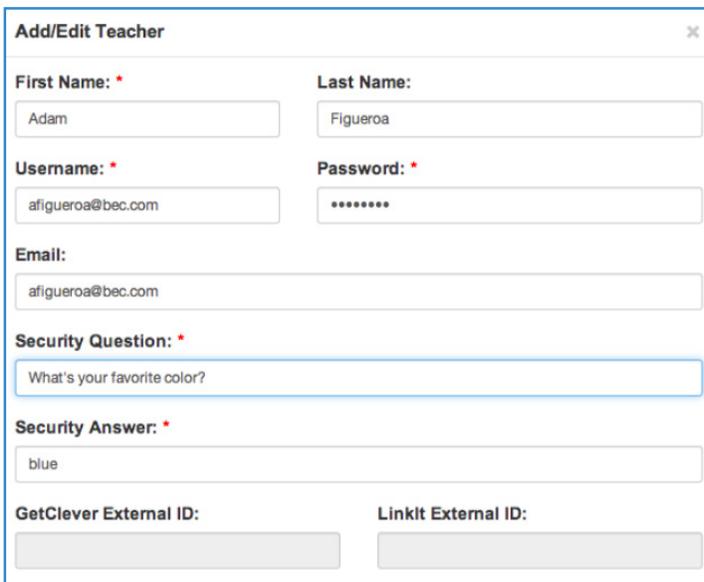
Search for a School

To search for a particular school and display information only for that school, enter the school name in the Search field under the Benchmark Universe logo and press **Enter**.



Add a Teacher User Account

1. Select the school to which the new teacher will be added to and click the **Teachers** tab.
2. Click the **Add Teacher** button.
3. The Add/Edit Teacher pop-up will be displayed.
4. Enter the information and click the **Save & Close** button.



5. The new teacher will be displayed in the grid.

<input type="checkbox"/>	Schools	First Name	Last Name	Email	Username	Actions
<input type="checkbox"/>	Rockville El...	Adam	Figueroa	afigueroa@...	afigueroa@...	  
<input type="checkbox"/>	Rockville El...	Andy	Sloan	asloan@be...	asloan@be...	  
<input type="checkbox"/>	Rockville El...	Anna	Masoutis	amasoutis...	amasoutis...	  

Edit a Teacher User Account

1. Click the **Teachers** tab.
2. In the Actions column, click on Reset password , Edit , Move , or Deactivate .

<input type="checkbox"/>	Schools	First Name ↓	Last Name	Email	Username	Actions
<input type="checkbox"/>	Rockville El...	Adam	Figueroa	afigueroa@...	afigueroa@...	   
<input type="checkbox"/>	Rockville El...	Andy	Sloan	asloan@be...	asloan@be...	   
<input type="checkbox"/>	Rockville El...	Anna	Masoutis	amasoutis...	amasoutis...	   

3. Clicking Reset password  will display the Reset password pop-up. Enter the new password and click **Save & Close**.

Reset password ×

New password: *

SAVE & CLOSE CLEAR FORM CANCEL

4. Clicking Edit  will display the Add/Edit Teacher pop-up. Edit the information and click **Save & Close**.

Add/Edit Teacher ×

First Name: *

Last Name:

Username: *

Password: *

Email:

Security Question: *

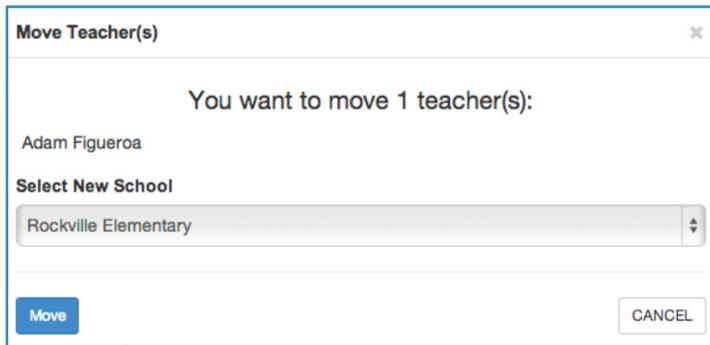
Security Answer: *

GetClever External ID:

LinkIt External ID:

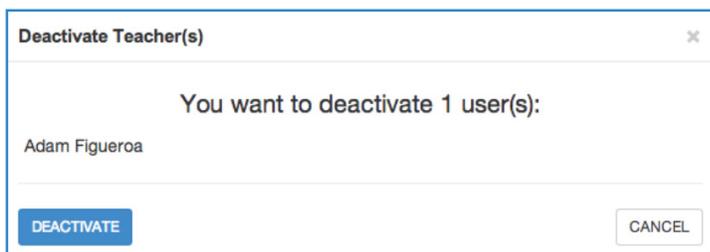
SAVE & CLOSE CANCEL

- Clicking Move  will display the Move Teacher(s) pop-up. Select the name of the teacher's new school from the drop-down list and click **Move**.



