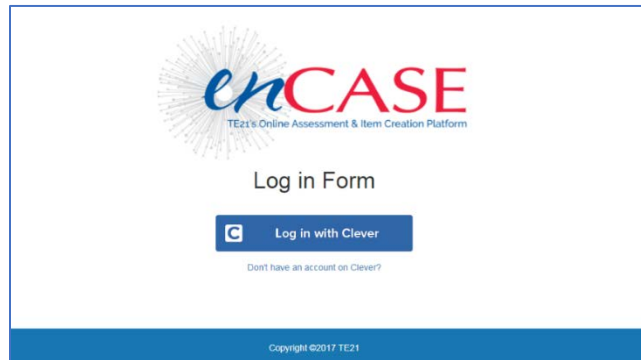




enCASE Reports Overview

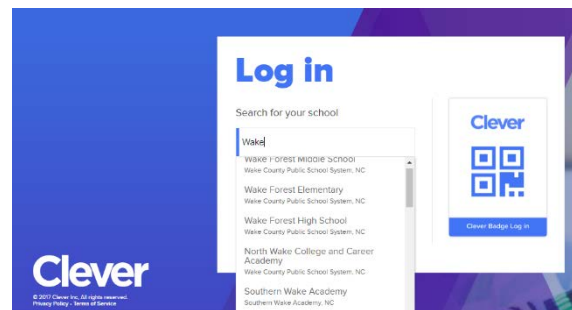
Step One: <https://encase.te21.com>



Step Two: Log In (there are two log in options)

Option 1: Clever Supported Login

- Click Log in with Clever
- Begin typing your school name and choose your school from the list of available schools
- Choose “log in with active directory”
- Enter your credentials and click “log in”

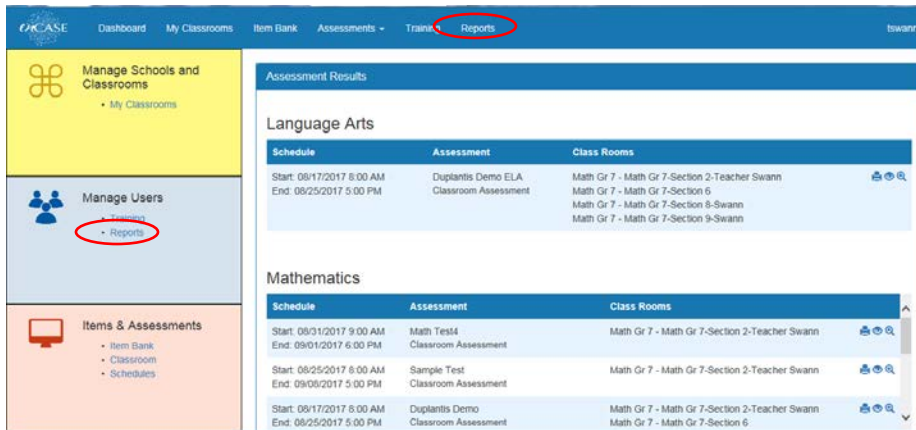


Option 2: Non-Clever Login

- Click “Don’t have an account on Clever”
- Enter your credentials
- Choose your district
- Click Login



Step Three: Accessing Your Reports



- You have two navigation options: you can either choose the Reports link under **Manage Users** on the left side of the page or you can choose the Reports link in the **toolbar** running across the top of the page.

Step Four: Finding Your Report

- You have two search options for locating your assessment results:
 - You can search by Assessment or by Classroom/Teacher

- In the illustration below you will see the search classroom/Teacher option

- For your filters:
 - District* is required
 - School* should be defaulted to your school, if it is not, please adjust accordingly

- Then you can search by teacher or by class room. In the illustration below we searched by classroom.

- If your test schedule has expired, make sure to place a checkmark in the expired schedules checkbox.

