



User's Guide To I-PASS for Teachers

Individual Portfolio Artifact Submission System (ISAT Alt Science)



Assessment Department

Idaho State Department of Education

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Deadline

*Deadline for Submitting Completed Portfolios is MARCH 31st at midnight. **There are no exceptions.***

Support Contact

Karlynn
ISAT-Alt Coordinator
klaraway@sde.idaho.gov
208-332-6824

Evidence Formatting

Before beginning the upload process, it is important to make sure all evidence to be submitted is formatted correctly. Below is a list of compatible formats:

Artifacts must be of the following types:

- PDF documents (.pdf)
- Jpeg images (.jpeg)
- PNG images (.png)
- GIF images (.gif)
- TIFF images (.tiff)
- Flash video (.flv)
- Mpeg4 video (.mp4)
- Mov video (.mov)
- Avi video (.avi)
- MS Document (.doc, .docx)

Accessing I-PASS

Go to the following site

- <https://apps.sde.idaho.gov/IPass/>
- Read through *Important Application Information*

Logging On



Click Log On



New Users:

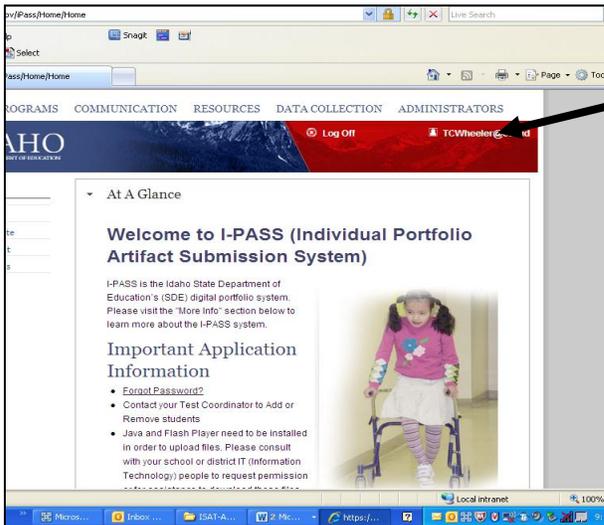
- Click Registration and follow directions

<https://apps.sde.idaho.gov/Account/register>

Existing Users enter:

- User name
- Password

Click Sign In

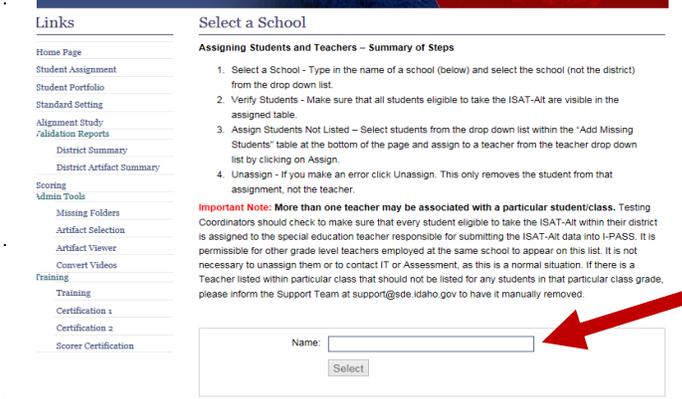


Verify User name

If your User name is missing or incorrect contact:
 Heidi Arrate
 208-332-6909
 harrate@sde.idaho.gov



Click Schools



Start typing your school name then select correct school when drop down appears.
Click Select

Student List

Student List: Please report any errors in demographic information to your IPASS Test Coordinator. Click the portfolio. Select the student name to view and edit their media profiles.



What is This: If you are using Google Chrome or Mozilla Firefox you can now drag and drop files from your desktop. Internet Explorer users will need to select the student name and use the +Click Here to Upload a File feature.

