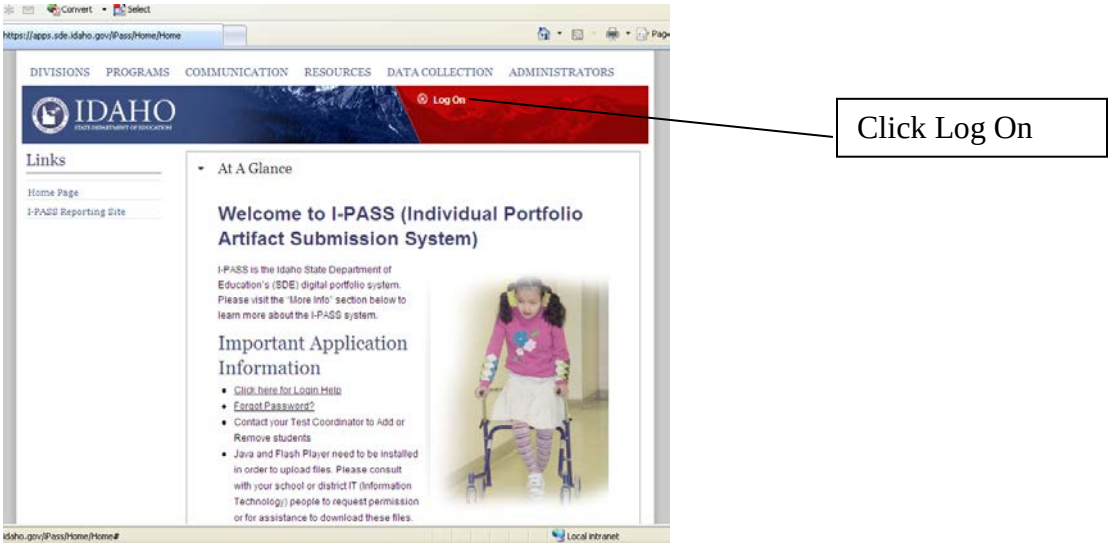
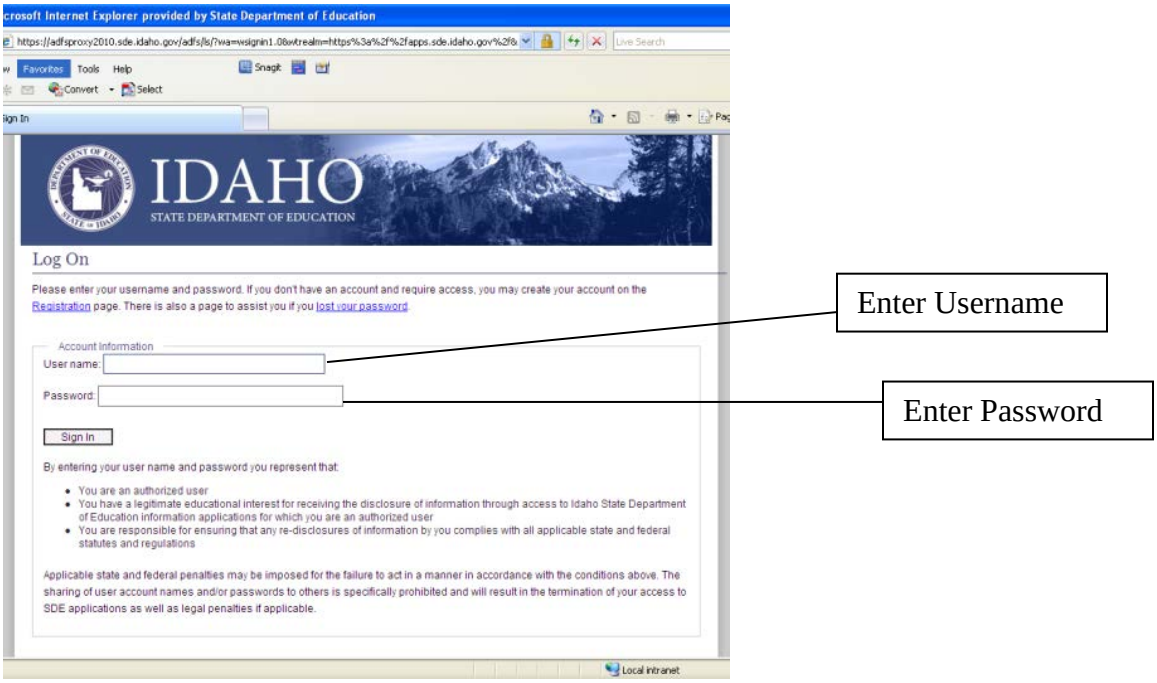
# Assigning Students to Teacher in IPASS

