Scheduling CASE Benchmark Assessments for enCASE

[Section 1: Scheduling the first annual Benchmark assessments](#)
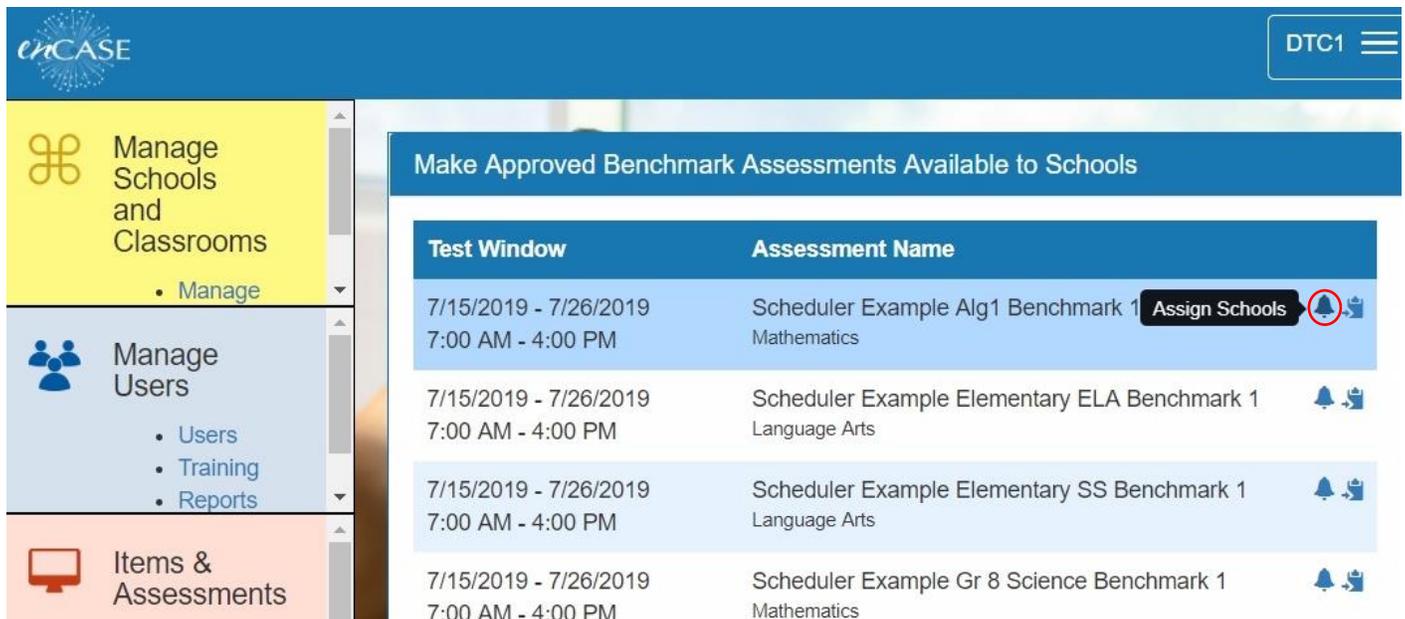**[Section 2: Scheduling Bench 2-3 using the quick repeat feature](#)**
[Section 3: Extending the Benchmark window when necessary](#)

Starting with the 2019-2020 school year districts are now able to schedule CASE Benchmark Assessments to their schools and classes easily and accurately.

The CASE team will securely assign requested assessments a week before the test window opens for the district. An e-mail will alert the main contact(s) specifying which tests have been made available to the district along with the test window details.

Step 1: The enCASE **District Test Coordinator user(s)** should review the available Benchmark assessments for accuracy and then make the assessments available to the appropriate schools. *The assessments cannot be accessed or scheduled to classrooms by any other user until they are made available to school buildings.*

Click the "Assign Schools" icon beside any assessment shown in the top window of the dashboard.

By default, all available assessments and schools are shown. Clicking the "**+**" symbol adds assessments and schools to the "Selected Assessments" and "Selected Schools" boxes shown below.

Multiple subjects and grades may be added at the same time (i.e. all elementary titles to all elementary schools). Mistakes can be removed with the "**x**".

Once the grouping is complete, a single click on "Assign" completes the group and marks the titles with the assigned schools and they become available to school level administrators. The process may then be continued for additional titles and schools.

Optional filters are available to shorten the list when working with multiple assessments.
Example: To find all K-5 ELA assessments to assign to just the K-5 schools choose "Language Arts" from the Subject filter and "Elementary (K-5)" from the School Type filter.

Assign Schools

Select assessments and schools to assign

Filter Assessments

Subject: [▼]

Title: [   ]
Filter by assessment titles containing the value entered.

School Type: [▲]

[|]

Elementary (K-5)

Middle School (6-8)

High School (9-12)

You can select **multiple** assessments and **multiple** schools. As a result, all selected schools will be assigned to each selected assessment.