The screenshot shows a pop-up window titled "Move Teacher(s)" with a close button (X) in the top right corner. The main text reads "You want to move 1 teacher(s):". Below this, the name "Adam Figueroa" is listed. A section titled "Select New School" contains a dropdown menu with "Rockville Elementary" selected. At the bottom, there are two buttons: "Move" (highlighted in blue) and "CANCEL".

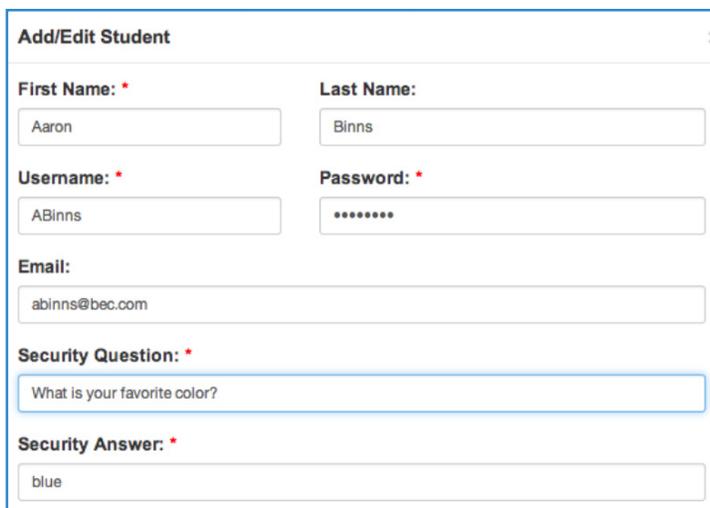
- Clicking Deactivate  will display the Deactivate Teacher(s) pop-up along with the name of the teacher to be deactivated. Click the **Deactivate** button.



The screenshot shows a pop-up window titled "Deactivate Teacher(s)" with a close button (X) in the top right corner. The main text reads "You want to deactivate 1 user(s):". Below this, the name "Adam Figueroa" is listed. At the bottom, there are two buttons: "DEACTIVATE" (highlighted in blue) and "CANCEL".

Add a Student User Account

- Select the school to which the new student will be added to and click the **Students** tab.
- Click the **Add Students** button.
- The Add/Edit Student pop-up will be displayed.
- Enter the required information and click the **Save & Close** button.



The screenshot shows a pop-up window titled "Add/Edit Student" with a close button (X) in the top right corner. The form contains several fields, all marked with a red asterisk (*):

- First Name:** Input field containing "Aaron".
- Last Name:** Input field containing "Binns".
- Username:** Input field containing "ABinns".
- Password:** Input field containing "*****".
- Email:** Input field containing "abinns@bec.com".
- Security Question:** Input field containing "What is your favorite color?".
- Security Answer:** Input field containing "blue".

5. The new student will be displayed in the grid.

<input type="checkbox"/>	Schools	First Name ↓	Last Name	Email	Username	Actions
<input type="checkbox"/>	Rockville El...	Aaliyah	Bennett	No email a...	bennettaa	
<input type="checkbox"/>	Rockville El...	Aaron	Sebhatu	No email a...	Sebhaaar001	
<input type="checkbox"/>	Rockville El...	Aaron	Phan	No email a...	PhanAar000	
<input type="checkbox"/>	Rockville El...	Aaron	Beach	No email a...	Beachaar000	
<input type="checkbox"/>	Rockville El...	Aaron	Binns	abinns@be...	abinns	

Edit a Student User Account

1. Click the **Students** tab.
2. In the Actions column, click on Reset password , Edit , Move , or Deactivate .

<input type="checkbox"/>	Schools	First Name ↓	Last Name	Email	Username	Actions
<input type="checkbox"/>	Rockville El...	Aaliyah	Bennett	No email a...	bennettaa	
<input type="checkbox"/>	Rockville El...	Aaron	Sebhatu	No email a...	Sebhaaar001	
<input type="checkbox"/>	Rockville El...	Aaron	Phan	No email a...	PhanAar000	
<input type="checkbox"/>	Rockville El...	Aaron	Beach	No email a...	Beachaar000	
<input type="checkbox"/>	Rockville El...	Aaron	Binns	abinns@be...	abinns	

