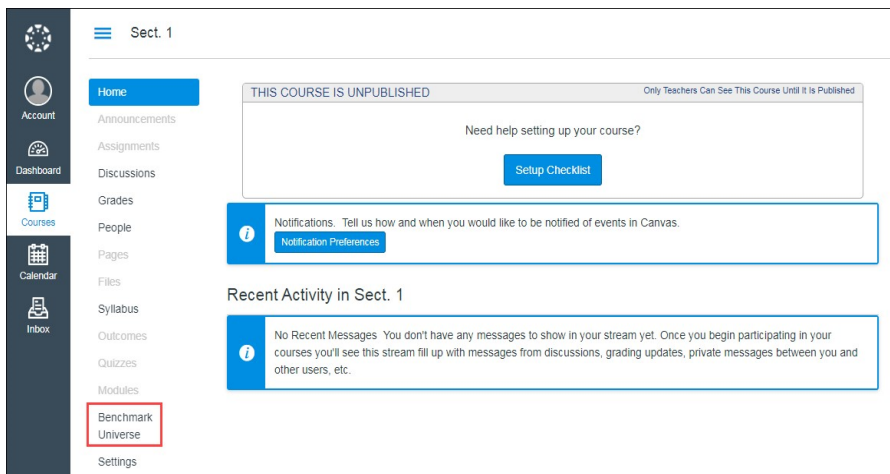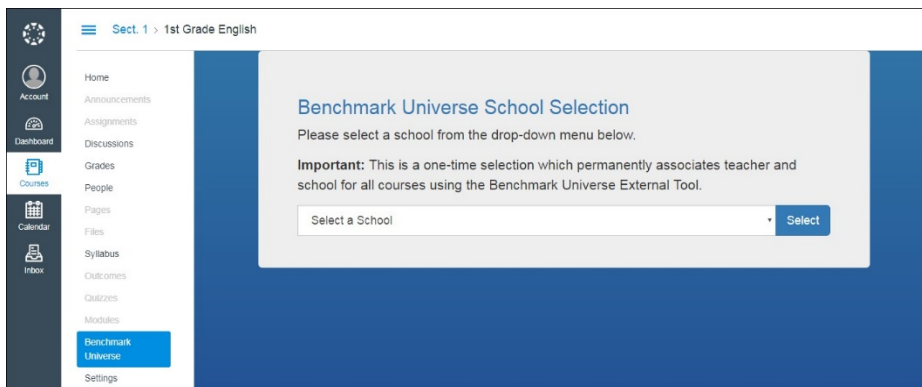![Benchmark Universe logo]

Use the following instructions to access Benchmark Universe from Canvas and to embed assignments into Canvas for grade pass back.
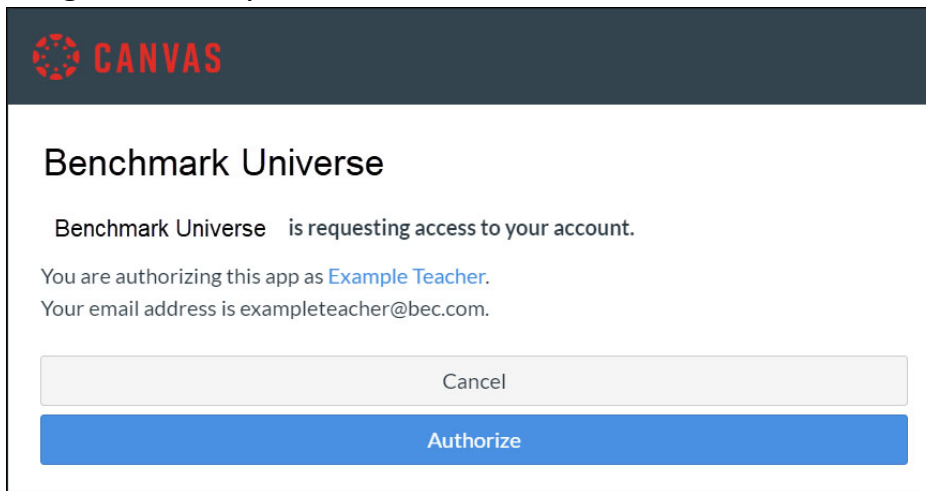
Launch Benchmark Universe

1. Login to Canvas and choose a course from the Dashboard.
2. Click to launch Benchmark Universe.

3. Choose the school that the course is associated with, then click Select.

4. Click Authorize to allow the Benchmark Universe application to send assignments to your course, as described in the next section.

Note: Choosing the School and Authorizing the API are only required on your first launch from a course. Students will not see these messages.

You are now signed into Benchmark Universe! Students enrolled in this course can now access Benchmark Universe as well.

Embed an assignment for grade pass back

Teachers can easily embed Benchmark Universe resources (eAssessments, eBooks, videos, etc.) directly into the Canvas Assignment list.
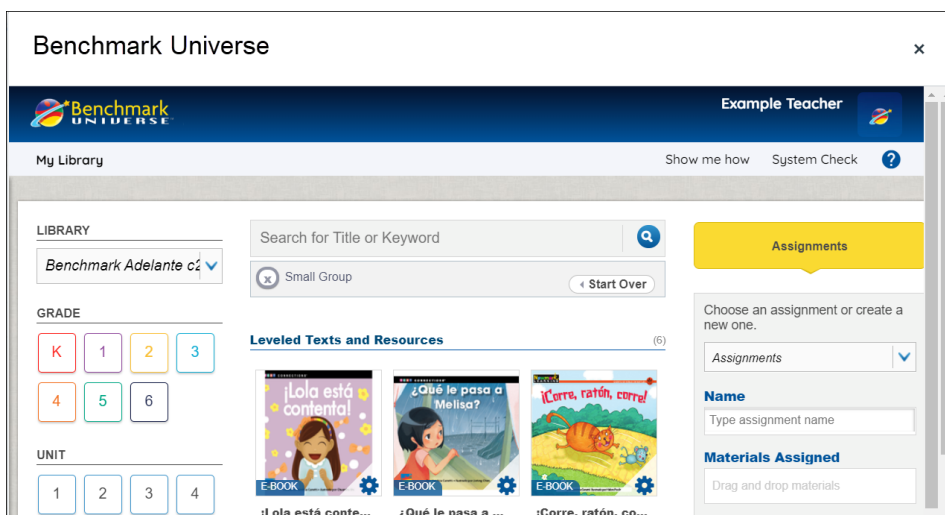
1. Log into Canvas and enter a Course.
2. Click Assignments in the left column.
3. Click the blue +Assignment button to create a new assignment.

4. In the Rich Content Editor (RCE) click the chevron or electrical plug icon (depending on which RCE view you have) and choose Benchmark Universe from the external tool list to access the Library.

5. In the Benchmark Universe Library, drag the resource you would like to assign into the assignment creation panel on the right and complete the details of the assignment.

6. After the assignment fields are filled in (assignment name, students assigned, start/end date), click Save. The assignment has been sent to Canvas.

IMPORTANT: After saving the Benchmark Universe assignment you will return to a blank Canvas Assignment page. YOU DO NOT NEED TO ENTER INFORMATION HERE.

7. Click Assignments in the Canvas navigation column on the left side of the screen. Scroll to find the assignment you just created.
8. Click the link on the assignments list to make changes to the assignment in Benchmark Universe (e.g. add a student, change start date, etc.).

When a student opens the assignment from Canvas the student is launched directly to the assignment in Benchmark Universe. A grade will appear in Canvas upon completion.

Contact Benchmark Technical Support at any time for additional assistance. 1-855-245-9751 or techsupport@benchmarkeducation.com.