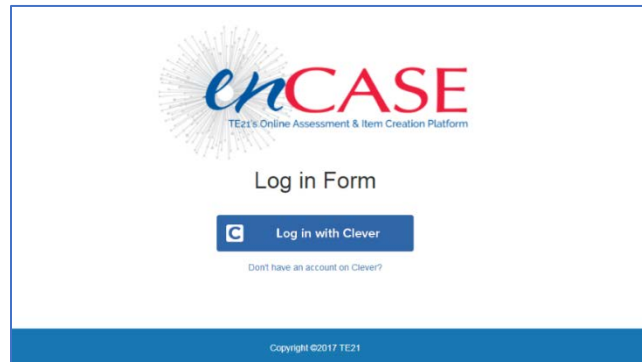




enCASE Item Bank Overview

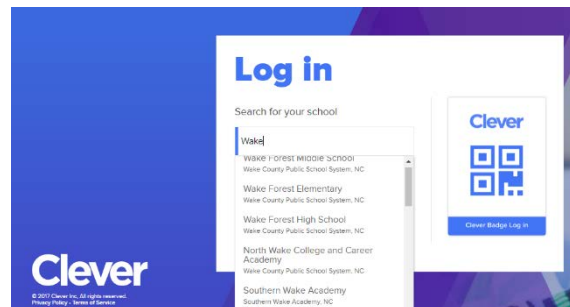
Step One: <https://encase.te21.com>



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

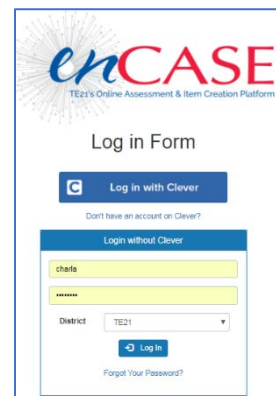
Option 1: Clever Supported Login

- 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 obtained from your IT department and click “log in”



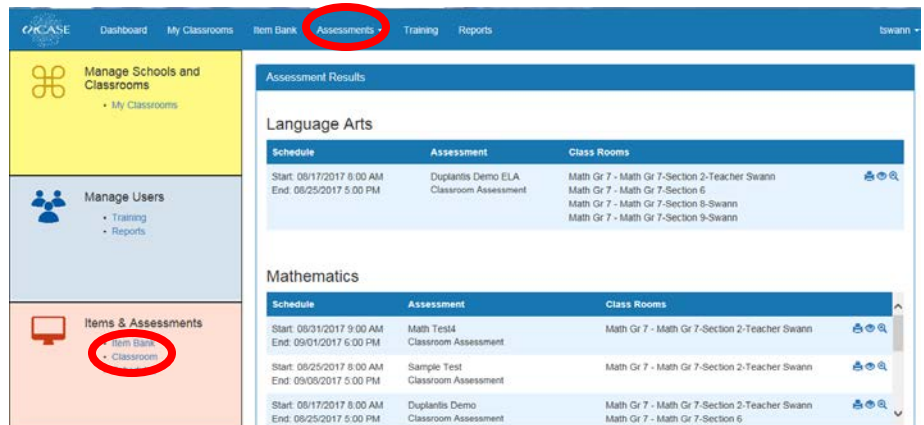
Option 2: Non-Clever Login

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



Step Three: Accessing the Item Bank

- You are now viewing your dashboard
- There are two navigation options to get to the item bank:
 - You can click the **Assessment** dropdown in the top menu bar and then select *Classroom*
 - You can select *Classroom* on the left toolbar menu, under the **Items & Assessments** section



Step Four: Creating a New Item Bank Assessment

The screenshot shows the 'Search for Assessments' page. It has a search bar at the top with a '+ Create New Assessment' button. Below the search bar is a 'Filters' section with three dropdown menus: 'Type' (set to 'Classroom'), 'Subject', and 'Core'. A 'Search' button is at the bottom of the filters.

- **Click *Create New Assessment*** in the top right-hand corner of the screen

* **Subject:**

* **Core:**

Class:

Standard:

Difficulty: **Item #:**

Show only passages

- Setting your filters:
 - Choose your subject (required)
 - Core/State Standards (required)
 - State cores can be found under the enCASE link at www.te21.com
 - Class (grade level)
 - Standard (do not select a standard if you would like to view a wider range of standards)
 - You may also select a difficulty level for your questions, if you would like to narrow your focus
 - Click the blue **Load Items** button

Step Five: Label Your Assessment

Assessment

Title

Subtitle

Calculator

Click the **+** icon to add to the assessment.
 Drag and drop items within the Selected Items area to control the sort order.
 Click the **✖** icon next to a selected item to remove it.

