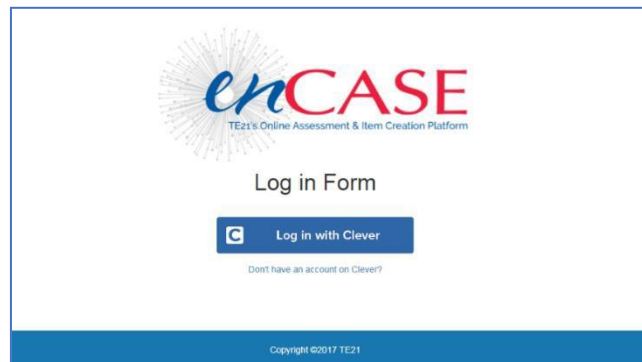




enCASE Item Bank Assessment Sharing

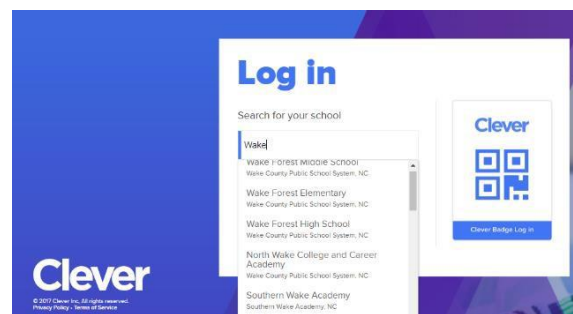
Step One: for users without Clever portal access <https://encase.te21.com>



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

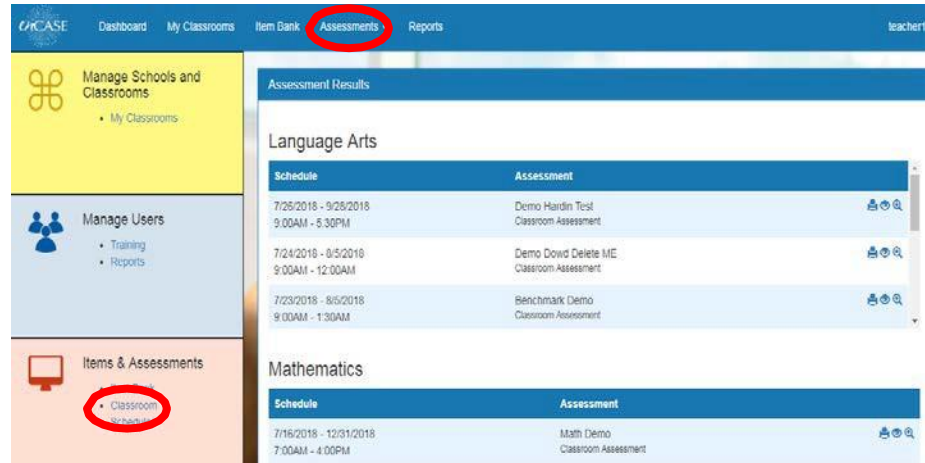
- Click "Don't have an account on Clever"
- Enter your credentials
- Choose your district
- Click Login



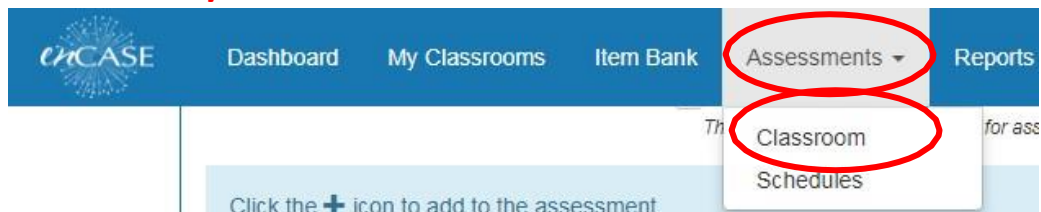
Step Three: Accessing the Item Bank

- 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: Locate/Share an Assessment



- To locate the 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

Step Five: Filter by author

- Choose the author of the assessment from the dropdown to narrow the list of matching assessments.







Showing 1 to 12 of 12

Filter by Author:

Title	Teacher1, Training Teacher2, Training	Subject	Core
Benchmark Demo Created: 07-26-2018 12:38 AM Created by: Teacher1, Training TestDistrict		Language Arts	TN: English Language Arts (2016)
Constructed Response Demo Created: 07-17-2018 1:04 PM Created by: Teacher1, Training TestDistrict		Language Arts	MS: Language Arts (2016)







Step Six: Edit the Assessment (If you would like to schedule the assessment with no changes, proceed to Step Seven). **Please note:** if you choose to make any changes you will be prompted to rename the assessment and you will become the author of the “new” assessment.

- Click the edit icon to the right of the assessment

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	     

- Make the desired changes and click the blue **Save Changes** button at the bottom of the page.
- You will be prompted to save a copy. A new title is suggested. You can use the suggested one or change it to a new title of your choice.
- Click the blue **SAVE** button.
- Return to Steps Four and Five to locate your new/edited assessment.


Step Seven: Schedule Your Assessment

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	     

- Click the **Schedule Assessment** icon.
- Scroll to the **Recipient Box** located below the **Assessment Box**
- 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 from the scheduled class's roster 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:

Start Time:

End Date:

End Time:

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