



Tutorial: Scores by Standard (*Ranking by Benchmark*)



[Click to view example](#)

Step 1: Select your filters. See [Filters](#).

Step 2: Select Progress Monitoring from the modules list on the left or the tab at the bottom.

Step 3: Select [Ranking by Benchmark](#) from the *Leading Indicators* menu. A new tab opens with the Ranking by Benchmark report.

Step 4: Select the report parameters as desired:

- State test subject
- *Strand* (All strands or a specific strand)

Step 5: Select Process. The report appears.

Step 6: At this point, you have several options:

- Select the download button to export the report to a .pdf, .xls or .csv file. See [Tutorial: Exporting Reports](#).
- Select a new Subject and/or Strand and Process
- Select one or more *swatch filters* to narrow the report, then select the Filters button
- Select a column heading to sort the report by that column
- Change the filters and refresh the report by selecting  in the upper right corner
- Select one of the other tabs at the bottom of the screen, leaving the Ranking by Benchmark report tab open for later use
- Close the tab by selecting the small **x** in the upper right corner