Verify all students taking the ISAT-AIT are listed



Click the up/down arrow to expand

Grade: FifthGrade, Age: 12, Sex: Male

Science In Progress

Drag Files Here Nov 28 test

- Verify demographics
- Check portfolio status
- View/delete unassigned files

Uploading Evidence

ALPHA TESTSTUDENT

EPSILON TESTSTUDENT

KAPPA TESTSTUDENT

Click the blue Student Name

Return To Student List

+ Click Here to Upload a Files

Student

Name: TESTSTUDENT, KAPPA

Grade: Tenth Grade

Age: 7

A_Z Countdown.doc

gif.GIF

Click on "+ Click Here to Upload" a File

Choose File to Upload

Look in: Desktop

File name:

Files of type: All Files (*.*)

Open

Cancel

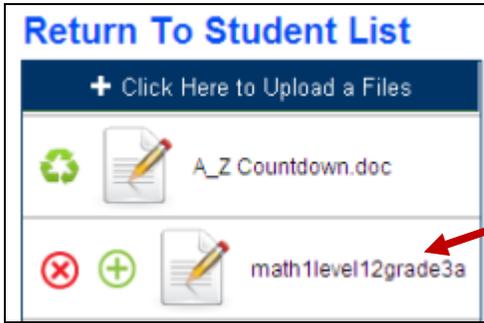
Search your local machine for artifact you want to upload

Click Open



Enter a description

Click Start to begin upload

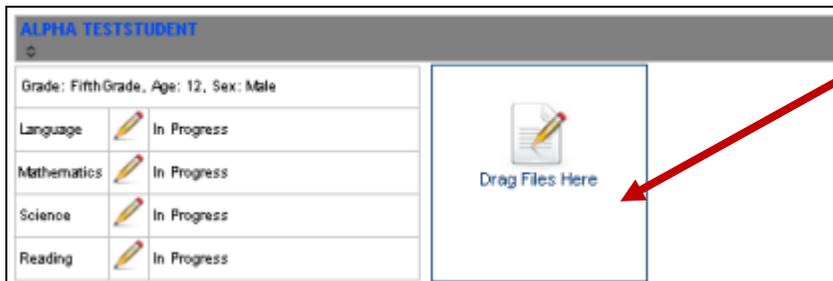


Artifact will appear in list below upload bar

*****Google Chrome or Firefox Browser Users Only*****

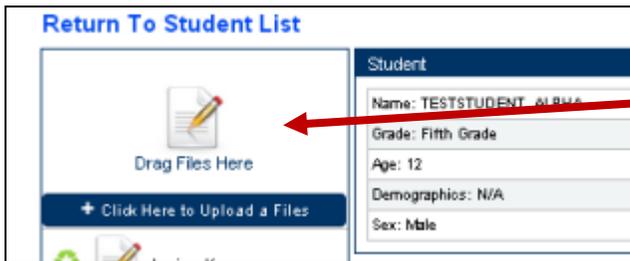
These browsers allow for the user to drag and drop files from your local machine into the IPASS System. Below are the two places you can directly drag and drop to:

- 1) Student List Page



Drag and drop files here

- 2) Student Portfolio Page



Drag and drop files here

Student Portfolio Page

MS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

Log Off TCU

Return To Student List

+ Click Here to Upload a Files

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- A_Z Countdown.doc
- math1level12grade3a
- 26 PDF drag and drop b
- jpg.jpg
- gif.GIF
- Wily Wonka
- CK_12_Earth_Science_Teach
- Dool1.pdf
- C:\Users\jester\BLACKFIN
- Dool1.pdf

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Student

Name: TESTSTUDENT, KAPPA
 Grade: Tenth Grade
 Age: 7
 Demographics: N/A
 Sex: Female

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Reading Language Mathematics

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Objective #1

Status	Type	Edit	Collected	Description	Complexity				Independence				Accuracy				Comments
					4	3	2	1	4	3	2	1	4	3	2	1	
✓	Baseline		11/7/2012					✗								✗	c
✓	Evidence		11/1/2012	Test video				✗								✗	This is a test and only a test by the...
✓	Evidence		11/20/2012	Wily Wonka				✗								✗	

Objective #2

Status	Type	Edit	Collected	Description	Complexity				Independence				Accuracy				Comments
					4	3	2	1	4	3	2	1	4	3	2	1	
+	Baseline		N/A														
✓	Evidence		11/8/2012	111.mp4								✗					
✓	Evidence		11/22/2012	Video.mp4								✗					asdfadgqetgskk9k9k9k9f;kj;j;...