3. Clicking Reset password will display the Reset password pop-up. Enter the new password and click **Save & Close**.

Reset password ✕

New password: *

4. Clicking Edit will display the Add/Edit Student pop-up. Edit the information and click **Save & Close**.

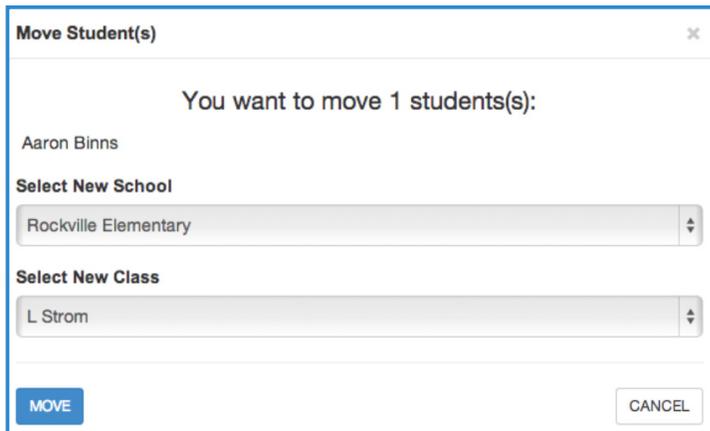
Add/Edit Student

First Name: * Last Name:

Username: * Password: *

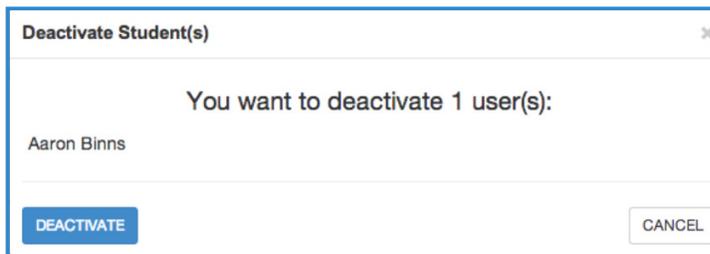
Email:

5. The Move Student(s) pop-up will display. Select the name of the new school and class from the drop-down lists and click **Move**.



The screenshot shows a dialog box titled "Move Student(s)" with a close button (X) in the top right corner. The main text reads "You want to move 1 students(s):". Below this, the name "Aaron Binns" is displayed. There are two dropdown menus: "Select New School" with "Rockville Elementary" selected, and "Select New Class" with "L Strom" selected. At the bottom, there are two buttons: a blue "MOVE" button and a white "CANCEL" button with a grey border.

6. Clicking Deactivate  will display the Deactivate Student(s) pop-up along with the name of the student to be deactivated. Click the **Deactivate** button.



The screenshot shows a dialog box titled "Deactivate Student(s)" with a close button (X) in the top right corner. The main text reads "You want to deactivate 1 user(s):". Below this, the name "Aaron Binns" is displayed. At the bottom, there are two buttons: a blue "DEACTIVATE" button and a white "CANCEL" button with a grey border.

Add a Class

Because classes are an association of teachers to students, schools must first have teachers and students loaded before any classes can be created.

1. Select the school to which the new class will be added and click the **Classes** tab.
2. Click the **Add new Class** button.
3. The New Class screen will be displayed.
4. Enter the Class Name and assign an Educator (Teacher) and Learners (Students) and click the **Save** button.

Rockville Elementary Classes > New Class

Class Name: * Grade:

GetClever External ID: Linkit External ID:

Educators:

Learners:

The new class will be displayed in the grid.

<input type="checkbox"/>	Class Name	Educators (Teachers)	Learners (Students)	Actions
<input type="checkbox"/>	L Strom	1 educator	25 learners	
<input type="checkbox"/>	New Class	1 educator	1 learner	

Edit a Class

1. Select the School in the tree view then click the **Classes** tab.
2. Select the class to edit by clicking the checkbox next to the class name and clicking Edit  in the Actions column.

<input checked="" type="checkbox"/>	New Class	1 educator	1 learner	 
-------------------------------------	-----------	------------	-----------	---

3. This will display several, editable fields for that class, including Class Name, Grade, Educators (Teachers), and Learners (Students). Edit the class information and click **Save**.