1. Go to: https://apps.sde.idaho.gov/iPass



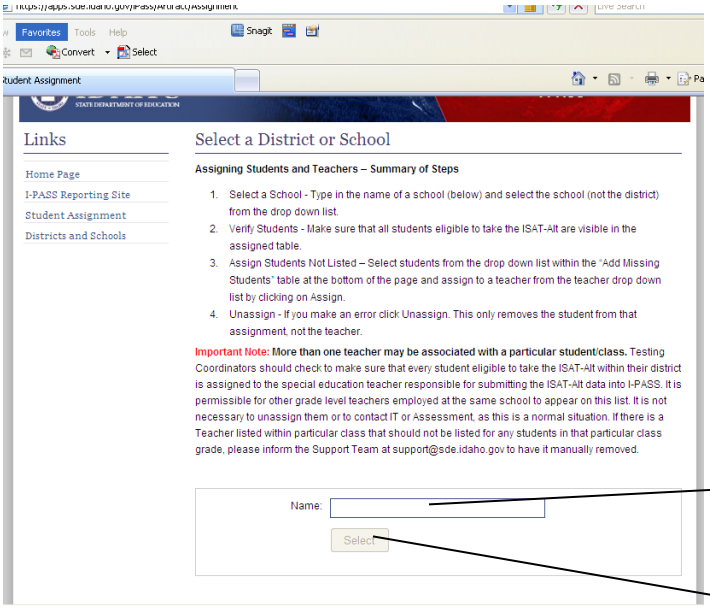




Please refer to the directions at the top of this screen if you have lost your Password

## 2) Select Student Assignment

Click Student Assignment

## 3) Select A School




Start typing school name. The box will generate a drop down menu with a list of schools that best match the first few letters.

Select your school name.

Click Select

Please refer to the directions at the top of this screen.