- Provide a title for your assessment
- Subtitle is optional
- You have the option to select your preference for a calculator if you are creating a math test

Step Five: Adding Items to Your Assessment



The screenshot shows a user interface for adding items to an assessment. It is divided into two main sections: 'Available Items' on the left and 'Selected Items' on the right. Each section contains a list of items, each with a title, ID, type, status, difficulty, and standards. In the 'Available Items' section, two items are listed, each with a '+ Add' button. In the 'Selected Items' section, two items are listed, each with a trash icon and a 'Remove' button. The items in the 'Selected Items' section are the same as the ones in the 'Available Items' section, indicating they have been moved from the available list to the selected list.

- All available items will appear on the left side of the table
- If you would like to add an item, click the add button and the item will move to the right side of the page to be added to the test
- To Preview an item, click on the item number
- You can change the order of your questions by dragging and dropping those added to your assessment.

The screenshot shows a preview of a math problem. At the top, it displays 'Subject: Mathematics', 'Difficulty: 3', and 'Dok: 2'. Below this is the item ID '20617100033410' and a '0/1' indicator. There is a 'Show Answers' button. The problem text reads: 'Enter the answer in the space provided. The area of the rectangle shown is $5\frac{1}{8}$ cm², and the length of the rectangle is $2\frac{1}{4}$ cm.' Below the text is a diagram of a rectangle. The length of the rectangle is labeled as $2\frac{1}{4}$ cm. The area of the rectangle is labeled as $5\frac{1}{8}$ cm². The width of the rectangle is labeled as w . Below the diagram, the question asks: 'In centimeters, what is the width, w , of the rectangle written as an improper fraction?' There is an empty input field for the answer.

- After you have added all items to your assessment, click the save changes button at the bottom of the page

- ELA Note: When you locate a passage, please click the “Add Passage Items” button. All questions associated with that passage will appear in a new screen.

Item	Tags	Status
<input checked="" type="checkbox"/> 11122233344461 Item with id set Multiple Choice – Standard	Standard: Difficulty: 2 DOK: 2	published 
<input checked="" type="checkbox"/> 2017-0118-160739-7 Choose the best answer Multiple Choice – Standard	Standard: Difficulty: 2 DOK: 2	published 









- You can preview each item by pressing the magnifying glass icon to the far right of the item
- You can add the item by clicking the check box to the left of the item.







Step Six: Locating Your Assessment

- To locate your assessment, click the **Assessments** link in the toolbar at the top of the page, select **Classroom**

- Set your filters:
 - Type: Classroom (required)
 - Subject (required)
 - Click the blue **Search** button
 - All assessments that have been created with that search criteria will filter in at the bottom of the page

Title	Subject	Core	Type	Difficulty	
Sample Test	Mathematics	CC: Mathematics (2010)	Classroom	2.660	   
Duplantis Demo	Mathematics	CC: Mathematics (2010)	Classroom	2.500	   
Franklin Demo	Mathematics	CC: Mathematics (2010)	Classroom	2.330	   

- Note the difficulty column
 - When working to build a balanced assessment, the goal should be a 2.5 difficulty.
- Additional functions on this report:

	Edit Assessment
	Print Assessment
	Preview Assessment
	Schedule Assessment

Step Seven: Schedule Your Assessment

- Click the Schedule Assessment button that was reviewed above
- Scroll to the middle of the page where the recipient section is located
- Select a class or classes to receive the assessment schedule.

(Note: Teachers can only select their own classes)

Recipients

Select one or more class rooms to deliver the assessment to.

* **District:** Mountain ▼

School: Mountain School ▼

Grade: 7th Grade ▼

Class Room: None selected ▼

Step Eight: Set Start and End Date

- Add a starting date and time, as well as an ending date and time
- **Save Changes**

Schedule

Enter the dates and times below for when the assessment will be delivered.

Start Date:	<input type="text"/>	Start Time:	<input type="text" value="8:00am"/>
End Date:	<input type="text"/>	End Time:	<input type="text" value="5:00pm"/>

Your students are now ready to test. Please refer to the *student experience* helper sheet or video for more information.