Rockville Elementary Classes > New Class

Class Name: **Grade:**

GetClever External ID: **LinkIt External ID:**

Educators:

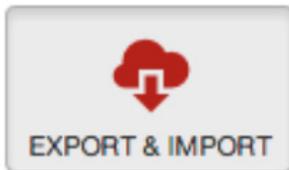
Learners:

Export and Import Data (Bulk Import)

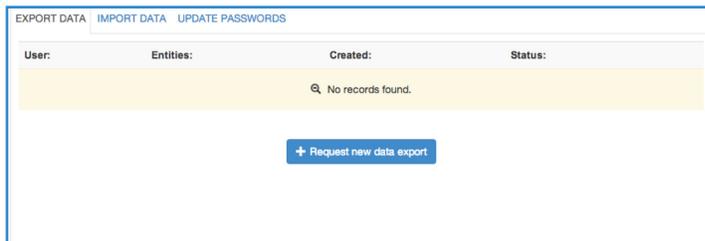
You can quickly and easily create user accounts for your district using Data Import. This feature provides bulk import functionality for schools, tech admin user accounts, district admin user accounts, school admin user accounts, students, teachers, and classes. Similarly, you can also export your district's schools, school admins, classes, tech admins, teachers, district admins, and students.

To access the Export and Import functions, click the **Export & Import** tab.

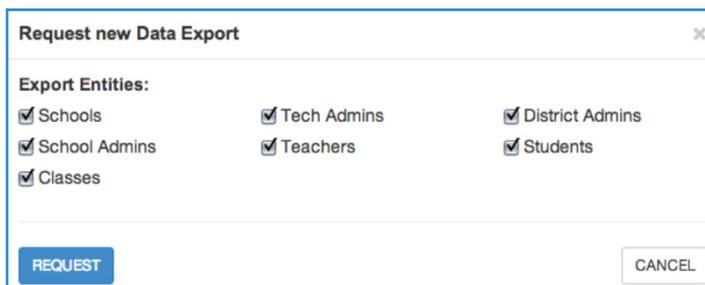
Export Data



1. Click the **Export Data** tab.
2. Click the **Request New Data Export** button



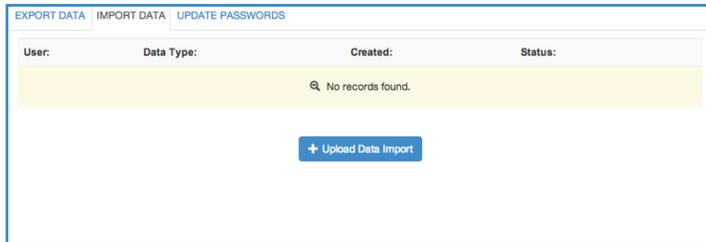
The Request New Data Export pop-up is displayed. Select the desired options for export and click the **Request** button.



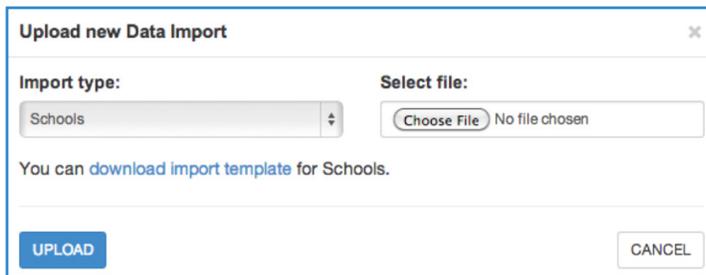
3. You will be brought back to the **Export Data** screen where you will see that your new export request has a status of **Pending**. Once the request is complete, the status will change to **Completed** and you will see an option to download the data. Data is downloaded to your computer in the form of a zip file. Click on the zip file to extract the data into Microsoft Excel. You can make multiple new data export requests. Each subsequent request will display with a status of **Pending** until the system has finished compiling the data for each request

Import (Bulk) Data

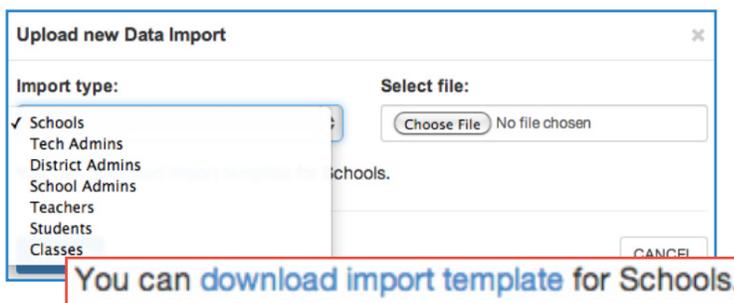
1. Click the **Import Data** tab.
2. To bulk import your district data, click the **Upload Data Import** button.



