Have you ever wanted to schedule a Lexile Benchmark so you can do a group check of Lexile growth in your class? Here are written instructions and a helpful video on how to create a Lexile Benchmark Project and how to assign it to your class! Please let me know if you have any questions!

Thanks and have a great day!

Saralee

Here are written instructions and a video to share how to create and assign a Lexile Benchmark

Check out "Projects #5: Lexile Tasks 3.4" from myON Fanclub on Vimeo.
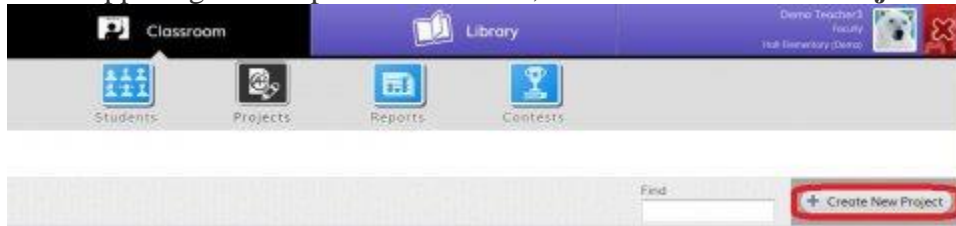
https://vimeo.com/174740159

How to create and schedule a Lexile Benchmark :

1. Log in to myON as a Teacher.
2. From the teacher dashboard (main screen), click on **Classroom**, then click on **Projects**.

3. In the upper right-hand part of the screen, click on **Create New Project**.

4. From the "Projects" screen, enter the title of the project in the "Title" field. The other fields are optional. In the "Add Tasks" section, click on the icon that represents the type of task you wish to add. (For this example, a **Lexile Exam Task** is selected.)

5. Enter the title of the task you selected in the "Title" box. The "Task Objective" is optional. Choose from either Placement Exam or Benchmark Exam by clicking in the corresponding radio button next to the exam title (see image below). Click on the red "X" in the upper right hand corner of this pop-up window to exit and return back to the "Projects" window.

6. If you click on the **Save** icon without assigning the project to students, the project will be located in the "Inactive Projects" section of the "My Projects" screen – usually the last project card you will see in that section. The project will be made "active" once it is assigned to at least one student.
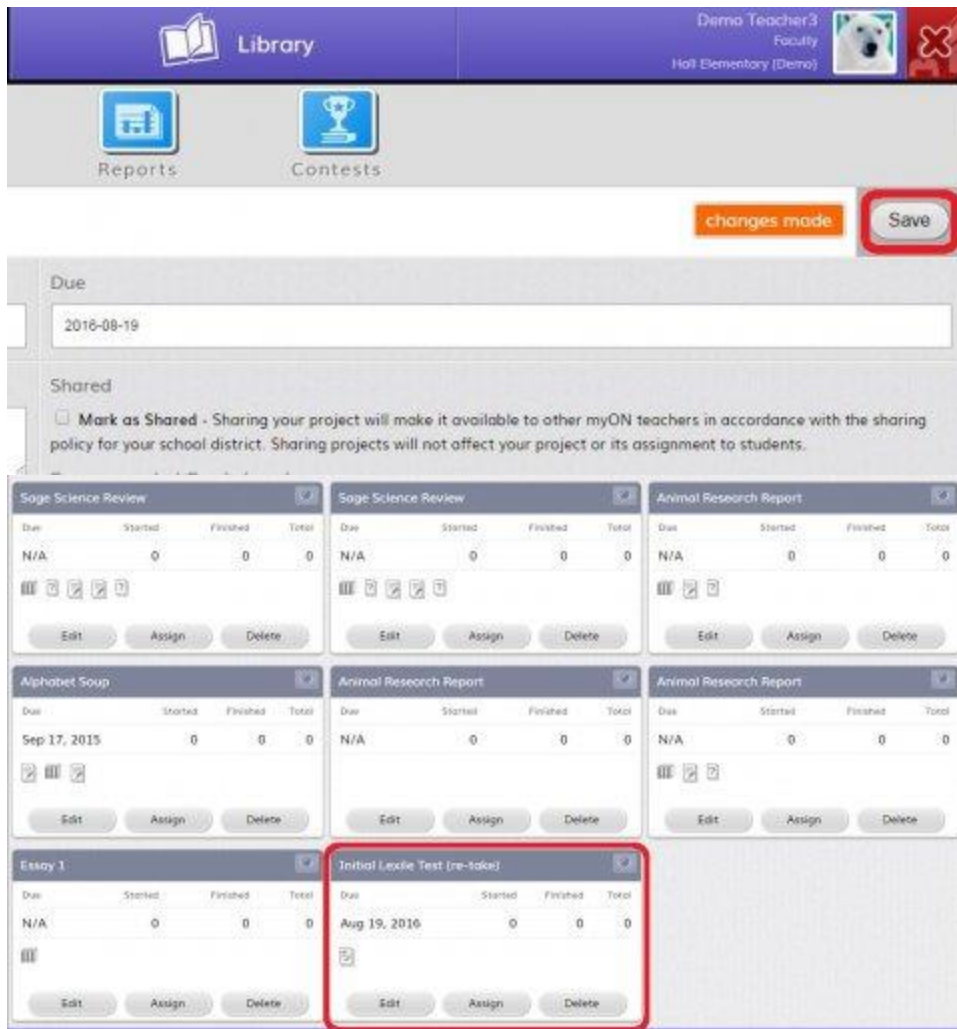
## As a teacher, you need to know how to assign projects to students.

1. Log in to myON as a Teacher.
2. From the dashboard (main screen), click on **Classroom**, then click on **Projects**.

3. Locate the project you wish to assign. Click on **Assign**.

4. From the "Assign students to:" window, click the Building dropdown menu and click on the name of your school. Then, click in the checkbox(es) next to the student(s) you want to assign to the project. Click **Apply** when finished. (NOTE: any students already assigned to the project will appear in a white bar displayed at the top of the window.)
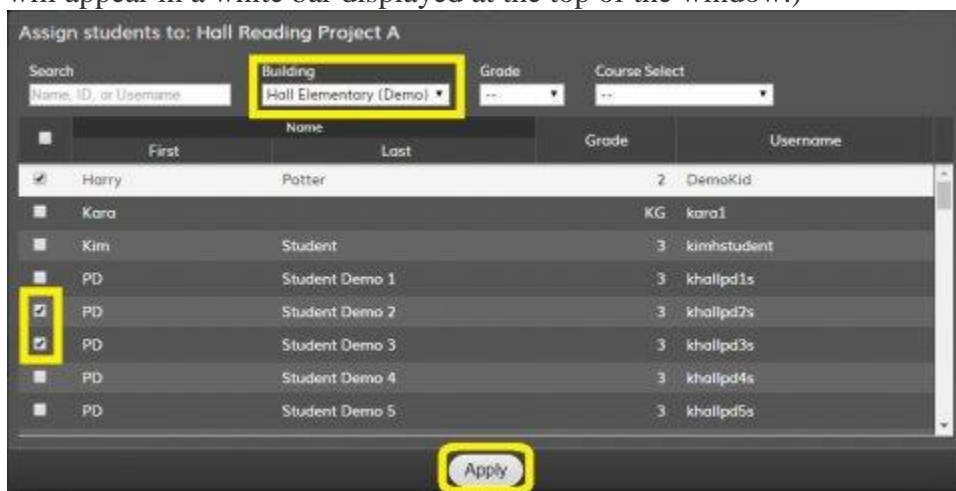
5. You are returned to the "My Projects" window. Your project card will now reflect the total number of students assigned to the project.

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