IPASS Quick Guide

Science Alternate Assessment

Portfolio Application

STEP I: New Users Register for ISEE Applications

Teachers that are new to a school or district should register for the ISEE Application.

Registering as a New User on ISEE https://isee.sde.idaho.gov/

For details instructions to complete registration, please refer to the Registering Guide at: https://www.sde.idaho.gov/tech-services/isee/roadshow/archives/2014/Registration-System-Access.pdf

If your staff experiences any problems registering, please do not hesitate to contact SDE Support at (208) 332-6987 or support@sde.idaho.gov

STEP II: Assign Appropriate IPASS Roles

Once staff have registered for the ISEE Applications, The District Admin Tool user (usually the Technology Director) will assign the appropriate IPASS roles to the appropriate staff.

The chart below shows the three roles applicable in the IPASS Application, the responsibilities associated to each role and the staff typically assigned to the specific role.

IPASS Application Role	Responsibilities	Staff typically assigned this role	Permission Level
IPASS Test Coordinator	Assigns students to appropriate staff, (Teacher and/or para) responsible for submitting student portfolio artifacts.	Test Coordinator Special Education Director Curriculum Coordinator/director	**District Level** Students are assigned to a teacher in their enrolled school
IPASS Teacher	Allows teacher to upload artifacts and submit student portfolio.	Special Ed Teacher Special Ed Para	**School Level** *teachers assigned to multiple buildings will need the IPASS Teacher role in **all** buildings
IPASS Report Viewer	Special Ed Teacher Special Education Para School Principal District Special Education Director	Test Coordinator	Assigned at either district or school level, depending on the user and their job responsibilities

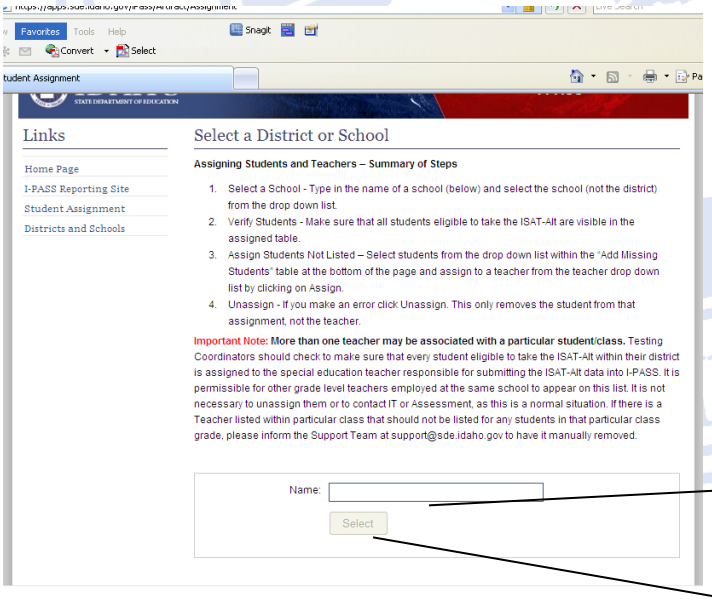
STEP III: Assign Students to Teachers

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

1) Select Student Assignment

Click Student Assignment

2) 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.

