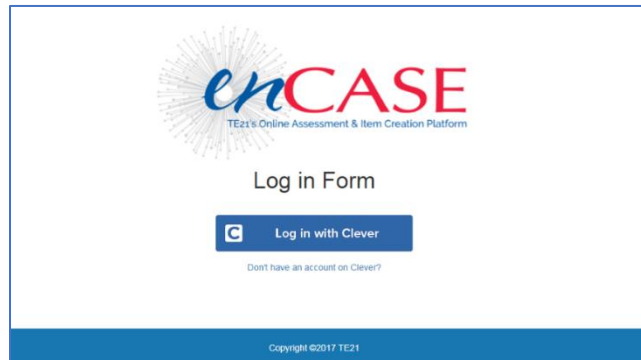




## enCASE Item Bank Overview

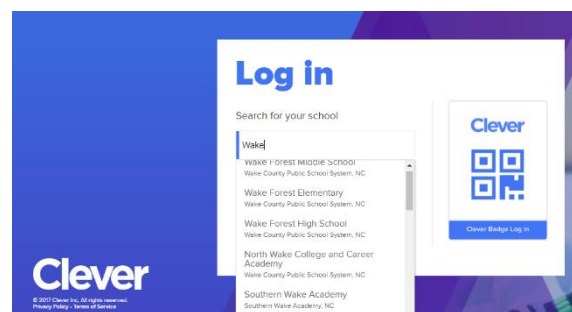
**Step One:** for users without Clever portal access <https://encase.te21.com>



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

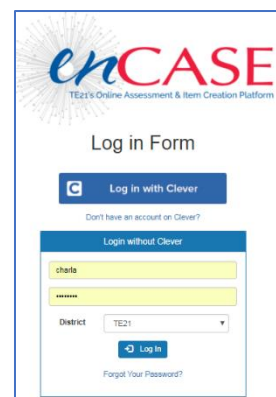
### Option 1: Clever Supported Login

- Use the Clever login method set up by your district



### Option 2: Non-Clever Login

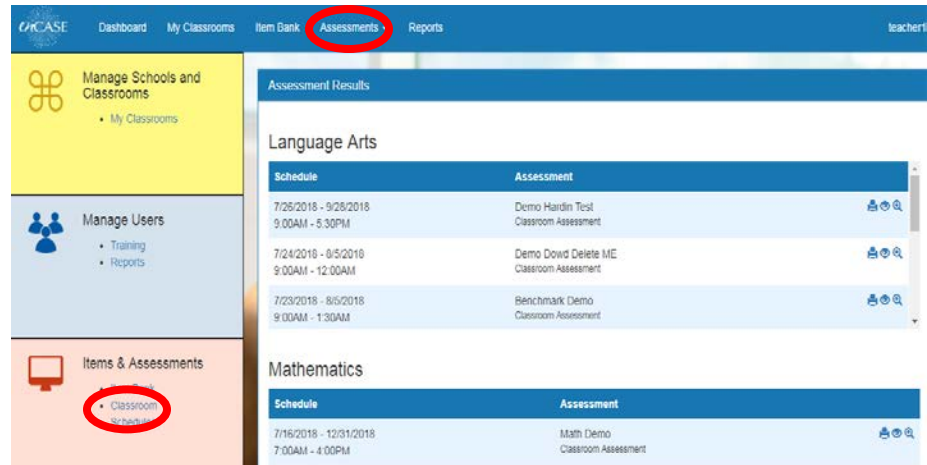
- Click "Don't have an account on Clever"
- Enter your credentials
- Choose your district
- Click Login



