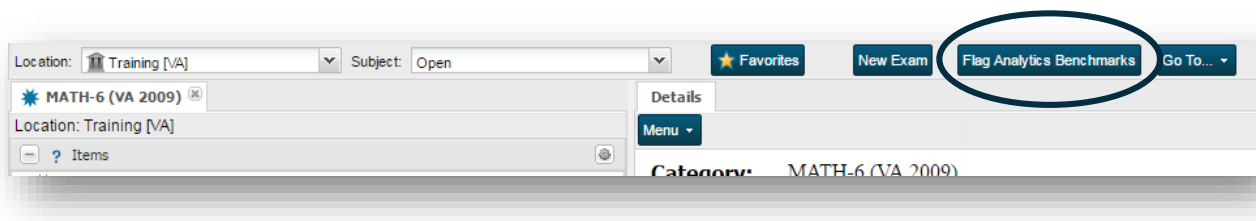


# Flagging Analytics Benchmarks

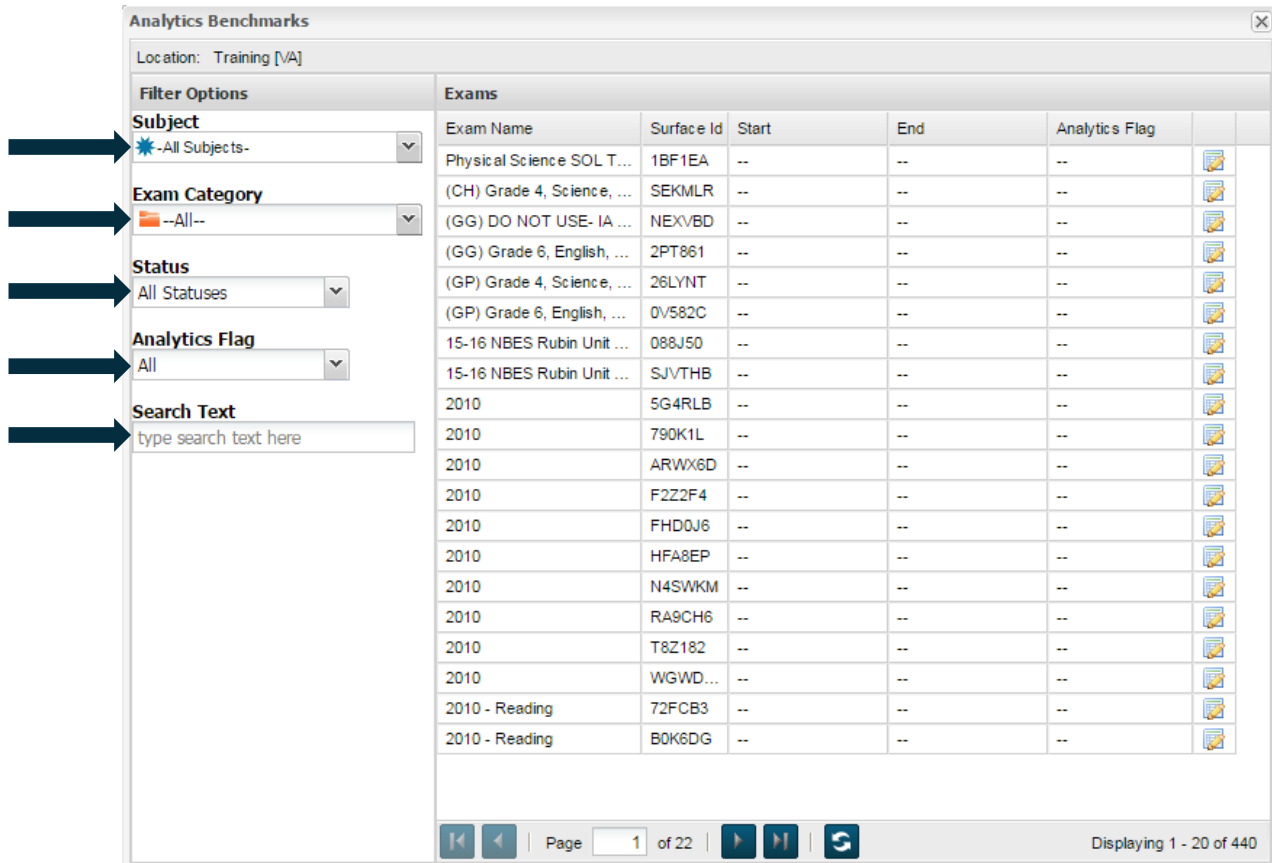
Districts may assign users permission to flag exams in **“Assessment Library”** as benchmarks to be reported in **PowerSchool Analytics**. Users with this permission granted will see a **“Flag Analytics Benchmarks”** button in **“Assessment Library.”**

To flag benchmarks to be transferred into **“Analytics”**:

