IMPLEMENTATION GUIDE FOR ADMINISTRATORS





The IXL LevelUp[™] Diagnostic for ELA in Benchmark mode gives you precise benchmarking data in as little as 45 minutes. Identify students for intervention, make informed district-wide decisions, or plan for the next school year with instant insights.

The LevelUp ELA Benchmark has two components that can be assessed together or separately. Each component can be completed in approximately 45 minutes, with a 1-hour time limit:

- Reading for grades PK-12 (default)
- Writing & Language for grades 2-12 (optional)

Steps to successful implementation

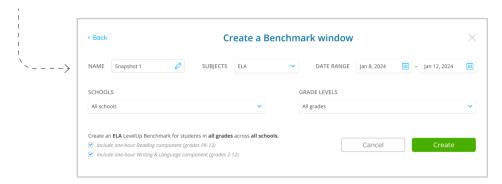


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Set up the initial LevelUp ELA Benchmark

The primary and lead administrators for your IXL account can set up a LevelUp Benchmark window by visiting their Settings page. Under Assessment Windows, click "Create a new window." You can customize:

- Start and end dates
- Specific school/s and grade level/s to assign the Benchmark to
- Name of the Benchmark (e.g. "Fall benchmark 5th grade")







Optional: Choose which ELA components to assess

By default, the LevelUp ELA Benchmark will assess students on only the Reading component. However, administrators can choose to assess students on both Reading and Writing & Language components by utilizing the checkboxes.

Note: The Writing & Language component is only available for students in grades 2-12.

Optional: Manage assessment accommodations

Each individual component has a 1-hour time limit. The LevelUp ELA Benchmark, with both Reading and Writing & Language components, has a 2-hour time limit. If desired, administrators can provide extended assessment time (150%, 200%, and unlimited time) for individual students from the student roster.

Students will see how much time they have been granted for the test before beginning the assessment. Administrators can see which students completed an assessment with an extended time accommodation in the LevelUp Diagnostic Results report.

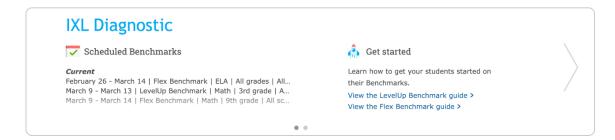


Get students started



Help teachers guide students to complete the Benchmark

Teachers will receive a notification when their students have been assigned to a Benchmark. They can also check their Assessment tab for any scheduled assessment windows.



We recommend giving students multiple sittings and/or scheduling breaks throughout the assessment. Students can exit the arena to automatically pause the assessment.

Share <u>this benchmark guide</u> with your teachers to help them understand their role in facilitating the Benchmark!



Monitor completion

Visit the LevelUp Diagnostic Results report under the Analytics tab to quickly check for completion. Follow up with schools and teachers to ensure students finish the Benchmark before the window closes.



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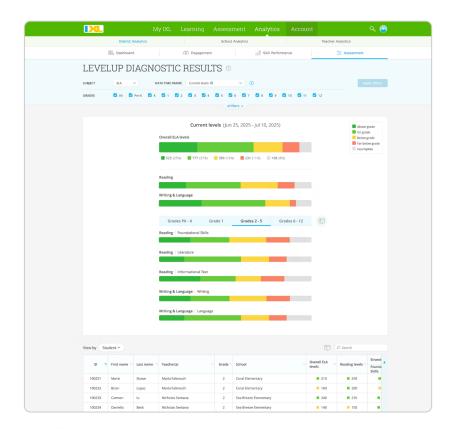
Use Benchmark insights for planning and instruction

Leverage district-/school-wide data

After the Benchmark window closes, visit the LevelUp Diagnostic Results report to see key insights. Use the report to identify areas for improvement and hold data-driven conversations with stakeholders.

- **Overall levels:** At the top, you'll see a visual breakdown of students in your district/school who are above, on, below, or far below grade level.
- **Strand levels:** Below that, you can view performance for individual strands by grade band.
- **Filters:** Use the filter options at the top of the report to hone in on the exact data you're interested in.
- **View by:** Use the dropdown toggle to view the data by school, teacher, grade, course, and demographics.
- **Reading difficulties flag:** The LevelUp ELA Benchmark may also flag some students as at-risk for reading difficulties, including dyslexia.*

*This flag means we recommend students should be evaluated by a professional; it does not diagnose dyslexia.

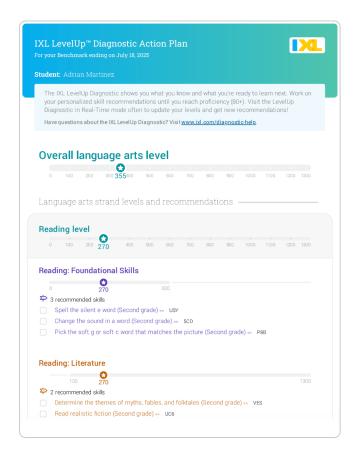




Help teachers use insights for differentiated instruction

Using each student's diagnostic results, IXL immediately generates an action plan with tailored learning recommendations for each student. Each student's action plan guides them to the specific IXL skills they should work on to fill their knowledge gaps and build on their existing knowledge.

Encourage teachers to use the action plans to assign skills and help students accelerate growth.





Track growth with mid-year and end-of-year Benchmarks



Get mid-year data

Set up another Benchmark halfway through the year to understand whether students are demonstrating adequate progress. Students will receive updated action plans with refined recommendations, which they can use to continue growing from where they are.

Tip: Compare results between two benchmarks directly in the LevelUp Diagnostic Results report by selecting two benchmarks using the filters at the top.

Get year-end data

Near the end of the year, have students complete a final Benchmark.

- For grade levels that will be taking a state assessment: Set up the Benchmark about one month prior to the test date, which will allow you and your teachers to evaluate students' readiness for the exams and adjust instruction accordingly.
- **For non-tested grade levels:** Set up the Benchmark for a few weeks before the end of the school year. Review the insights to understand the progress students have made.



Recommended:

Use the assessment's Real-Time mode to inform daily instruction

The IXL LevelUp Diagnostic is flexible: In addition to district-/school-wide benchmarking, it has a Real-Time mode that teachers can leverage to get immediate insights for daily instruction.

Encourage teachers to use the Real-Time mode between Benchmarks to get more frequent data on their students' knowledge levels.

It takes as little as 10 minutes a week to refine students' levels and receive updated action plans. These up-to-date levels and recommendations help teachers make better decisions about how to differentiate instruction, plan for small-group instruction, and help students close knowledge gaps efficiently.

Plus, you can export Real-Time mode results directly from the LevelUp Diagnostic Results report.

Share this **Real-Time mode guide** with your teachers to show them how to get started.