- Then click the blue **SEARCH** button
- Immediately below the filter menu, you will see a list of your reports

Filters

By Assessment | By Class Room/Teacher

* District: Mountain

School: Mountain School

Grade:

By Class Room | By Teacher

Class Room: Math Gr 7 - Math Gr 7-Section 2-Teacher Swann

Include expired schedules

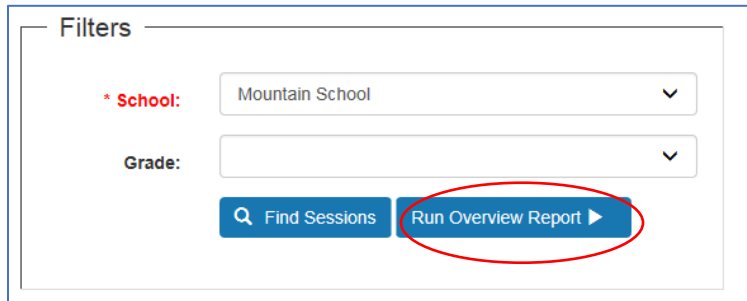
Search

- Next, click on the blue arrow to the right of the report information that is labeled *View Sessions*

Subject	Title	Target	Start Date	End Date	
Language Arts Type: CC: English Language Arts/Literacy (2010)	Demo Duplantis Type: Classroom	Mountain School	07/05/2017	07/06/2017	➔
Language Arts Type: SC: English Language Arts (2015)	Mountain ELA 7 Classroom Demo 17-18 Type: Classroom	Mountain School ELA Gr 7 - ELA Gr 7-Section 2-Teacher Jones	05/27/2017	06/29/2017	➔
Language Arts Type: SC: English Language Arts (2015)	Mountain ELA 7 Classroom Demo 17-18 Type: Classroom	Mountain School ELA Gr 7 - ELA Gr 7-Section 3	05/27/2017	06/29/2017	➔

Step Five: Running Your Reports

- There are three main reports that are currently available in the enCASE platform: Class Summary Report, Session Summary Report, Detail by Item Report
- First, let's look at the Class Summary Report
 - When viewing the Filters field you will click on the Run Overview Report Button



Filters

* School: Mountain School

Grade:

Find Sessions Run Overview Report

- You will now be viewing a summary report that allows you to see an analysis of correct vs incorrect answers for your class.
- Press the back button on your browser to return to the reports homepage.

Student	Score	1	2	3	4	5	6	7	8	9	10
Allen, Jessica	90%	●	●	●	●	●	●	●	●	●	●
Clark, Heather	80%	●	●	●	●	●	●	●	●	●	●
Goebel, McKayla	80%	●	●	●	●	●	●	●	●	●	●

Session Summary Report

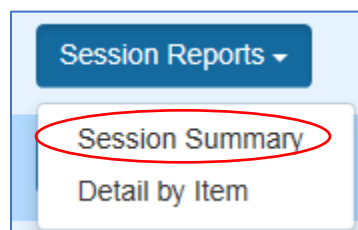
- From the reports home screen, click on the blue arrow button to the right of the report details.

Subject	Title	Target	Start Date	End Date
Language Arts Type: CC: English Language Arts/Literacy (2010)	Demo Duplantis Type: Classroom	Mountain School	07/05/2017	07/06/2017

- You will see a blue button labeled *Session Reports* to the right of each student name.

Allen	Jessica	7th Grade	06/13/2017	Session Reports
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- Click on the drop-down arrow and choose *Session Summary*



- This report will detail the total number of test questions, correct vs. incorrect and any skipped items.

Mountain Math Classroom Demo 17-18
 Mountain School
 Mountain
 Allen, Jessica

Report Type: Session Summary

Total # of items:	10
# of items correct:	9
# of items incorrect:	1
# of items skipped:	0

● **Detail by Item Report**

- Click the dropdown arrow next to the *Report Type* field and change the report type of *Session Detail by Item*.

Mountain Math Classroom Demo 17-18
 Mountain School
 Mountain
 Allen, Jessica

Report Type: Session Detail by Item

- You are now viewing an item analysis report for each item on the test.
- Correct answers will be marked in green and incorrect will be marked in red. The correct answer will also be displayed.

Item 4 1/1

What number is obtained when 3,456 is multiplied by 2?

6,912 ✓

6,802

1,728

1,723

Item 5 0/1

Gemma completed a math assignment in five days. On each of the first four days, she solved 24 questions. On the fifth day, she solved 4 questions.

Which equation can be used to find the total number of questions in the assignment, t ?

$24 + 4 = t$

$24 \times 4 = t$

$24 + 4 \times 4 = t$ ✗

$24 \times 4 + 4 = t$ ✓