enCASE Item Bank Overview

**Step One:** for users without Clever portal access [https://encase.te21.com](https://encase.te21.com)

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

<table>
<thead>
<tr>
<th>Option 1: Clever Supported Login</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Use the Clever login method set up by your district</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Option 2: Non-Clever Login</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Click “Don’t have an account on Clever”</td>
</tr>
<tr>
<td>• Enter your credentials</td>
</tr>
<tr>
<td>• Choose your district</td>
</tr>
<tr>
<td>• Click Login</td>
</tr>
</tbody>
</table>
Step Three: Accessing the Item Bank

- You are now viewing your dashboard
- There are two navigation options to create an item bank test.
  - Under the Assessment dropdown on the top menu bar, click the Classroom option OR
  - You can select Classroom on the left toolbar menu, under the Items & Assessments section

Step Four: Creating a New Item Bank Assessment

- Click Create New Assessment in the top right-hand corner of the screen
Setting your filters:

- Choose your subject (required)
- Core/State Standards (required)
  - State cores can be found under the enCASE link at [www.te21.com](http://www.te21.com)
- Class (grade level)
- Standard
- DOK (Depth of Knowledge)
- Item Type
- Difficulty
- Item Number (allows you to search for specific items)
- Show only Passages (ELA only)
- Click the blue Load Items button

Step Five: Label Your Assessment
- 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
- Difficulty calculator has been added to ensure that you are building a balanced test (optimal difficulty is 2.5)
- Please note the check box labeled “grade manually”. This option **MUST** be selected if there are constructed response (CR) essays included in the assessment. If this option is not selected, the CR questions will not be available for grading.

**Step Five: Adding Items to Your Assessment**

- All available items will appear on the left side of the table
- 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
  - As items are added to the test, they are numbered so that you can keep track of how many items have been added to the test.
- To Preview an item, click on the item number
An item preview box will appear. The Standard, Difficulty level, DOK level, & Correct Answer will be available. If you would like to add this item to your assessment, click the button. To preview additional items for this assessment, click – if you are looking at items in a passage container, there will be a variety of standards included in the question options. Click the Close button when you are done previewing items. You can change the order the questions that have been added to your assessment (right side of test builder) by clicking and dragging the item to a new position. 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 an item with a passage, click the “Add Passage Items” button. All questions associated with that passage will appear on a new screen. You can also preview the passage by clicking on the item number.

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<table>
<thead>
<tr>
<th>Item</th>
<th>Tags</th>
</tr>
</thead>
<tbody>
<tr>
<td>10318101011010-1</td>
<td>Published</td>
</tr>
<tr>
<td>10318101012410-1</td>
<td>Published</td>
</tr>
</tbody>
</table>

Preview each item by clicking on the item number or the magnifying glass icon on the far right of the item. After you click on the item number, you can preview the remaining items associated with that passage.

- There is also an option to view related passages.
- To add an item, select the check box to the left of the item.
- The final step is to click **Add Selected Items**

**Step Six: Locate/Edit 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)
  - Core/Title (optional)
- Click the blue **Search** button
All assessments that have been created with that search criteria will appear at the bottom of the page (you can also filter by author)

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
- Delete Assessment
- Print Assessment
- Print Answer Key
- 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)

Click the blue + next to each classroom that should receive the test

To select only specific students to take the assessment, click the blue person icon. Then place a check mark next to each student’s name.
Step Eight: Set Start and End Date
  o Add a starting date and time, as well as an ending date and time
  o Save Changes

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