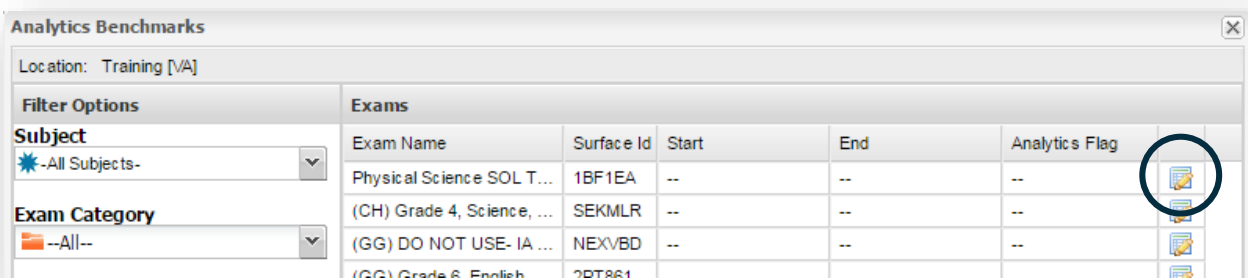
1. Select **“Assessment Library”** from the dashboard.
2. Click **“Flag Analytics Benchmarks.”**



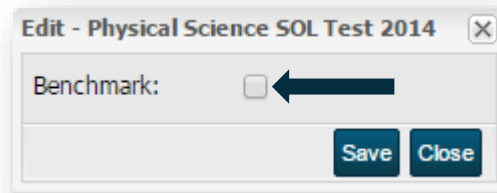
3. The **“Analytics Benchmarks”** window will open containing a list of exams. The list of exams can be filtered using the **“Filter Options”** on the left and include **“Subject,” “Exam Category,” “Status,”** or **“Analytics Flag.”** Exams may also be located using the **“Search Text”** field.



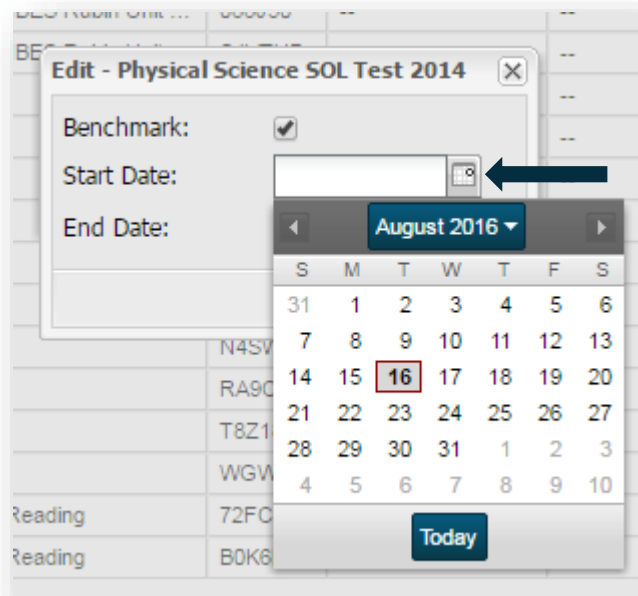
- Select exams from the list by clicking the **“checklist icon”** to the right of the exam name.



- A benchmark editor window will open containing a check box. Check the box to the right of **“Benchmark”**.

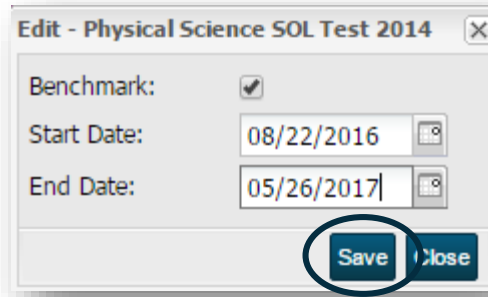


6. Once the box has been checked, the fields for "**Start Date**," and "**End Date**" will appear. Click the calendar icon beside each and use the calendar to designate the start and end dates for associated test data to be exported to "**Analytics**".



*\*Note: The score of any student whose test is graded outside of the "**Start Date**" or "**End Date**" will not be exported to Analytics. To have those students' scores exported, the Analytics Benchmark flag for that exam must be edited to extend the "**Start**" or "**End Date**."*

7. Click "**Save**."



Dialog box titled "Edit - Physical Science SOL Test 2014" with the following fields:

- Benchmark:
- Start Date: 08/22/2016
- End Date: 05/26/2017

Buttons: Save, Close

*\*Note: Once exams have been flagged as Analytics Benchmarks, the associated data will appear in **"Analytics"** the following morning.*

Flagged assessments will appear under the **"Local Assessment"** tab found on the **"Student Snapshot"** under **"Student Profiles."**

The ability to flag Analytics Benchmarks requires that additional permissions be added to user accounts. Adding the "Analytics Exam Flag" staff group to a staff member's account will grant the user the necessary access.

*\*Note: In an effort to avoid confusion and prevent the flagging of incorrect exams, District Liaisons are encouraged to limit the number of staff whose roles include these permissions. District Liaisons may contact the PowerSchool Assessment & Analytics Live Assist team to request having these permissions added to accounts.*