

GETTING STARTED

Important tips for becoming an expert DMAC'er

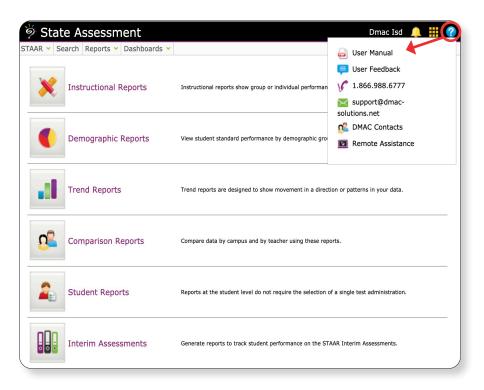


First of all, **WELCOME**! Here are a few tips to start **DMACing!**

Above all, we want you to feel completely comfortable using the software—and asking for help when it's needed. Please call the DMAC **Help Desk at 1.866.988.6777** or email us at <u>support@dmac-solutions.net</u> if there is anything you need.

Really, we want to help!

At any time when using one of the applications, you can click on the help icon on the top right to access our library of user manuals, tutorial videos and other ways to contact us.



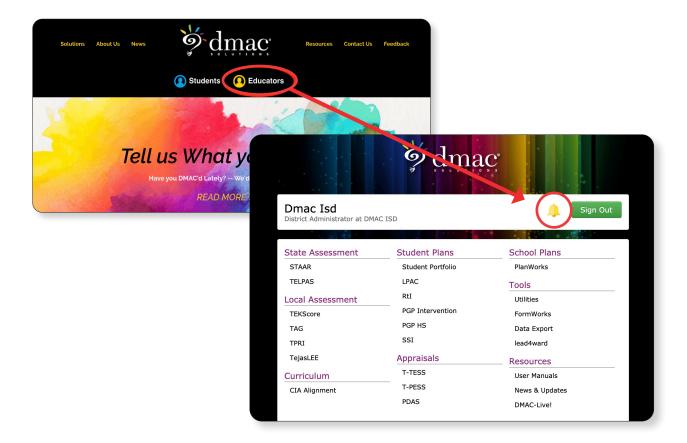


Let's get started...

DMAC supports and maintains 20 pieces of web-based software to help districts and charter schools in Texas with local data analysis, assessments, student achievement, progress monitoring, curriculum planning, appraisals and more. All of our pieces are web-based so you'll need an internet connection to access your account.

Bookmark our website at www.dmac-solutions.net

Once you have your login to DMAC, you will access the applications online by clicking on the Educators link from our homepage. Please note: if we have any new changes or updates to share with you, we will add them using our notifications feature. Click on the bell on your landing page to see what's new.





Web-based Applications

Here is a complete listing of the applications developed and maintained by DMAC. We are happy to provide a FREE TRIAL to any other applications you'd like to try!

