

Assigning and Managing RISE Benchmark Assessments

1. Access your account in Nextera Admin: <https://ut.nextera.questarai.com/Admin/Accounts/Login>
2. From the Home screen, click on the “Change” button located at the top of the screen. Select “Benchmarks” and complete the information in dropdown menu. Don’t forget to select a content area.
3. Select “Benchmark Assessments” from the task bar. The “Manage Benchmarks” window opens.
4. Benchmark tests will be listed here. To preview a benchmark, select  and click “View.” The benchmark test name, subject, and description will load. Please note: assign one benchmark assessment at a time to your course(s) until you are familiar with the program.
5. If you have multiple courses or groups, select the course/group that will be assigned the benchmark by clicking on the box next to the appropriate course.
6. Set the testing window. Make sure to set a range that allows for absent students.
7. Click on “Assign benchmark assessment.” You will see the Access Code for the assessment on the left side of the screen. You will see the “Print IDs & passwords” button on the right.
8. Print test tickets for students. DO NOT write the Access Code on the tickets.
9. Read the Benchmark TAM instructions to the class.
10. Students complete the benchmark. Monitor student progress from the benchmark assessment display.
11. Once students have completed the benchmark, a raw score will be available in the “Auto Score” column.
12. To view individual results, select the link in the “Final Score” column.
13. Select “Reports” to view test results for the course/group. You will need to select the benchmark test and group/course from the list.
14. The interactive report will display. The following information is available:
 - a. Clicking on an individual student name will allow you to view previous benchmark assignments
 - b. Clicking in the “Scale Score” column will show the student’s Individual Student Report
 - c. Clicking on each score point will show the student’s response and points earned
 - d. For Writing: click the score point to view writing prompt and student response
 - e.

For detailed instructions, consult the RISE Nextera User Guide located on the Public Portal at utportal.questarai.com