Click Select

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

3) Assign Students To Teachers

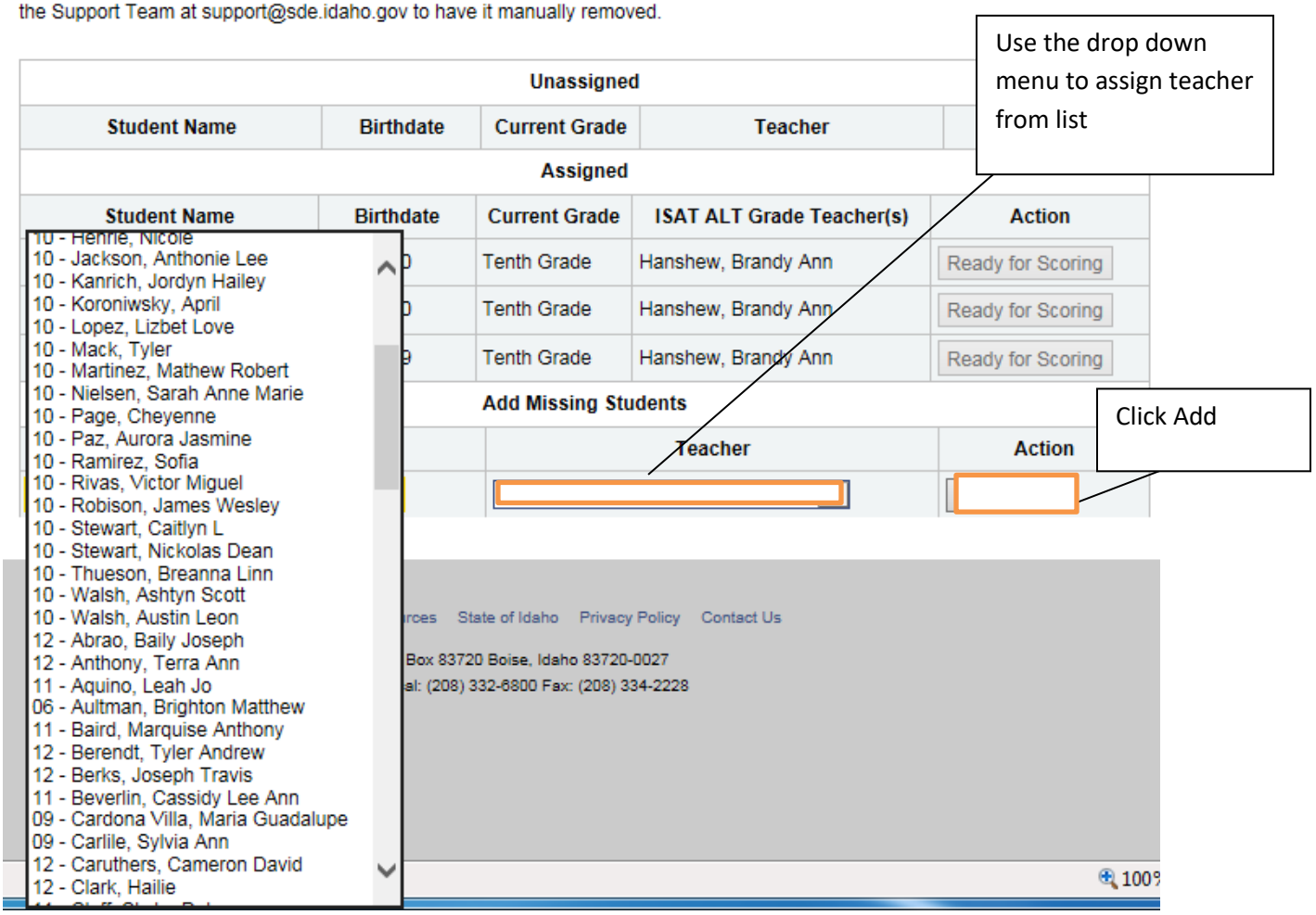
Student Assignment

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.

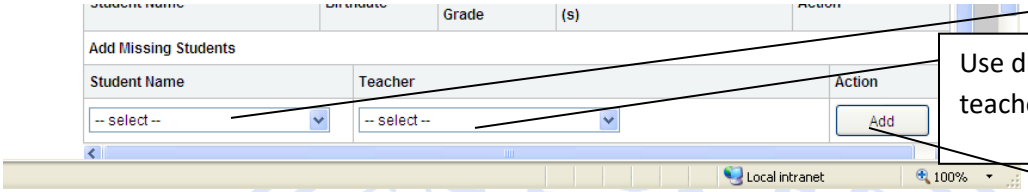
Important Note: **More than one teacher may be associated with a particular student/class.** Testing Coordinators should check to make sure that every student eligible to take the ISAT-Alt within their district is assigned to the special education teacher responsible for submitting the ISAT-Alt data 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.



Please refer to the directions at the top of this screen

4) To Add Missing Students

Use drop down menu to select missing student



Use drop down menu to assign teacher from list

Click Add

If student is missing from drop down menu, contact your district's ISEE manager to verify ISEE information

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STEP IV: Collect Evidence and Submit to IPASS

(Available JANUARY 1ST-MARCH 31ST)