Constructed Response Printing and Grading

- Click “Reports” on the top menu
- Use the filters to locate the assessment that includes the constructed response item(s). If you are unsure how to find your assessment, see enCASE Help document, enCASE Report Overview
- Optional: Printing student responses for the class
  - Click the Printer icon to the right of the assessment name and class you are grading (Yellow Highlight)
  - Follow your printer’s instructions
- Online grading or input the grades
  - Click the blue single man icon to the right of the assessment name and class you are grading (red underline)
  - The students’ results will be displayed
  - Click “Session Reports”, choose “CR Scoring”
- The passage and the student's response will display
- Input the student's score in the box

![Score: 16 out of 16](image)

- Click "Update Scores" at the top right of the page.
- To score another student, click the blue list icon next to the student name and choose the next student.

![Plan Ivory](image)

- Once all grades have been input, click the enCASE icon in the top left corner of the screen to go back to the dashboard home page.