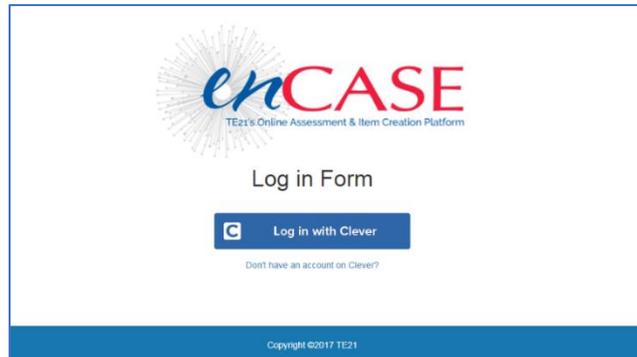




## enCASE Teacher Benchmark Experience

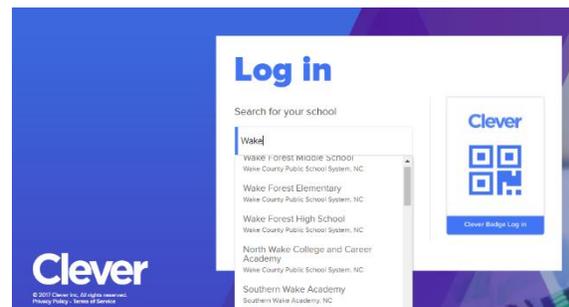
Step One: <https://encase.te21.com>



Step Two: Log In (there are two login 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”

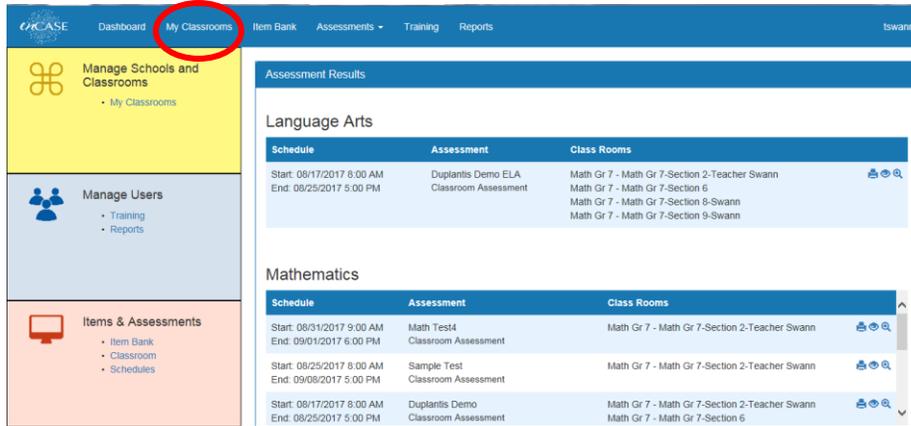


### Option 2: Non-Clever Login

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



## Step Three: Checking Your Rosters



- When viewing the teacher dashboard, you will click on the My Classes Link.

Schoold	Primary Teacher	CourseName	CourseNumber	Period	Subject	SectionNumber	Grade Level	StartDate	EndDate	
8	Teacher Swann	Math Gr 7-Section 2-Teacher Swann	Math Gr 7	2	f1fb2f2c-3b53-11e0-b042-495e9dff4b22	2	7th Grade	5/23/2017 12:46:41 PM	5/23/2018 12:46:41 PM	Manage Classroom
8	Teacher Swann	Math Gr 7-Section 6	Math Gr 7	6	f1fb2f2c-3b53-11e0-b042-495e9dff4b22	6	7th Grade	5/23/2017 12:47:08 PM	5/23/2018 12:47:08 PM	Manage Classroom
8	Teacher Swann	Math Gr 7-Section 8-Swann	Math Gr 7	8	f1fb3dd2-3b53-11e0-b042-495e9dff4b22	8	7th Grade	5/23/2017 12:47:36 PM	5/23/2018 12:47:36 PM	Manage Classroom

- Each of your classes will be listed on the next screen. For most users, this is the information that is pulled directly from your student information system (ex. PowerSchool). By clicking on the “Manage Classroom” button, you will now be able to review the roster for each class.

Students In This Class

First Name	Last Name	UserName	StudentNumber	Grade	
Heather	Clark	Student144	17207	7th Grade	Remove Student
McKayla	Goebel	Student145	2701001720	7th Grade	Remove Student
Yadira	Gonzalez	Student146	2701008377	7th Grade	Remove Student
Luke	Hazle	Student147	2701001223	7th Grade	Remove Student
Joseline	Laguna-Torres	Student149	12170	7th Grade	Remove Student
Olivia	Mason	Student150	2701001377	7th Grade	Remove Student
Kylie	McAllister	Student151	18122	7th Grade	Remove Student
Katherine	Pastrana	Student152	2701001270	7th Grade	Remove Student
Lillian	Stefanak	Student155	15285	7th Grade	Remove Student

- We strongly recommend that you review each of your rosters BEFORE your live testing date. If you determine that you are missing a student from your roster, please contact your administrator immediately so a prompt resolution can be determined.

## Step Four: Checking Your Test Schedule

The screenshot shows the enCASE dashboard with a navigation menu at the top: Dashboard, My Classrooms, Item Bank, Assessments, Training, Reports, and a user profile 'tswann'. The left sidebar has three main sections: 'Manage Schools and Classrooms' (with 'My Classrooms' sub-item), 'Manage Users' (with 'Training' and 'Reports' sub-items), and 'Items & Assessments' (with 'Item Bank', 'Classroom', and 'Schedules' sub-items). The main content area is titled 'Assessment Results' and is divided into two sections: 'Language Arts' and 'Mathematics'. Each section contains a table with columns for 'Schedule', 'Assessment', and 'Class Rooms'. The Language Arts table shows a 'Duplantis Demo ELA Classroom Assessment' scheduled from 08/17/2017 8:00 AM to 08/25/2017 5:00 PM, with class rooms including 'Math Gr 7 - Math Gr 7-Section 2-Teacher Swann', 'Math Gr 7 - Math Gr 7-Section 6', 'Math Gr 7 - Math Gr 7-Section 8-Swann', and 'Math Gr 7 - Math Gr 7-Section 9-Swann'. The Mathematics table shows three entries: 'Math Test4 Classroom Assessment' (08/31/2017 9:00 AM to 09/01/2017 6:00 PM), 'Sample Test Classroom Assessment' (08/29/2017 8:00 AM to 09/08/2017 5:00 PM), and 'Duplantis Demo Classroom Assessment' (08/17/2017 8:00 AM to 08/25/2017 5:00 PM), with class rooms including 'Math Gr 7 - Math Gr 7-Section 2-Teacher Swann' and 'Math Gr 7 - Math Gr 7-Section 6'.

- After confirming that your rosters are correct for each class, you will want to verify your test schedules. Directly from the dashboard home screen, you will see all scheduled tests in the middle of the screen. Once the benchmark window opens, you will see the test name, and the scheduled start and end date for the test. If you are missing a test that you think should be listed, please contact your administrator immediately. They will then communicate to the enCASE representative for your 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.