Objective #3

Status	Type	Edit	Collected	Description	Complexity				Independence				Accuracy				Comments
					4	3	2	1	4	3	2	1	4	3	2	1	
✓	Baseline		11/27/2012					✗								✗	asdf
✓	Evidence		10/2/2012	Video 1.AVI								✗					
✓	Evidence		11/6/2012	Video 1.AVI								✗					Hark what light doest thou yonder see...

Objective #4

Status	Type	Edit	Collected	Description	Complexity				Independence				Accuracy				Comments
					4	3	2	1	4	3	2	1	4	3	2	1	
✓	Baseline		11/27/2012					✗								✗	asdf
✓	Evidence		11/7/2012	Doc1.pdf								✗					Changing the comments in this field. ...
✗	Evidence																

Objective #5

Status	Type	Edit	Collected	Description	Complexity				Independence				Accuracy				Comments
					4	3	2	1	4	3	2	1	4	3	2	1	
+	Baseline		N/A														
+	Evidence		N/A	Wily Wonka.jpg													
✗	Evidence																

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Complete Unlock

State Board of Education Employee Resources State of Idaho Privacy Policy Contact Us

850 West State Street, PO Box 83720 Boise, Idaho 83720-0027
 Toll Free: (800) 432-4801 Local: (208) 332-6800 Fax: (208) 334-2225

- 1- Student Demographics
- 2- Uploaded Artifact List
- 3- Content Area Tabs
- 4- Objective Tables
- 5- Complete Button

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Moving Artifacts into the Objective Table

Sex: Female

Reading Language Mathematics

Objective #1

Status	Type	Edit	Collected
+	Baseline		N/A
+	Evidence		
+	Evidence		

Objective #2

Status	Type	Edit	Collected
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Drag and drop an artifact from the Uploaded Artifact List onto the table below the appropriate objective for the desired content

Artifact Edit

Complexity: 2 Independence: 2 Accuracy: 3

Comments: This is where you add any comments or notes

Description: math objective 1 sample 1 Collected Date: 11/29/2012

CANCEL OK

Enter scores, comments, description and collected date for artifact

Select OK

Reading Language Mathematics

Objective #1

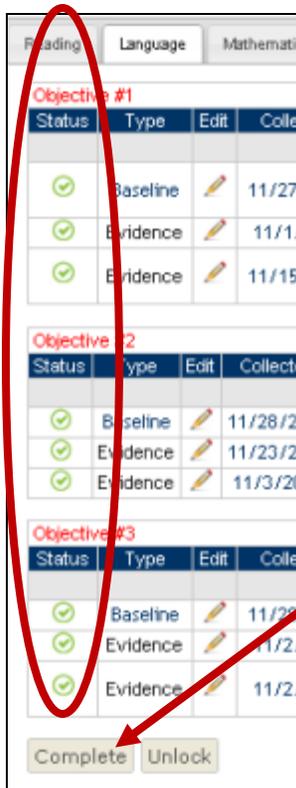
Status	Type	Edit	Collected	Description	Complexity	Independence	Accuracy	Comments
+	Baseline		N/A		4 3 2 1	4 3 2 1	4 3 2 1	
+	Evidence		11/29/2012	E:\IPASS Test\math1_level1_grade3_a.pdf	+	+	+	This is where you add any comments or...
+	Evidence							

The artifact will now appear in the table

Icon List

	Click to edit baselines or artifacts
	Empty
	Completed baseline or objective entry-when all lines have this mark please select Complete button at the bottom of content page
	In Progress
	Delete artifact from Uploaded Artifact List
	Manually move artifact from Uploaded Artifact List into a content objective
	Teacher score for artifact
	When all baselines and objective entries have the green circled check for that content area, click this button to complete and lock the portfolio. This will need to be done for each content

Completing and Submitting Portfolios



When all lines have a green circled check the portfolio for that content is complete

Click Complete to submit and lock the portfolio

*You will need to select "Complete" for each content area