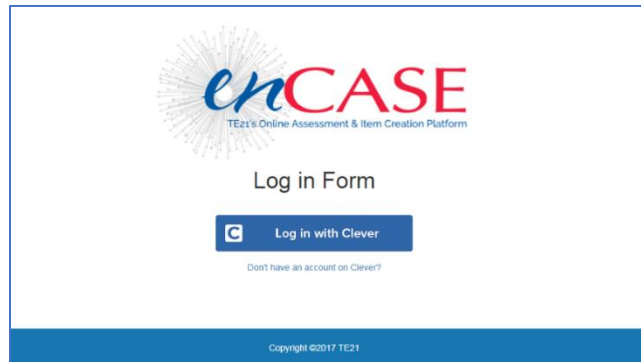




## enCASE Platform Navigation Overview

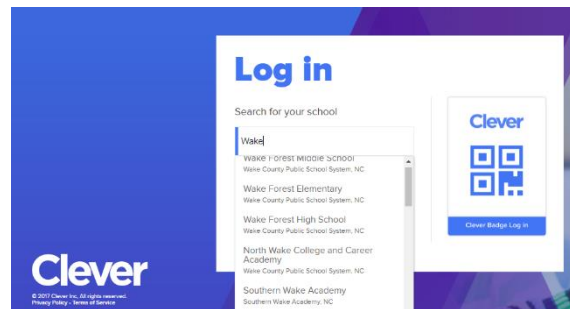
Step One: [www.encase.te21.com](http://www.encase.te21.com)



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 and click “log in”



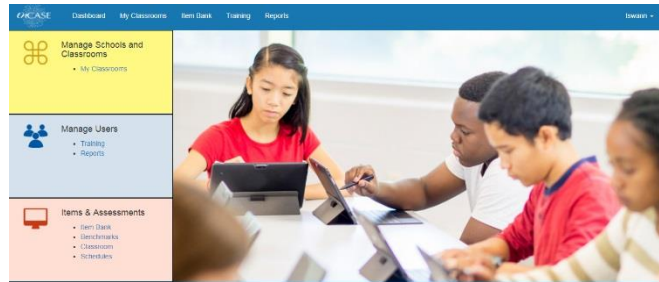
### Option 2: Non-Clever Login

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



## Step Three: Navigation

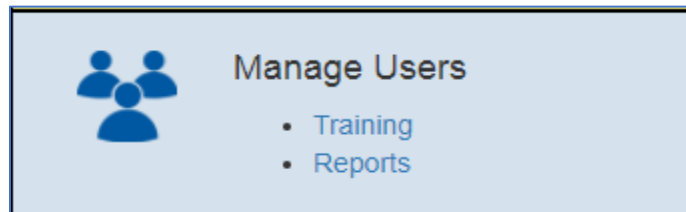
- You are now viewing your dashboard
- There are two navigation options: you can use the toolbar at the top of the page or the menu option on the left side of the page.



## Step Four: Menu Options

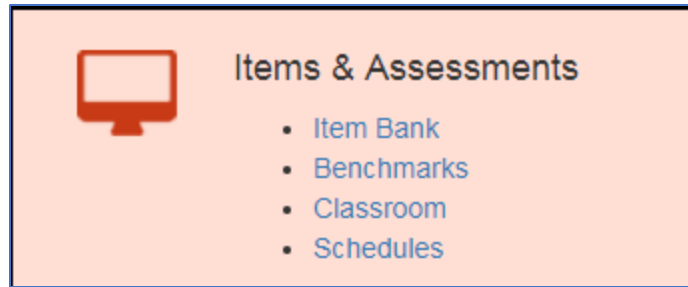


- **Manage Schools and Classrooms:**
  - **My Classrooms** is designed to allow a teacher to easily access their classes, view rosters and print rosters



- **Manage Users:**
  - **Training** is currently locked down for future training development options.
  - **Reports** will allow teachers to view all benchmark and formative assessment results for their classes. You will also be able to view the scheduled assessments in this section.

- **Items & Assessments:**



- **Item Bank** is the item creation tool that allows districts/schools to create their own item bank items/passages
- **Benchmarks** is a private login section for TE21 employees
- **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.
- **Schedules** will allow you to see the testing schedule that has been created for any benchmark or formative assessments for your classroom

### Step Six: 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.

