



Recommended Best Practices for Online Benchmark Testing

If this is your First Online Administration:

- You will work with your Client Success Manager (CSM) and the Implementation Team at MasteryConnect to get all student and teacher data uploaded and synced. Your CSM will answer any questions you have regarding account setup and system usage.
- Once your data has been synced by MasteryConnect, your teachers will receive login information for their accounts. All teachers will have access to the Core PD training videos when logged into MasteryConnect, that will walk them through all aspects of the MasteryConnect system. There is also a robust Help section in MasteryConnect with step by step instructions for the system available to you and your teachers. You must be logged in to MasteryConnect in order to access these sections.
- Teachers must create their Trackers in the MasteryConnect system (class rosters) so that benchmarks can be administered online. Please name your Trackers with Last Name – Subject – Period.
- Involve your technical support team in planning and preparing for online benchmark testing. It is important to understand the available bandwidth at your school as it may impact the number of students you can test simultaneously. It is also helpful to have someone on site to answer technical questions during online testing.
- You will receive important documents including technical requirements (including recommended broadband internet bandwidth) and helpful information to share with your teachers from the TE21 Online Testing Manager.

For All Administrations:

- Teachers should keep their trackers in MasteryConnect up to date throughout the year.
- District Administrators have the ability to toggle the test availability on or off. This feature allows you to make the test available to your schools only during the school day. Administrators can toggle the test on at the start of the school day, and off again at the end of the school day.
- The overall testing window is set by the TE21 Online Testing Manager based on direction from your District contact. A request to adjust the testing window must be made through your District contact to the TE21 Online Testing Manager.

Always Remember:

- If the internet connection is lost, any questions already answered will be saved.
- Students should notify their teacher when they finish their test BEFORE they click the “Submit Answers” button. **Make sure students understand that once they click the “Submit Answers” button at the end of the test, the test will be closed, and they will no longer be able to access it.**
- Testing modifications should be handled within the school. Be advised that there is no built-in read aloud feature at this time. If you have questions about modifications for an online test, please contact the Online Testing Manager at TE21.
- The TE21 Online Testing Manager will have verified the testing window with your district contact prior to testing.

Contact Information:

Need	Person	Email	Phone
Customer Support, Technology Support	MasteryConnect Customer Support	support@masteryconnect.com	801-736-0258
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