To access the enCASE platform, go to https://encase.te21.com. There are two methods that can be used to log into the enCASE platform.

**Clever Users Login Method**
Users with Clever portal access, click on the blue “Log in with Clever” button and use the Clever login method set up by your district.

**Non-Clever Users Login Method**
Users without Clever portal access, click on “Don’t have an account on Clever” text. On the pop-up screen, enter your credentials, choose your district from the dropdown menu, and then click “Log In”.

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Step Three: Checking the Rosters

When viewing the teacher dashboard, teachers will click on the “My Classes” link. Each class will be listed on the next screen. For most users, class roster information is pulled directly from your student information system (ex. PowerSchool). By clicking on the “Manage Classroom” button, teachers will now be able to review the rosters for each class.

We strongly recommend that teachers review each roster BEFORE the live testing date. If there are missing students from a roster, please contact an administrator immediately so a prompt resolution can be determined.

Step Four: Checking the Test Schedule

After confirming that the rosters are correct for each class, teachers will want to verify their test schedules. Classroom tests show immediately upon scheduling. Benchmark tests will not appear until the window for testing opens for students.
• Teachers can navigate to the Assessment Tab and click the Schedules link.

![Image of the enCASE interface with Assessment Schedules selected]

• Click “By Assessment”

![Image of the assessment search form]

• Assessments matching your filters will be listed. Place a checkmark next to any test that you would like to see the schedule.

![Image of a table showing five matching assessments]

• Click the blue Search Schedules button.

![Image of a table showing assessment details]

• If a test is missing, please contact your administrator immediately. They will then communicate to the enCASE representative for the district, who will in turn reach out to TE21 directly.

Once your rosters and assessment schedules are verified, your students are ready to begin their assessment. For more information on the student testing experience, please check out our supporting documents and videos.