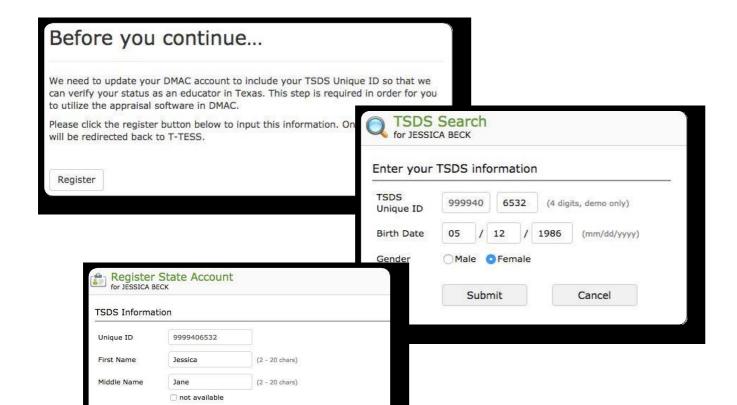
User Manual

Appraisals with T-TESS

T-TESS for Teachers

IMPORTANT: Teachers must activate their accounts before appraisers can create walkthroughs, observations and evaluations or send email notifications to teachers.

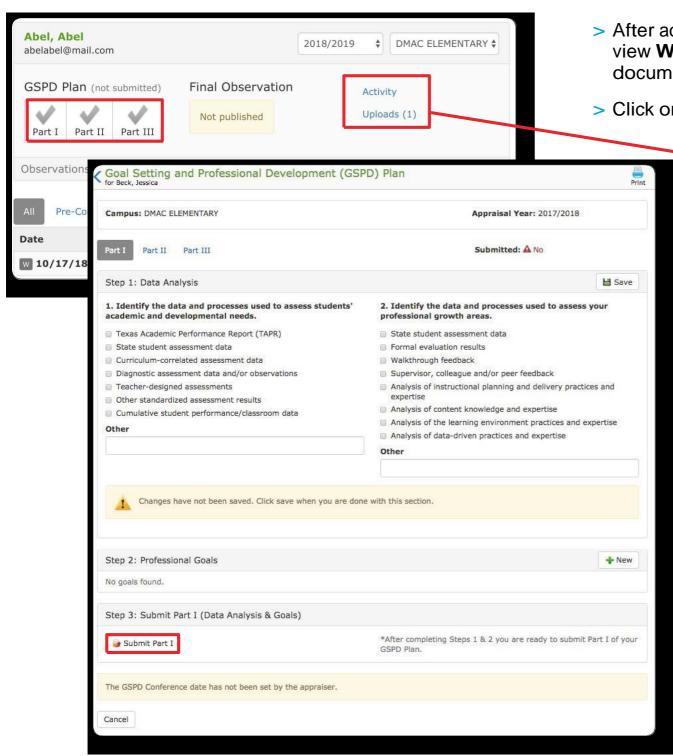


- Sign in to DMAC Solutions[®] at https://www.dmac-solutions.net. There will be an icon on your desktop.
- *Teacher passwords are automatically generated based on class roster uploads sent to DMAC. The DMAC District/Campus Administrators can create logins for other user roles. Your login credentials will be provided to your principals the first week of school.
- NOTE: Teachers signing in to T-TESS to review documentation need to sign in with their TEACHER account.



- > Click on **T-TESS**.
- The first time you sign in to T-TESS, you may be REQUIRED to enter your TSDS account information (if not automatically included with your school's class roster upload). If so, click Register.
 - Enter Unique State ID, Birth Date and Gender. Click Submit.
 - NOTE: TSDS Unique ID (10-digit number) is found in Employee Access. Go to Employee Information - Personal Information - Personnel Info
 - The user will be required to enter a first, middle (or not available) and last name, Email address, security question and answer. Click **Save**.

