1. When instruction is complete and you are ready to test a student, you will confirm the instructional plan in Educator Portal.
2. To confirm an instructional plan – click **Manage Tests**.
3. Click **Instructional Tools** on the dropdown menu.
4. Locate the student in the list
5. In the history column – click **History** (may need to scroll to the right to locate the history column)



1. In the **View Instructional Plan History** window, locate the plan for the EE being tested. It will be in pending status.
2. Click **Pending**: the confirmation tab appears



1. To assign the test to the student, click **Confirm Assignment**
2. On the confirm window, click **Yes**
3. View or print the testlet information page (TIP)
4. Hint: the TIP is also available through the **View Instructional Plan History**
5. Click **Done**
6. Confirmed plans can only be cancelled by the district test coordinator or KSDE (Cary Rogers)