How to Get Started Using Interactive E-Books on Benchmark Universe

Benchmark Universe offers unlimited possibilities for the 21st century!

It is a portal to cross-curricular collections of rich, interactive e-books. Designed to be easy and efficient to plan and deliver engaging instruction, these e-books provide targeted practice, while motivating students and meeting their unique needs.

Technology-integrated instruction and personalized learning support each student in our diverse classrooms.
Teacher Experience

1. **Teacher Login:**
   Log on to your Benchmark Universe account. .................. (3)

2. **Dashboard:**
   Navigate the Teacher Dashboard ..........................(3)

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Student Experience

14. **Student Login:**
    Students can log on to their Benchmark Universe account. . . (13)

15. **Student Dashboard:**
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1. Teacher Login

To log in, navigate to your district's unique URL and enter your username and password in the sign in box.

Example District URL: nameofdistrict.benchmarkuniverse.com

You also have a System Check option that ensures the system is set up to give you and your students the best user experience.

2. Dashboard

From your dashboard, you can navigate easily to any page on the site and all of your resources.

- **My Messages**: Communicate directly with your students.
- **Assignments**: Create customizable assignments.
- **Manage Students**: Set up student groups.
- **Book Reviews**: Read and approve your students' e-book reviews.
- **Reading Log**: Review your students' progress on their books.
- **Help**: Find out more about Benchmark Universe, including answers to commonly asked questions.
- **My Library**: View available e-books and e-posters.

**The Benchmark Blog**: Discover useful posts on professional development, instructional design, and more!
3. Manage Students

In Manage Students, you can create groups to assign e-books for personalized practice.

1. Use the dropdown menu to select your class.

2. Click **Add New Group**. Name your group.

3. Select the members of the group from your class list.

4. Drag and drop them into the group.

You can create as many groups as you need. You can always edit a group to match your students’ needs and as your instructional purposes change over time.
4. My Library

With My Library, you can quickly locate e-books for instruction and assign them to your students.

With over 2,700 e-books in the Library, you can find all of the resources you need!

There are many ways to search My Library. Reading level, language, content area, and comprehension strategy are a few important ways to match the e-books to your instructional goals. You can also search by keywords.
5. Locate Teacher Support

The search results field shows all the books that match your criteria.

Click on the gear icon to open a menu within your e-book. You can read book reviews from here, or select More Information to see an overview, leveling details, and other information about the title.

Once you have chosen your resources for a lesson, you can build a bookshelf—an instructional playlist for your resources. Creating bookshelves allows you to save e-books and e-posters so you don’t need to search again.

You can use bookshelves to organize your resources many ways:

• By Topic, Theme, or Genre
• By Time (This Week’s Books)
• By Level or Comprehension Strategy
• And More!

To create a bookshelf:

1. Check that the Bookshelf tab is highlighted.

2. Click Add New Bookshelf.

3. Name your bookshelf and click Submit.

4. Drag and drop your e-books into the bookshelf.

Note: If you create a customization and save it to your bookshelf, the bookshelf will automatically default to that version.
7. Launch Your E-Book

E-books are ready to use for instruction.

1. From your library, click on the thumbnail of any e-book to launch it.

2. If you’d like to create a customization, click yes. Clicking no will transport you into Present Mode. If you have already created a customization, it will appear in the list beneath the thumbnail.

3. Use the buttons to toggle between Edit Mode and Present Mode.

4. Notice the easy-to-use, intuitive Tools menu. You can use it to navigate and read the e-book.
8. Create an E-Book Customization

The customization tools in each e-book give you many ways to engage your students, differentiate instruction and bring 21st century learning to life in your lessons!

When the e-book launches, fill in a name for your customized e-book and click yes.

Using the Edit Tools, you can zoom in on any area, add window shades, highlight text, add diagrams and links, and more!

The bottom tray allows you to view individual e-book pages. You can add new pages, YouTube videos, and more.

9. Find Your Customizations

There are a few ways to locate customizations you’ve created.

Click on the left-side tray and your customization list will slide out. You can create new customizations from here, or access archived customizations.

You can also access customizations through your Library, by clicking the box below the e-book’s thumbnail and selecting the customization of your choice.
10. Share Customized E-Books

Once you have customized an e-book, you can share it with your colleagues. They will receive a message in their Message Center with a link to the resource.

To share a customization:

1. Find your customization.

2. Drag and drop the customization into the School Customization Library.

3. Select your colleagues to notify them.

You can click on the School Customization Library to view all customizations that have been shared in your school.
11. Assign E-Books

All e-books can be assigned to students, including those you have customized.

To create an assignment:

1. Check that the Assignments tab is highlighted.

2. Name your assignment.

3. Drag and drop your selected resources onto the assignment.

4. Select the students who will receive the assignment. Select an individual student, the whole class, or one of the groups you have created in Manage Students. Click Done.

5. Select start and due dates. Click Save.
12. Assignments

You can view all assignments in the Assignments page.

Sort your assignments by due date, class, assignment, or keyword. You can also add, delete, or close assignments from this area.

13. View Assignment Notes

Click on an assignment name to open it. You’ll see the students who have received the assignment, start/due dates, and the colored status dots.

From this assignment area, you can also monitor your students’ progress by viewing their Close Reading and Virtual Sticky Notes.

Click the Notes Viewer to open the e-book’s notes. You can print these notes to document and share student progress!
14. Student Login

Students follow the same login steps: they’ll use your district’s unique URL, and enter their username and password in the sign in box.

**Example District URL:**
nameofdistrict.benchmarkuniverse.com

*specific for district stays the same across districts*

15. Student Dashboard

The student dashboard makes it easy for students to navigate to any page on the site and to know immediately when they have a new assignment.

**Messages:** Students can communicate with their teacher.

**Help:** Students can ask questions and search for answers on common Benchmark Universe topics.

**Reading Log:** Students can view their status on the e-books they’ve started.

**Assignments:** Students can review their assignments from this area.

**My Library:** Students can select resources from their Benchmark Universe library.
16. Navigate to and Launch Assignments

Clicking on the Assignments icon opens the page.

Students immediately see a tally that shows their progress on assignments. In the list, each assignment shows their completion status with color-coded dots.

Students can sort assignments alphabetically by title, completion status, due date, or assigning teacher.

To work on an assignment, the student clicks on the open book icon from the Assignments Detail Dialog to launch the e-book.

17. Annotate E-Books

Students can launch an e-book to read it.

Note that students must select yes in the Create a Customization? box to save close reading notes, virtual sticky notes, and other customizations.

After taking Close Reading and Virtual Sticky Notes, they should click Save. To close the e-book, they’ll click Done.
18. Complete Assignments

Once students have completed an assignment, they can use the Assignments Dialog to mark it as complete.

Students can write a review on the assigned e-book from this dialog, and view their status on other e-books included with the same assignment.

Additionally, they can return to the e-book to view their customization at any time.

Thank you for joining us! If you have additional questions or need immediate support, feel free to e-mail Benchmark Universe technical support at any time: techsupport@benchmarkeducation.com. You can also call (855) 245-9751 from 8:30am-6pm EST, Monday through Friday.