Add Goal Setting and Professional Development (GSPD) Plan



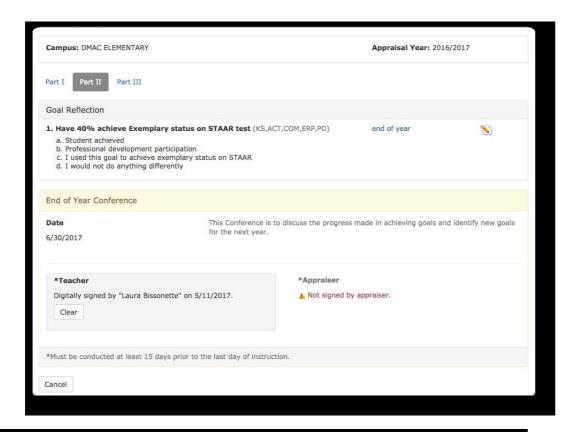
- > After activating your account, you can complete **GSPD Plan** online and view **Walkthroughs** and **Observations**. Teachers can electronically sign documents.
- > Click on 💜 and complete sections.
 - > Click **Activity** to access history for teacher
 - Uploads allows appraiser to upload up to 10 pdf files to teachers folder for Goal Attainment

PART I

- > STEP 1: Data Analysis section
 - · Complete, Save
- > STEP 2: Professional Goals section (goals may be added during the year)
 - Click New to add new goals
- > STEP 3: Click Submit Part 1
- > Click **Print** for a hard copy of the GSPD
- Click < by GSPD in upper left corner to return to previous screen

Note: Appraiser must enter GSPD Conference Date. Click **Save**. Boxes appear for digital signatures for both parties.





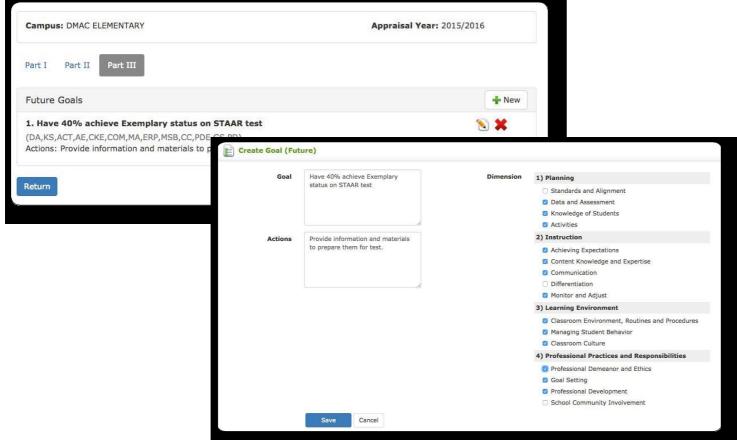
PART II (completed by teacher prior to EOY conference)

- > Goal Reflection
 - Complete each section
 - Upload Evidence by clicking Select pdf or image file
 - Click Save

Note: Appraiser may enter End of Year Conference Date.

Click Save. Boxes appear for digital signatures for both parties.

The icon will not appear green until this step is completed.

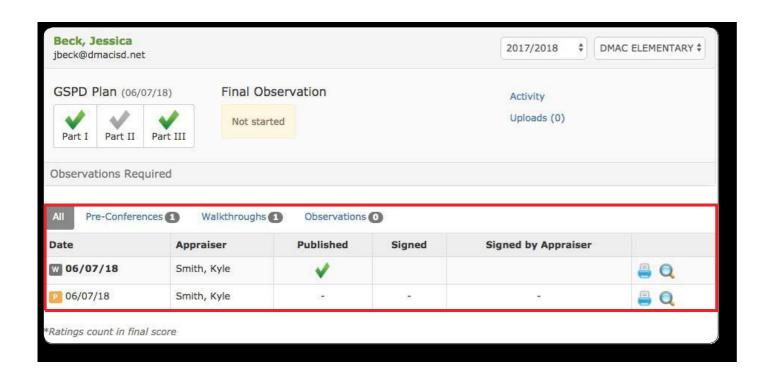


PART III

- > Future Goals
 - Click New
 - Complete Goal/Actions
 - · Click Save

Note: Teacher will have the option to import Future Goals into Part I of the following appraisal year

How to View Walkthroughs/Observations:



- > All documents published by an appraiser are available for viewing and/or signing.
- > Click Qon the published document to view.
- > Click to print documents.



> Teachers may sign the document electronically by entering name in toolbar and clicking **Sign** .