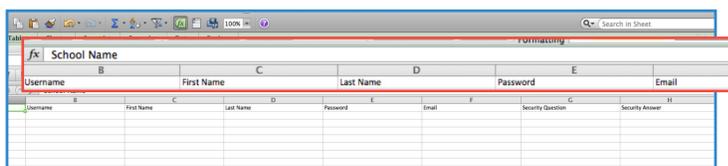
3. The Upload New Data Import pop-up is displayed.



4. Select the item to import by clicking the Import type drop-down list.
5. Download the associated import template by clicking on the [download import template](#) link.



6. Retrieve the import template from your computer's Downloads folder, open it in Excel and enter the required information.



7. Save the template as an Excel file (.xlsx) when complete.
8. In Tech Admin, click the **Export & Import** button and click the **Upload Data Import** button to display the Upload New Data Import pop-up.

9. Under Select file, click the **Browse** button and navigate to the template (xlsx file) you saved on your computer. Select the file by double clicking on it or by clicking once and then clicking the **Open** button.
10. The name of the file you selected now appears next to the **Browse** button in the Upload New Data Import pop-up.
11. Click the **Upload** button.
12. You will receive a message stating that the file successfully loaded. Click the **Back to Import Page** button.
13. On the **Import Data** page you will see a queue with your most recent file imports. The status column will display the word PARSING while the system imports the data. Once the import is complete, the page will display a list of the files you have imported along with the Creation Date and Time, Status, and a View Log link. You can import several files, one after the other and do not have to wait for one file import to finish before uploading another file.

User:	Data Type:	Created:	Status: completed
christinem	Schools	January 15, 2014 01:42	Parsing error.
christinem	Schools	January 15, 2014 01:45	⊙ PARSING...

[+ Upload Data Import](#)

14. Click the [View Log](#) link to display information pertinent to the import file and to see the errors associated with the import. For example, the School Admin import file referred to in the image below had an error in Line 2 of The username is already taken and in Line 3 of Password is required. Click the [view](#) link in the Fields column to see the actual fields in error.

Line:	Status:	Created:	Fields:	Errors:
2	error	December 18, 2013 23:10	view (8 fields)	This username is already taken.
3	error	December 18, 2013 23:10	view (8 fields)	Password is required.

[BACK TO IMPORT PAGE](#)

Import errors will occur if the import template does not contain the required fields, if the file is saved in a format other than .xlsx, or if the file contains extra fields or data that were added by the user. Files that were imported with errors must be corrected by the user and re-imported using the steps outlined previously.

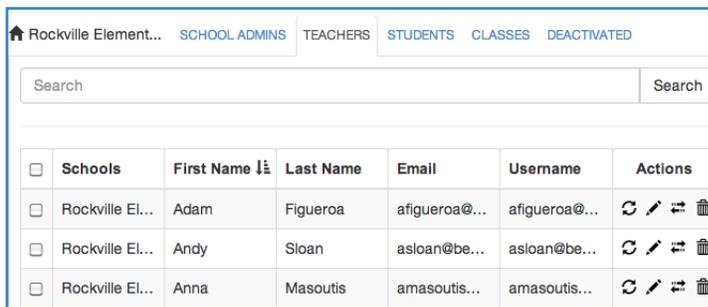
Move Teachers and Students

Move Teachers

Teachers may be moved from one school to another one at a time or in bulk to a single new school. Multiple teachers moving to different schools must be done on an individual basis.

Note: Teachers cannot be moved if they are listed as Educators in classes.

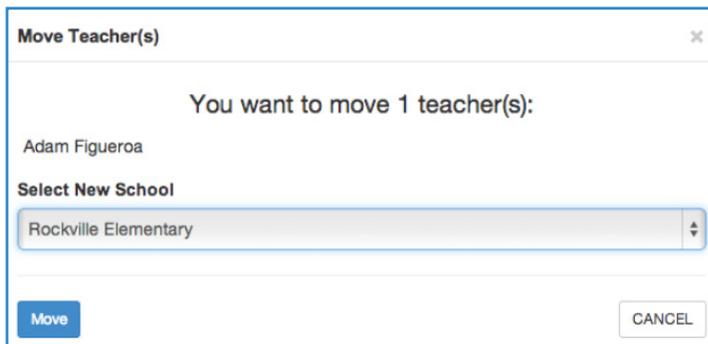
1. To move an individual teacher to a new school, select the school from the tree view then click on Teachers (or click on the **Teacher** tab) to display the list of teachers for that school.