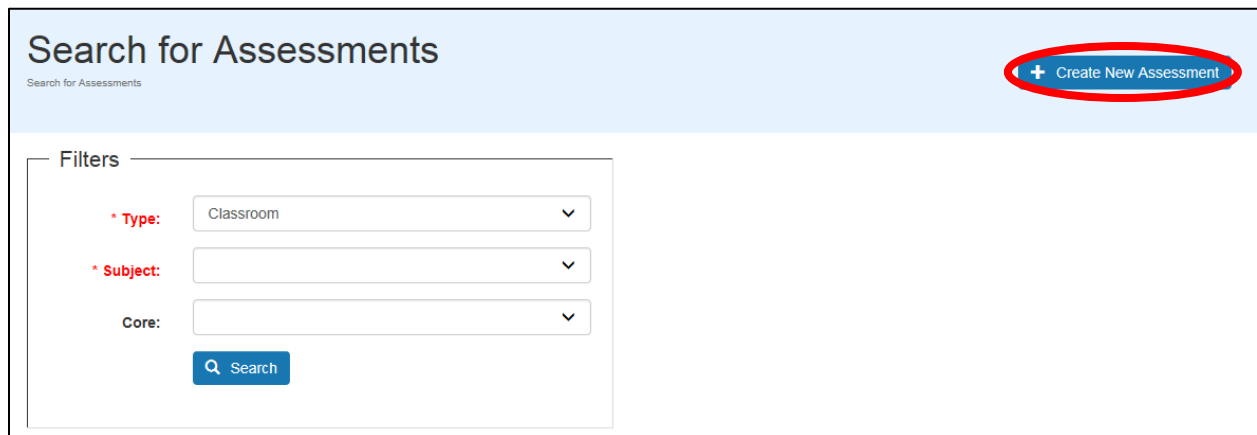
### Step Three: Accessing the Item Bank

- 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

\* Subject:

\* Core:

Class:

Standard:

Dok:

Item Type:

Difficulty:  Item #:

Show only passages

**Load Items**

○ 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**

Assessment

Title

Subtitle

Calculator

Difficulty 0.000

This assessment is graded manually  
This box should only be checked for assessments that are graded manually, such as essay responses.

- 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.*

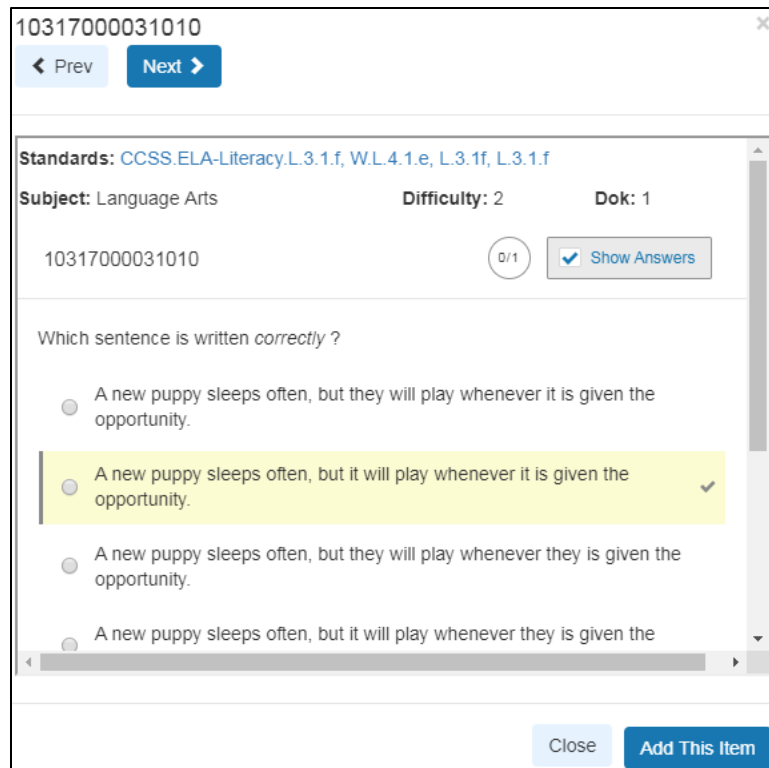
## Step Five: Adding Items to Your Assessment


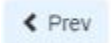
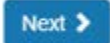
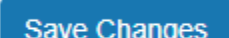
867 matches found.

