

# Assigning Students to Teacher in IPASS

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



Click Log On



Enter Username

Enter Password

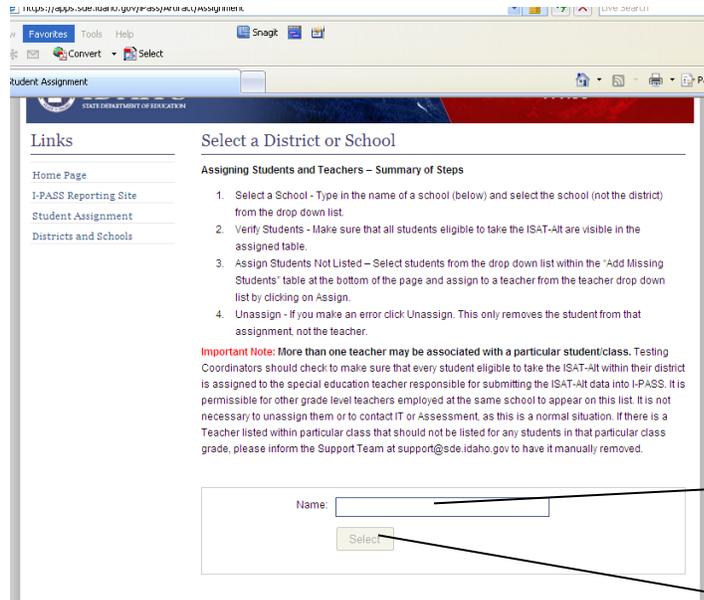
Please refer to the directions at the top of this screen if you have lost your Password

## 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.

Unassigned				
Student Name	Birthdate	Current Grade	Teacher	
<b>Assigned</b>				
Student Name	Birthdate	Current Grade	ISAT ALT Grade Teacher(s)	Action
10 - Henrie, Nicole		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
10 - Jackson, Anthonie Lee		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
10 - Kanrich, Jordyn Hailey		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
10 - Koroniwsky, April		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
10 - Lopez, Lizbet Love		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
10 - Mack, Tyler		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
10 - Martinez, Mathew Robert		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
10 - Nielsen, Sarah Anne Marie		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
10 - Page, Cheyenne		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
10 - Paz, Aurora Jasmine		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
10 - Ramirez, Sofia		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
10 - Rivas, Victor Miguel		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
10 - Robison, James Wesley		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
10 - Stewart, Caitlyn L		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
10 - Stewart, Nickolas Dean		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
10 - Thueson, Breanna Linn		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
10 - Walsh, Ashtyn Scott		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
10 - Walsh, Austin Leon		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
12 - Abrao, Baily Joseph		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
12 - Anthony, Terra Ann		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
11 - Aquino, Leah Jo		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
06 - Aultman, Brighton Matthew		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
11 - Baird, Marquise Anthony		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
12 - Berendt, Tyler Andrew		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
12 - Berks, Joseph Travis		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
11 - Beverlin, Cassidy Lee Ann		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
09 - Cardona Villa, Maria Guadalupe		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
09 - Carlile, Sylvia Ann		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
12 - Caruthers, Cameron David		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring
12 - Clark, Hailie		Tenth Grade	Hanshew, Brandy Ann	Ready for Scoring

Add Missing Students		
Student Name	Teacher	Action
<div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>10 - Henrie, Nicole</li> <li>10 - Jackson, Anthonie Lee</li> <li>10 - Kanrich, Jordyn Hailey</li> <li>10 - Koroniwsky, April</li> <li>10 - Lopez, Lizbet Love</li> <li>10 - Mack, Tyler</li> <li>10 - Martinez, Mathew Robert</li> <li>10 - Nielsen, Sarah Anne Marie</li> <li>10 - Page, Cheyenne</li> <li>10 - Paz, Aurora Jasmine</li> <li>10 - Ramirez, Sofia</li> <li>10 - Rivas, Victor Miguel</li> <li>10 - Robison, James Wesley</li> <li>10 - Stewart, Caitlyn L</li> <li>10 - Stewart, Nickolas Dean</li> <li>10 - Thueson, Breanna Linn</li> <li>10 - Walsh, Ashtyn Scott</li> <li>10 - Walsh, Austin Leon</li> <li>12 - Abrao, Baily Joseph</li> <li>12 - Anthony, Terra Ann</li> <li>11 - Aquino, Leah Jo</li> <li>06 - Aultman, Brighton Matthew</li> <li>11 - Baird, Marquise Anthony</li> <li>12 - Berendt, Tyler Andrew</li> <li>12 - Berks, Joseph Travis</li> <li>11 - Beverlin, Cassidy Lee Ann</li> <li>09 - Cardona Villa, Maria Guadalupe</li> <li>09 - Carlile, Sylvia Ann</li> <li>12 - Caruthers, Cameron David</li> <li>12 - Clark, Hailie</li> </ul> </div>	<div style="border: 1px solid orange; padding: 5px; width: 150px;"> <input type="text"/> </div>	<div style="border: 1px solid orange; padding: 5px; width: 50px;"> <input type="button" value="Add"/> </div>

Use the drop down menu to assign teacher from list

Click Add

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.