



Norfolk Public Schools
Instructional Technology
Resource Department

Technology Tutorial



Mastery Connect: Publishing, Editing, & Adding a Benchmark to your Module



The first step is to open your **Dashboard** and click **the class you need to add the benchmark or test**.

1



Account



Dashboard



Courses



Calendar



Inbox



History

Dashboard

Published Courses (5)



Click **Assignments**.

2



Calendar



Inbox



History



Studio



Mastery



Commons

Collaborations

Rubrics

Syllabus

Grades

Disabled. Not visible to students

Assignments

Discussions

Quizzes

Outcomes

BigBlueButton

Pages



Click the **unpublished icon** to publish the test you need.

3

+Group

+ Assignment



+ :

Publish



+ :

○ :



Click **here** to open options to edit the assessment.

4

+Group

+ Assignment

⋮

+ ⋮



⋮

+ ⋮



⋮



Click **edit**.

5

+ ⋮



⋮

Edit

 SpeedGrader

 Assign To...

 Delete

 Move To...

 Send To...

 Conv To...



Click **More Options**.

6

Points

19

 Sync to SIS

More Options

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2 of 6

7



Enter your due date & time. Adjust the availability. The available date has been set to the end of the year; it will need to be adjusted as you will not be able to save the dates if they are outside the grading period.

Available from

Aug 20, 2025

Time

9:00 AM

Clear

Until

May 29, 2025

Time

5:00 PM

Clear

Lock date cannot be after term end

+ Assign To

8



Scroll down and click **Save**

Cancel

Save

Stop Acting as User

9



Click **Close**. Now let's add the assignment to a module.

63 View

Edit Assignment

SpeedGrader

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3 of 6

10

Click **Assignments**.

Calendar

Inbox62

History

Studio

Mastery

Commons1

Collaborations

Rubrics

Syllabus

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Assignments

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BigBlueButton

Pages

4x4

Grade 9: World History and Geography to 1500 A.D. | Social Science Learning - History and Social Science (2023)

StudentsAssessments

25-26 Div U1 HS WHI HSS

Students	TOTAL SCORE
	-/19 0%
	-/19 0%
	-/19 0%

11

Click **Modules**.

Account

Dashboard

Courses

Calendar

Inbox62

Home

Modules

Mastery Tracker

Announcements

Collaborations

Rubrics

Syllabus

Grades

2025/2026 S1

Search...

▼ Assignments

▼ Imported Assignments

12

Scroll to the current Module and click **here**.

▼ + ⋮

▼ + ⋮

✓ ⋮

✓ ⋮

✓ ⋮

⊘ ⋮

Click Assignment.	13
View the options you have available under the category assignment. District assessments will automatically be available under assignments.	14
Select your test.	15



Click **Add Item**. The assessment is now available in your Modules. That's it. You're done!

16

Cancel

Add Item



Scan to go to the interactive player