Assessment   **School**

Step 2: The enCASE **School Administrator user(s)** at Asher Academy may now assign the assessments to specific classrooms by clicking the "Assign Classrooms" icon from their dashboard.

Schedule Upcoming and Open Benchmark Testing to Classrooms

Test Window	Assessment Name	
7/18/2019 - 7/26/2019 7:00 AM - 4:00 PM	Scheduler Example Elementary ELA Benchmark 1 Benchmark Assessment	☑
7/18/2019 - 7/26/2019 7:00 AM - 4:00 PM	Scheduler Example Elementary SS Benchmark 1 Benchmark Assessment	Assign Classrooms ☑

Click the "**+**" symbol beside the classroom to add it to the schedule, and then click "Save Changes". Editing the initial assignment for additions or corrections is also permitted here.

Mistakes can be removed using the "**x**" symbol. *District level administrators may assign classrooms if desired, teachers may also assign their own classrooms.*

Select where the assessment should be available.   Showing 1 to 2 of 2

* School: [Asher Academy   ▼]

Grade: [▼]

Subject: [[Any]   ▼]

Classroom: [   ]
Filter by classrooms containing the value entered.

Semester: [▼]
Filter by classrooms by semester.

Classroom	Grade	Teacher	
25 Period: 3 06/07/19 - 06/07/20	1st Grade	gaskins, william	⊕
~~Language Arts~~ ~~Period: 2~~ ~~02/00/17 - 02/00/18~~	~~4th Grade~~	~~gaskins, william~~	

Note: the "Person" icon allows for scheduling of specific students within a classroom. This is useful in situations such as self-contained multiple grade classrooms.

The CASE Benchmark Assessment **Scheduler Example Elementary SS Benchmark 1** has now been assigned to the 4th grade classroom(s) at Asher Academy and will automatically appear on the student dashboards when the window opens. *Note that districts have additional control options over student assessment access using the enCASE Optional District ON-OFF Switch.*

Scheduling Benchmarks 2 and 3 Using the Quick Repeat Feature

The Quick Repeat feature allows a District Test Coordinator to copy previously created benchmark schedules for all classes within the district with just a few clicks per assessment title. (i.e. assign the Alg1 Benchmark 2 to all classrooms that took the Alg1 Benchmark 1). *Note that school level administrators and teachers can easily access and edit this to reflect any small changes that may have occurred using their own Assign Classes function.*

Step 1: From the top box of the enCASE **District Test Coordinator user's** dashboard click the "Copy Recipients from Another Schedule" icon.

Step 2: Select filters as necessary to locate the desired previous schedule and click the radio button beside it. ***Uncheck the Show Only Schedules with Open Testing Windows box*** then click on "Search Schedules". Verify the desired schedule and click the "Copy Recipients" icon to reuse the original schedule for every class in the district. The dashboard returns to continue the process with each assessment needed.

Extending the Test Window When Required

Snow, hurricanes and emergencies happen. The enCASE designated **District Test Coordinator user(s)** may extend one or all of the test windows as a group. It is *very important* that the CASE Benchmark team be alerted if this action is taken to avoid incomplete reporting!

Scroll down the dashboard to the third box: Assessment Summary. Click on the blue Extend Testing Window link for the assessment(s) which need an extension to add them to the pop-up box.

Grades and subjects may all be mixed into one extension period as desired.

Assessment Summary

Language Arts

Test Window	Assessment Name	Schools	
7/15/2019 - 7/26/2019 7:00 AM - 4:00 PM + Extend testing window	Scheduler Example Elementary ELA Benchmark 1 Benchmark Assessment	Asher Academy	🔍 ✏
7/15/2019 - 7/26/2019 7:00 AM - 4:00 PM + Extend testing window	Scheduler Example Elementary SS Benchmark 1 Benchmark Assessment	Asher Academy	🔍 ✏

Mathematics

Test Window	Assessment Name	Schools	
7/15/2019 - 7/26/2019 7:00 AM - 4:00 PM + Extend testing window	Scheduler Example Alg1 Benchmark 1 Benchmark Assessment		🔍 ✏

In the pop-up box set the new end date and time as needed and click "Set Testing Window End Date/Time" to complete the process. Please don't forget to notify the CASE Benchmark team of your changes.

Set Testing Window End Date/Time for Selected Schedules

Selected Schedules

7/15/2019 - 7/27/2019 7:00 AM - 4:00 PM — Remove	Scheduler Example Elementary ELA Benchmark 1 Benchmark Assessment
7/15/2019 - 7/27/2019 7:00 AM - 4:00 PM — Remove	Scheduler Example Elementary SS Benchmark 1 Benchmark Assessment
7/15/2019 - 7/27/2019 7:00 AM - 4:00 PM — Remove	Scheduler Example Alg1 Benchmark 1 Benchmark Assessment

Set the new testing window end date and time.

End Date: 07/11/2019

End Time: 4:00pm

[Set Testing Window End Date/Time]