# 4) Assign Students To Teachers

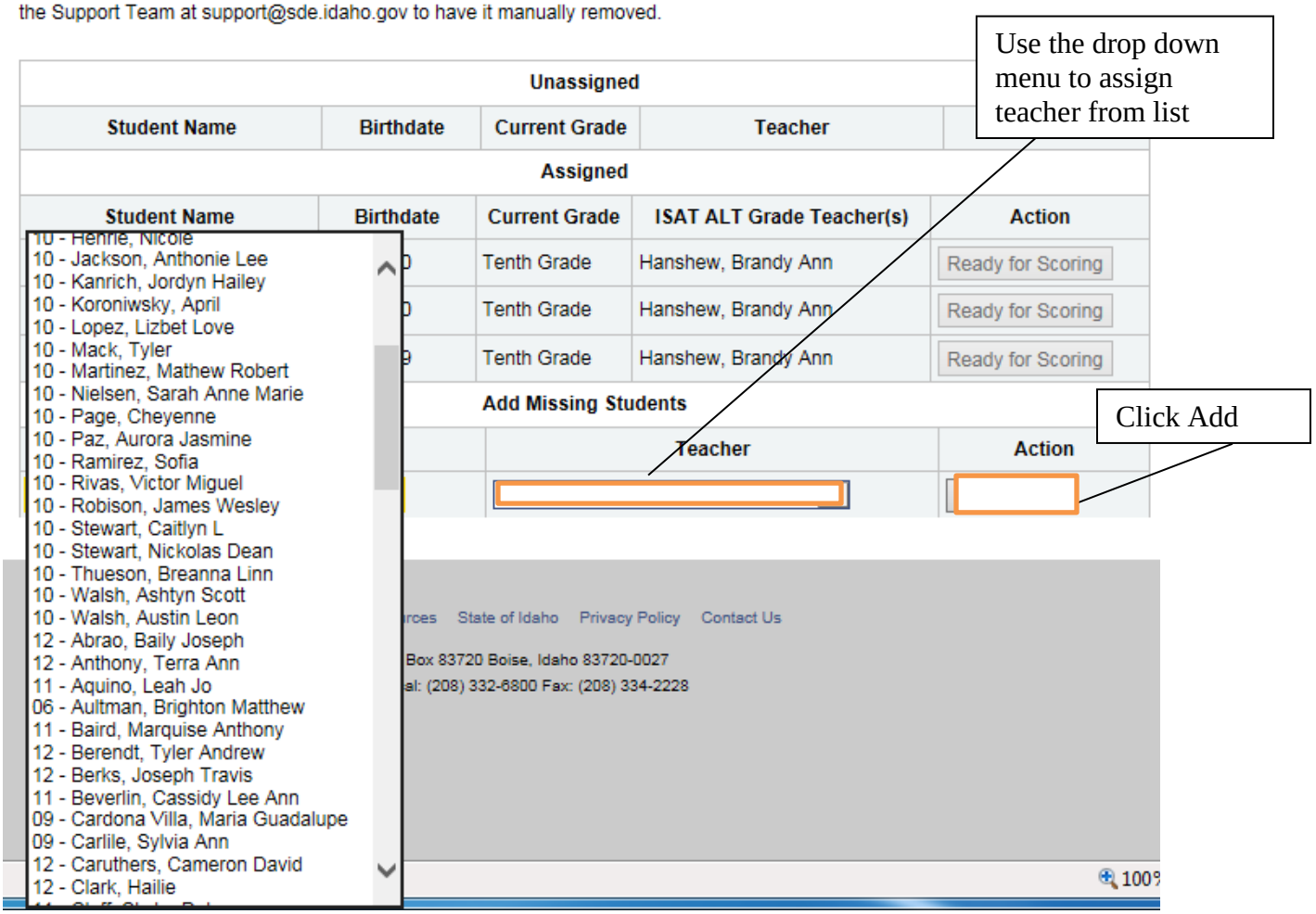
## Student Assignment

**MIDDLETON HIGH SCHOOL**

**Assigning Students and Teachers – Summary of Steps**

1. Verify Students - Make sure that all students eligible to take the ISAT-Alt are visible in the assigned table.
2. Assign Students Not Listed – Select students from the drop down list within the "Add Missing Students" table at the bottom of the page and assign to a teacher from the teacher drop down list by clicking on Assign.
3. Unassign - If you make an error click Unassign. This only removes the student from that assignment, not the teacher.

Important Note: **More than one teacher may be associated with a particular student/class.** Testing Coordinators should check to make sure that every student eligible to take the ISAT-Alt within their district is assigned to the special education teacher responsible for submitting the ISAT-Alt data into I-PASS. It is permissible for other grade level teachers employed at the same school to appear on this list. It is not necessary to unassign them or to contact IT or Assessment, as this is a normal situation. If there is a Teacher listed within particular class that should not be listed for any students in that particular class grade, please inform the Support Team at support@sde.idaho.gov to have it manually removed.




Students in grades 5 ,7 and 10 who are required to participate in the Science Alternate Assessment, will be displayed at the top of the list of students. In the event a student is submitted in the ISEE report in the incorrect grade level, they will be displayed near the

bottom of the list. When ISEE enrollment information is corrected, the student's grade will update in IPASS.

If a student or teacher/staff member is missing from the drop down menus, contact your district's ISEE manager to update ISEE information.