

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.

The image shows three overlapping screenshots of the T-TESS registration process. The top-left screenshot is titled "Before you continue..." and contains text explaining that the user's DMAC account needs to be updated with their TSDS Unique ID. It includes a "Register" button. The top-right screenshot is titled "TSDS Search for JESSICA BECK" and shows a form to "Enter your TSDS information". The form includes fields for "TSDS Unique ID" (split into two boxes with values 999940 and 6532), "Birth Date" (split into three boxes with values 05, 12, and 1986), and "Gender" (radio buttons for Male and Female, with Female selected). There are "Submit" and "Cancel" buttons at the bottom. The bottom-left screenshot is titled "Register State Account for JESSICA BECK" and shows a form for "TSDS Information". It includes fields for "Unique ID" (value 9999406532), "First Name" (value Jessica), "Middle Name" (value Jane), and a checkbox for "not available".

- > 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

The screenshot shows the GSPD Plan interface for user 'Abel, Abel' (abelabel@mail.com) for the 2018/2019 school year at DMAC ELEMENTARY. The interface includes sections for 'GSPD Plan (not submitted)', 'Final Observation', and 'Activity'. The 'Activity' section is highlighted with a red box, and a red arrow points from the 'Uploads (1)' link to it. The 'GSPD Plan' section shows three parts: Part I, Part II, and Part III, each with a checkmark icon. The 'Final Observation' section shows 'Not published'. The 'Activity' section shows 'Uploads (1)'. Below the 'Activity' section, there is a detailed view of the 'Goal Setting and Professional Development (GSPD) Plan' for Beck, Jessica. This view includes a 'Campus' dropdown set to 'DMAC ELEMENTARY', an 'Appraisal Year' dropdown set to '2017/2018', and a 'Submitted' status set to 'No'. The plan is divided into three parts: Part I, Part II, and Part III. Part I is currently selected and shows 'Step 1: Data Analysis'. This step includes two main sections: '1. Identify the data and processes used to assess students' academic and developmental needs.' and '2. Identify the data and processes used to assess your professional growth areas.' Each section has a list of checkboxes for various data sources and processes. A 'Save' button is located at the top right of the 'Step 1: Data Analysis' section. Below the checkboxes, there is an 'Other' text input field. A yellow warning box at the bottom of the 'Step 1: Data Analysis' section states: 'Changes have not been saved. Click save when you are done with this section.' Below the 'Step 1: Data Analysis' section, there is a 'Step 2: Professional Goals' section with a '+ New' button. Below the 'Step 2: Professional Goals' section, there is a 'Step 3: Submit Part I (Data Analysis & Goals)' section. This section includes a 'Submit Part I' button, which is highlighted with a red box. A note at the bottom of the 'Step 3: Submit Part I' section states: '*After completing Steps 1 & 2 you are ready to submit Part I of your GSPD Plan.' At the very bottom of the interface, there is a 'Cancel' button and a yellow warning box stating: 'The GSPD Conference date has not been set by the appraiser.'

> 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.

Campus: DMAC ELEMENTARY Appraisal Year: 2016/2017

Part I Part II Part III

Goal Reflection

1. Have 40% achieve Exemplary status on STAAR test (KS,ACT,COM,ERP,PD) end of year

a. Student achieved
b. Professional development participation
c. I used this goal to achieve exemplary status on STAAR
d. I would not do anything differently

End of Year Conference

Date: 6/30/2017 This Conference is to discuss the progress made in achieving goals and identify new goals for the next year.

*Teacher: Digitally signed by "Laura Bissonette" on 5/11/2017. Clear

*Appraiser: Not signed by appraiser.


*Must be conducted at least 15 days prior to the last day of instruction.

Cancel

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.

Campus: DMAC ELEMENTARY Appraisal Year: 2015/2016

Part I Part II Part III

Future Goals

1. Have 40% achieve Exemplary status on STAAR test (DA,KS,ACT,AE,CKE,COM,MA,ERP,MSB,CC,PDE,CC,PD)

Actions: Provide information and materials to prepare them for test.

Return

Create Goal (Future)

Goal: Have 40% achieve Exemplary status on STAAR test

Actions: Provide information and materials to prepare them for test.

Dimension

1) Planning

☐ Standards and Alignment

☒ Data and Assessment

☒ Knowledge of Students

☒ Activities

2) Instruction

☒ Achieving Expectations

☒ Content Knowledge and Expertise

☒ Communication

☐ Differentiation

☒ Monitor and Adjust

3) Learning Environment

☒ Classroom Environment, Routines and Procedures

☒ Managing Student Behavior

☒ Classroom Culture

4) Professional Practices and Responsibilities

☒ Professional Demeanor and Ethics

☒ Goal Setting

☒ Professional Development

☐ School Community Involvement

Save Cancel

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:

Beck, Jessica
jbeck@dmacisd.net

2017/2018 DMAC ELEMENTARY



GSPD Plan (06/07/18) Final Observation Activity
 Part I Part II Part III Not started Uploads (0)

Observations Required

All Pre-Conferences 1 Walkthroughs 1 Observations 0

Date	Appraiser	Published	Signed	Signed by Appraiser	
W 06/07/18	Smith, Kyle	✓			 
P 06/07/18	Smith, Kyle	-	-	-	 


*Ratings count in final score

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

Initial Conference 9/7/2015 Save

Teacher
 Enter Signature Sign

Appraiser
 Digitally signed by "Kyle Smith" on 9/8/2015.

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