The screenshot shows a web interface for Rockville Elementary with tabs for SCHOOL ADMINS, TEACHERS, STUDENTS, CLASSES, and DEACTIVATED. The TEACHERS tab is active. Below the tabs is a search bar and a table of teachers. The table has columns for Schools, First Name, Last Name, Email, Username, and Actions. Three teachers are listed: Adam Figueroa, Andy Sloan, and Anna Masoutis.

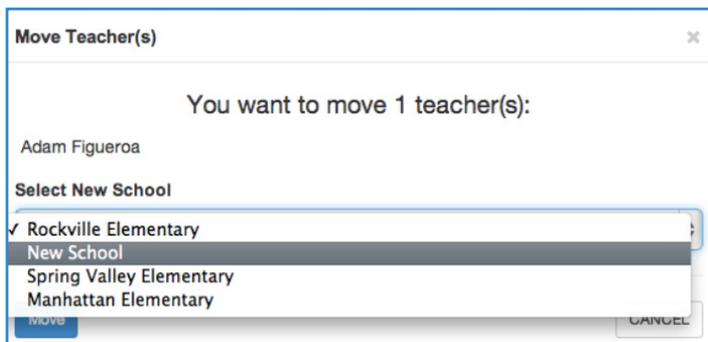
<input type="checkbox"/>	Schools	First Name ↓	Last Name	Email	Username	Actions
<input type="checkbox"/>	Rockville El...	Adam	Figueroa	afigueroa@...	afigueroa@...	
<input type="checkbox"/>	Rockville El...	Andy	Sloan	asloan@be...	asloan@be...	
<input type="checkbox"/>	Rockville El...	Anna	Masoutis	amasoutis...	amasoutis...	

2. Click the  in the Actions column next to the teacher's name. This displays the Move Teacher pop-up.



The screenshot shows a 'Move Teacher(s)' dialog box. It contains the text 'You want to move 1 teacher(s):' followed by the name 'Adam Figueroa'. Below this is a 'Select New School' section with a dropdown menu currently showing 'Rockville Elementary'. At the bottom are 'Move' and 'CANCEL' buttons.

3. Select the new school from the drop-down list and click the **Move and Close** button.



This screenshot is similar to the previous one, but the 'Select New School' dropdown menu is open, showing a list of schools: 'Rockville Elementary' (with a checkmark), 'New School', 'Spring Valley Elementary', and 'Manhattan Elementary'. The 'Move' and 'CANCEL' buttons are still visible at the bottom.

- To move multiple teachers to a single new school, select the School from the tree view then click on Teachers (or click on the **Teachers** tab) to display the list of teachers for that school.
- Click the checkboxes next to the names of the teachers you wish to move then scroll down and click the **Move Teachers** button on the bottom of the screen.

<input checked="" type="checkbox"/>	Rockville El...	Justin	Zhao	jzhao@ben...	jzhao@ben...			
<input checked="" type="checkbox"/>	Rockville El...	Kelly	Keating	kkeating@b...	kkeating@b...			
<input checked="" type="checkbox"/>	Rockville El...	Kevin	Colleary	kcolleary@...	kcolleary@...			
<input checked="" type="checkbox"/>	Rockville El...	Kevin	Harding	kharding@...	kharding@b...			

25 records per page Page: 1 of 3 View 1 - 25 of 55

+ Add Teacher Move Teacher(s) Deactivate Teacher(s)

- The Move Teacher(s) pop-up is displayed, along with the names of the selected teachers.

Move Teacher(s) ✕

You want to move 9 teacher(s):

Adam Figueroa, Andy Sloan, Anna Masoutis, Annyce Kuykendall, Ben Obler, Justin Zhao, Kelly Keating, Kevin Colleary, Kevin Harding

Select New School

Rockville Elementary

Move
CANCEL

- Select the new school from the drop-down list and click the **Move and Close** button.

Move Teacher(s) ✕

You want to move 9 teacher(s):

Adam Figueroa, Andy Sloan, Anna Masoutis, Annyce Kuykendall, Ben Obler, Justin Zhao, Kelly Keating, Kevin Colleary, Kevin Harding

Select New School

- Rockville Elementary
- New School
- Spring Valley Elementary
- Manhattan Elementary

Move
CANCEL

Move Students

Students can be moved from one school or class to another one at a time or multiple students can be moved to a single new school or class. Multiple students moving to different schools and classes must be done on an individual basis.

- To move an individual student to a new school, select the school from the tree view then click on Students (or click on the **Students** tab) to display the list of students for that school.

