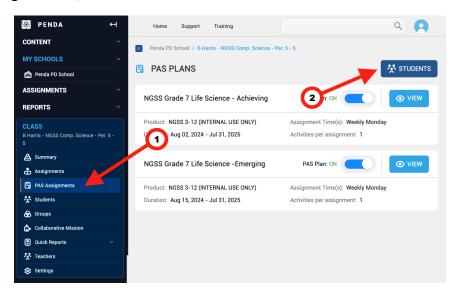# How to Assign PAS Plans to Students - NGSS or TEKS

1. Click on one of your classes in the left navigation bar and the class responsive menu will appear. From the class responsive menu, click on "PAS Assignments."
2. In the upper right corner, click the "Students" button to view the students in that class.



3. By default, all students will have the "Achieving" PAS Plan turned on. Decide which students should remain on the "Achieving" plan (for on- or above- grade level students) and which should be moved to the "Emerging" plan (for struggling readers or English Language Learners).
4. Turn off the "Achieving" plan for students who need the "Emerging" plan. Turn on the "Emerging" plan for students who require it.
5. Continue through your roster to ensure all necessary adjustments are made. Double-check that no student is receiving both plans.
6. The setting will save automatically once toggled. Repeat the process for each of your classes. Follow the same steps for Quarters 2, 3, and 4 to adjust plans as needed.