To access the enCASE platform, go to [https://encase.te21.com](https://encase.te21.com). There are two methods that can be used to log into the enCASE platform. Click here if you need login instructions.

**Navigation**

You are now viewing your dashboard

There are two navigation options: you can use the toolbar at the top of the page or the menu option on the left side of the page.

**Menu Options**

- Manage Schools and Classrooms:
  - “My Classrooms” is designed to allow a teacher to easily access their classes, view rosters, and print rosters
  - We encourage ALL teachers to check their class rosters PRIOR to the day of testing
• Manage Users:
  o “Training” will connect you to the enCASE training videos and support documents
  o “Reports” will allow teachers to view all benchmark and formative assessment results for their classes.

• Items & Assessments:
  o “Item Bank” is the item creation tool that allows districts/schools to create their own item bank items/passages
  o “Classroom” will take you to the TE21 Item Bank. The Item Bank is designed for teachers to be able to pull high quality items for formative assessment creation.
  o “Schedules” will allow you to see the testing schedule that has been created for any benchmark or formative assessments for your classroom.

   NOTE: TE21 will set the testing schedules for all benchmark assessments.

Assessment Results

• The assessment results section in the center of the dashboard, is designed to allow teachers to print an assessment, print an answer key.
Logout

- On the homepage you can easily logout of the system by clicking on the arrow to the right of your username.
- The logout option will appear.