<input type="checkbox"/>	Schools	First Name	Last Name	Email	Username	Actions
<input type="checkbox"/>	Rockville El...	Aaliyah	Bennett	No email a...	bennettaa	
<input type="checkbox"/>	Rockville El...	Aaron	Sebhatu	No email a...	Sebhaaar001	
<input type="checkbox"/>	Rockville El...	Aaron	Phan	No email a...	PhanAar000	
<input type="checkbox"/>	Rockville El...	Aaron	Beach	No email a...	Beachaar000	
<input type="checkbox"/>	Rockville El...	Aaron	Binns	abinns@be...	abinns	

- Click the in the Actions column next to the student's name. This displays the Move Student(s) pop-up.

Move Student(s) ✕

You want to move 1 students(s):

Aaron Binns

Select New School

Rockville Elementary ⌵

- Select the new school and the new class from the drop-down lists and click the **Move and Close** button.

Move Student(s) ✕

You want to move 1 students(s):

Aaron Binns

Select New School

Rockville Elementary ⌵

- To move multiple students to a new school and class, select the school from the tree view then click on Students (or click on the **Students** tab) to display the list of students for that school.
- Click the checkboxes next to the names of the students to be moved, then scroll down and click the **Move Student(s)** button at the bottom of the screen.

<input type="checkbox"/>	Schools	First Name	Last Name	Email	Username	Actions
<input checked="" type="checkbox"/>	Rockville El...	Adam	Figueroa	afigueroa@...	afigueroa@...	
<input type="checkbox"/>	Rockville El...	Andy	Sloan	asloan@be...	asloan@be...	
<input type="checkbox"/>	Rockville El...	Anna	Masoutis	amasoutis...	amasoutis...	

- The Move Student(s) pop-up is displayed, along with the names of the selected students.

<input checked="" type="checkbox"/>	Rockville El...	Adela	Parn	No email a...	parnad	  
<input checked="" type="checkbox"/>	Rockville El...	Adelaide	Richards	No email a...	richardsad	  
<input checked="" type="checkbox"/>	Rockville El...	Adolph	Enderly	No email a...	enderlyad	  
<input checked="" type="checkbox"/>	Rockville El...	Adrian	Dugmore	No email a...	dugmoread	  

25 records per page Page: 1 of 85 View 1 - 25 of 2108

[Add Student](#) [Move Student\(s\)](#) [Deactivate Student\(s\)](#)

- Select the new school and class from the drop-down lists and click the **Move and Close** button.

Move Student(s) ✕

You want to move 4 students(s):

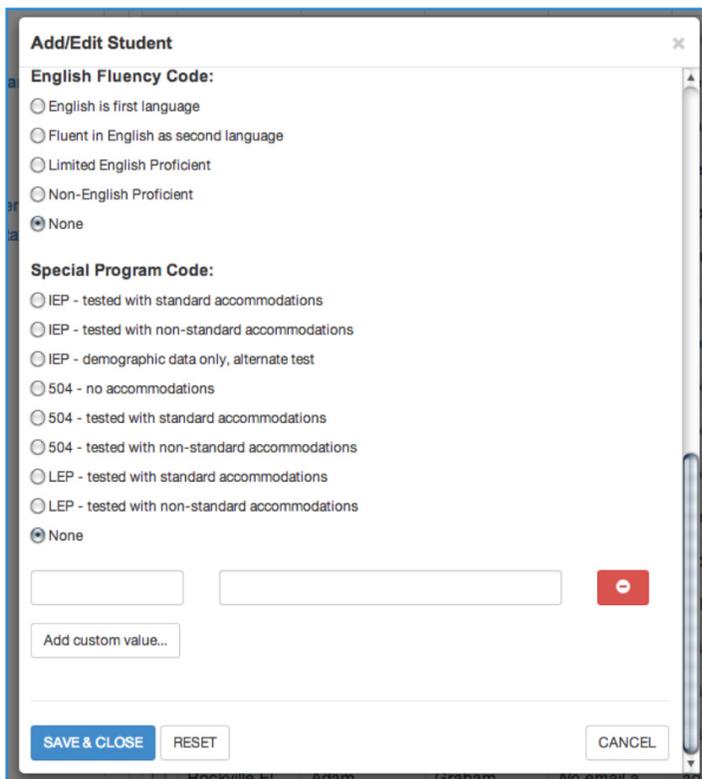
Adela Parn, Adelaide Richards, Adolph Enderly, Adrian Dugmore

Select New School

Rockville Elementary

System Check

1. Login to Tech Admin and click the **System Check** button.
2. The System Check page will be displayed along with information regarding the computer's operating system, Internet speed (bandwidth), and Web browser. System Check will let you know if the computer and Internet connection are sufficient to run the New Benchmark Universe site. If you receive a status of FAIL, you will be directed to contact your system administrator.
3. If you need technical support, click the **Request Tech Support** button.
4. The Tech Support Request form will be displayed.



