

enCASE Beginner's Guide

The enCASE Solution Center contains training resources for all enCASE functionality. There are many useful videos and documents in the center all of which are organized by function category. This beginner's guide purposely steps new users through the resources, so they quickly learn the skills needed to effectively use the platform.

To use this guide, find your user role below and click the resource title.

District Test Coordinator – Top Level User

- [Scheduling CASE Benchmark Assessments](#)
- [Roles and Permissions](#)
- [Controlling Assessment Visibility](#)
- [Reopening a Prematurely Submitted Assessment](#)
- [Accessing Assessment Analytic Reports](#)
- As time permits, all resources recommended for teachers

Teacher

- [All Overview Resources](#) – These are short and give a quick glimpse of platform basics
- [Creating a Classroom Assessment](#)
- [Scheduling a Classroom Assessment](#)
- [Printing an Assessment](#)
- [Grading Constructed Responses](#)
- [Student Essay/Passage Highlighting](#)
- [Accessing Assessment Reports](#)

District or School Administrator

- [All Overview Resources](#) – These are short and give a quick glimpse of platform basics
- [Scheduling CASE Benchmark Assessments](#)
- [Creating a Classroom Assessment](#)
- [Scheduling a Classroom Assessment](#)
- [Accessing Assessment Analytic Reports](#)
- [Accessing Assessment Reports](#)