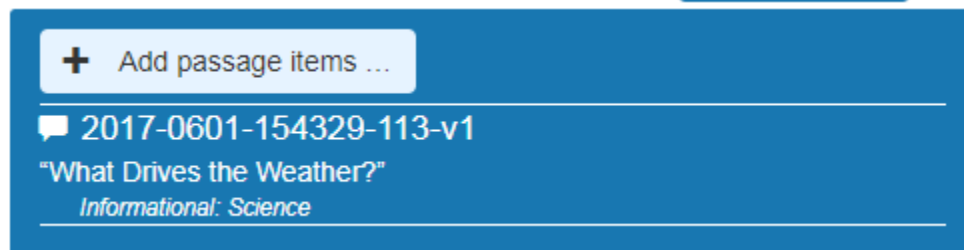
NOTE: Items with related passages are grouped under the passages.

The screenshot displays two side-by-side panels. The left panel, titled 'Available Items', contains two items. Each item has a '+ Add' button at the top left. The first item has ID 10317000031010, DOK: 1 | Difficulty: 2, Standards: CCSS.ELA-Literacy.L.3.1.f, and Created by: null null. The second item has ID 10317000051010, Multiple choice – standard, DOK: 1 | Difficulty: 1, Standards: CCSS.ELA-Literacy.L.3.2.a, and Created by: null null. The right panel, titled 'Selected Items', contains two items. Each item has a trash icon and a 'Remove' button at the top left, and a number in a blue box at the top right. The first item has ID 10316000601010, DOK: null | Difficulty: 4, Standards: CCSS.ELA-Literacy.L.3.4.a, and Created by: null null, with the number '1' in a blue box. The second item has ID 10316000621010, DOK: null | Difficulty: 4, Standards: CCSS.ELA-Literacy.L.3.4.a, and Created by: null null, with the number '2' in a blue box.

- All available items will appear on the left side of the table
- To add an item, click the  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

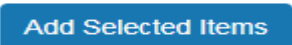


- An item preview box will appear. The Standard, Difficulty level, DOK level, & Correct Answer will be available. If you would like to add this item to your assessment, click the 
- To preview additional items for this assessment,   click – if you are looking at items in a passage container, there will 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 

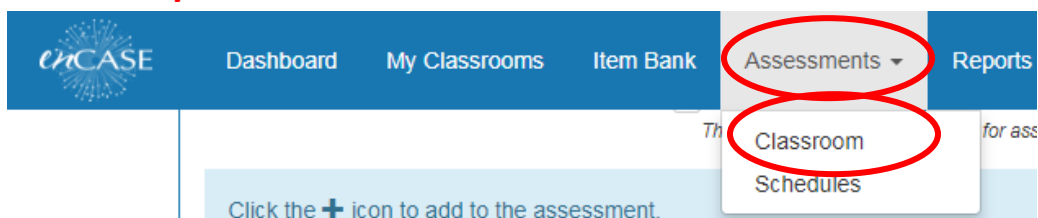


- ELA Note: When you locate an item with a passage, click the **“Add Passage Items”** button. All questions associated with that passage will appear on a new screen. You can also preview the passage by clicking on the item number.

Item	Tags
<input checked="" type="checkbox"/> 10318101011010-1 <i>published</i> What is the mainidea of the passage? Multiple Choice – Standard 2017-0601-150955-113-v1 Created by: Jeanette Avery	Standard: CCSS.ELA-Literacy.RI.3.2 Difficulty: 3 DOK: 2
<input checked="" type="checkbox"/> 10318101012410-1 <i>published</i> Part A What is the mainidea of the passage? Multiple Choice – Standard 2017-0601-150955-113-v1 Created by: Jeanette Avery	Standard: CCSS.ELA-Literacy.RI.3.2 Difficulty: 3 DOK: 2

- 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 







### 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

Title	Subject	Core	Type	Difficulty
MS Demo Created: 04-11-2017 11:42 AM Created by: Admin, TE21 TE21	Language Arts	CC: English Language Arts/Literacy (2010)	Classroom	3.0

- 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

Classroom	Grade	Teacher
3rd Math Period: 3	3rd Grade	Teacher1, Training

- 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

Classroom	Grade	Teacher	Students
3rd Math Period: 3	3rd Grade	Teacher1, Training	All

- 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

- 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.**