The screenshot shows a web form titled "Add/Edit Student". It contains two main sections: "English Fluency Code:" and "Special Program Code:".

English Fluency Code:

- English is first language
- Fluent in English as second language
- Limited English Proficient
- Non-English Proficient
- None

Special Program Code:

- IEP - tested with standard accommodations
- IEP - tested with non-standard accommodations
- IEP - demographic data only, alternate test
- 504 - no accommodations
- 504 - tested with standard accommodations
- 504 - tested with non-standard accommodations
- LEP - tested with standard accommodations
- LEP - tested with non-standard accommodations
- None

Below the radio buttons are two empty text input fields, a red "Submit" button, and a button labeled "Add custom value...". At the bottom of the form are three buttons: "SAVE & CLOSE", "RESET", and "CANCEL".

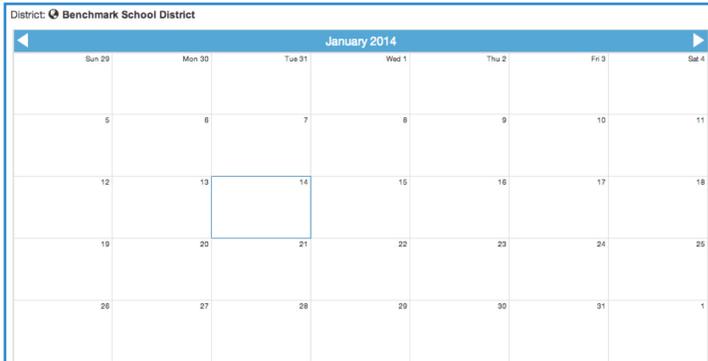
5. Fill in the fields and click the **Submit** button to generate an e-mail to Benchmark's tech support team.

View District Subscriptions

To view the subscriptions (licenses) assigned to your district, click the **Subscriptions** tab. This will display a list of the Benchmark Education products assigned to your district, along with the subscription expiration dates. Subscriptions will appear for each school in the district.

Use District Calendar

In this section, you can add and edit calendar events for your district. To access the calendar, click the **District Calendar** tab.



1. Click on a date to add an event to the calendar. This brings up the Add/Edit Calendar Event pop-up.
2. Enter the event Title, select Instructional or Non-instructional Day, add a Description, select the school(s) to receive this event, and select the Repeat value. Repeats will occur on the same date of the month(s) selected. Click the **Save & Close** button.

Add/Edit Calendar Event [X]

Title:
[Text Box]

Instructional Day Non-instructional Day

Description:
[Text Box]

Select Schools: Select All
 New School Rockville Elementary Spring Valley Elementary
 Manhattan Elementary

Repeats: Select All
 January February March April
 May June July August
 September October November December

[SAVE & CLOSE] [RESET] [CANCEL]

To Edit or Delete an event, click on the event in the calendar. The Add/Edit Event pop-up will display. Edit the event information or click the **Delete** button to delete the event.

Tech Admin User Roles

The following chart lists the user access privileges for the Tech Admin application.

Access Privileges	Tech Admin	District Admin	School Admin
View all schools in a district	✓	✓	
Add/edit/delete all events in a district calendar	✓	✓	
Add/edit/delete events for an assigned school in a district calendar	✓	✓	✓
Assign subscriptions to schools	✓		
View assigned subscriptions	✓	✓	✓
Export and import students for a district	✓		
Export and import students for a school	✓		✓
Export and import teachers for a district	✓		
Export and import teachers for a school	✓		✓
Export and import classes for a district	✓		
Export and import classes for a school	✓		✓
Export and import tech admins for a district	✓		
Export and import district admins for a district	✓		
Export and import School admins for a district	✓		
Export and import Schools for a district	✓		

Access Privileges	Tech Admin	District Admin	School Admin
Manually add, modify, or delete tech admins	✓		
Manually add, modify, or delete district/school admins	✓		
Move students from one grade to another	✓		✓
Move students from school to school	✓		
Move students from class to class	✓		✓
Reset district/school admin passwords	✓		
Reset teacher passwords	✓		✓
Reset student passwords	✓		✓
Deactivate schools	✓		
Deactivate district/school admins	✓		
Deactivate teachers	✓		✓
Deactivate students	✓		✓
Deactivate classes	✓		✓
View number of user accounts in a district	✓		
View number of user accounts for a school	✓		✓



BENCHMARK EDUCATION COMPANY www.benchmarkuniverse.com