Data Analysis	& Assessment	Price
State Assessment	STAAR, TELPAS and Interim Assessments. Reports by district, campus, teacher or student. Tracks federal and state accountability measures and provides data analysis to assist in developing differentiated instruction. Academic Performance Dashboard included for administrators.	\$1,500* per district
TEKScore *Includes online testing with purchase of TAG	Local Assessments. A complete toolkit for administering and reporting on local assessments (aligned to TEKS, ELPS and/or AP). Students can take assessments online or on paper and teachers can analyze results in real-time using the powerful 1-click report feature from their dashboard.	\$1,000* per district
TAG	TEKS Assessment Generator/Online Test Item Bank. Create local assessments. Select from original content aligned to state standards or create your own. TEA Released items and TEKS Resource System items are also available.	\$350 per campus
TPRI	Early Reading Performance. TPRI data collection, reporting and analysis.	\$500* per district
Tejas LEE	Early Reading Performance. Tejas LEE data collection, reporting and analysis.	\$500* per district
lead4ward	Data Tools. Harness the power of DMAC to create digital versions of the data tools recommended by lead4ward during their statewide trainings on how to use state and local data to help students and improve instruction.	\$395* per campus
Planning Tools		Price
PlanWorks*	District/Campus Improvement Plans. Develop and maintain plans that comply with state and federal requirements (TEA and ESSA). Features include secure multi-user access online; automatic reconciliation of funds attached to resources in a goal, objective or strategy; copy plans from previous years; Comprehensive Needs Assessment (CNA) module; and more. Integrates with other DMAC applications making it possible to include relevant state and local data or attach custom forms.	\$500 per campus
LPAC	Documentation of LPAC Process. Create and manage ESL and Bilingual forms and letters. Integrates with other DMAC applications assisting with data entry and documentation for EL population. Features include a real-time Dashboard, reports and digital signatures available for parents and committee members.	\$500* per campus
RtI	Response to Intervention. Create and maintain documentation for struggling students. Historical plans, progress monitoring, and assessment data complete the interactive web-based plans.	\$500* per campus
FormWorks*	Custom Online Forms. Create forms and collect data. Forms can be stand-alone (e.g., district surveys, travel requests) or linked to other DMAC applications including T-TESS, Rtl, Student Portfolio and others.	\$100 per campus
Appraisals	T-TESS, T-PESS & PDAS. Meet state-mandated requirements for teacher and principal appraisals. Complete and electronically sign documentation online. Reports included for the Texas Incentive Allotment (TIA).	\$250 per campus
PGP-High School	Personal Graduation Plan (HS). Develop and maintain four-year plans for high school students. Select assigned courses, graduation plans, Endorsements, Programs of Study and document credits. Meets requirements of HB5.	\$400*
& PGP-Intervention	PGP Intervention (MS/JH). Develop state-mandated personal graduation plans documenting intervention/monitoring plans and student/parent goals.	per campus
CIA Alignment	Curriculum Instruction and Assessment. Align and map district built curriculum (i.e., TEKS, ELPS and AP). Users can connect planned instruction to performance on state assessments in order to increase student achievement. Print, export and share documentation with ease.	\$500 per district
SSI	Student Success Initiative. Develop/maintain accelerated instruction plans for students in grades 5 and 8 who have failed the Reading and/or Math portion of state tests. Includes all state forms required for the Grade Placement Committee.	\$500* per campus
Tools Available	for no additional cost for those who purchase applications with student and assessment data.	
Student Portfolio	Seamless transfer of individual student data district-wide. Locate students quickly and access all data K-12 that is documented for students year-after-year. Access class schedule, record notes, upload additional information, and print local and state data.	
Utilities	System Management Tools. Upload and access data, manage user accounts and student enrollment information.	
Data Exports	Export state and local data in DMAC as a .csv format. Ability to aggregate TEKScore and State Assessment data and customize the fields included (i.e., average score; sub-pops; include students without assessment, etc.).	
*Class Roster F	ee Annual fee required for applications that need data from your student management system.	Price Per Student
Option 1	Six uploads per year	\$0.75
Option 2	Weekly uploads	\$1.15
Option 3	Upload as needed - including daily	\$1.65



The Important Stuff

Before anyone at your school can take advantage of the powerful software created by DMAC, it's essential that you complete the steps below.

Contact the **DMAC Help Desk** at 1.866.988.6777 or <u>support@dmac-solutions.net</u> with any questions!

STEP 1: Identify District Administrator(s)

These are individuals who serves as the **gatekeepers for all your school's confidential data**. The District Admin has access to all content, settings and other accounts in DMAC. Please remember that your school has complete control of who has access to information. DMAC Solutions® contains confidential data protected by the Family Educational Rights and Privacy Act (FERPA). By signing in, all users need to agree to adhere to all requirements and restrictions as defined by FERPA.

STEP 2: Identify Other Campus & District Level Roles

District and campus level accounts should be set up based on which individuals need to upload data, generate reports, access teacher accounts, manage student plans, etc. (More on Pages 6 & 7)

STEP 3: Upload Class Roster & State Data

Class Roster data refers to the information schools use throughout DMAC to: Identify teachers, students and classes; Create and maintain teacher accounts; Restrict user access to confidential data; Link students to their teachers/classes for reporting; Identify students participating in special programs and services. This file will need to come from your student management system (ex: Skyward or TxEIS). Many systems will have a specific DMAC extract with everything formatted just for DMAC. For detailed information about the Class Roster layout, please access the Utilities User Manual from the DMAC website.

If you need help pulling in your data files (ex: STAAR, TELPAS, MAP and Interim Assessments), please contact the DMAC Help Desk (1.866.988.6777) and we can walk you through this process step-by-step.

STEP 4: Develop an Implementation Plan

- Schedule kick-off meeting (with DMAC or Regional ESC representative)
- Create process for getting teachers their login information and basic training
- Call us at 1.866.988.6777 if you have any questions!



Access to Data: User Accounts in DMAC

The following user accounts are utilized in DMAC Solutions. These accounts are managed through the Utilities application by the DMAC District Administrator(s). All users have the ability to edit their own profile – including changing account passwords.

It is important to set up the user accounts based on how you want individuals at your school to have access to data. Your school has total control over how data in DMAC is edited and accessed.

District Accounts

- **District Administrator** (you can have multiple accounts per district) This is the gatekeeper to all confidential data for the entire school. A district administrator is responsible for managing district and campus user accounts (including setting up campus administrators for each campus). This account type also has access to modify class roster data for their respective district.
- **District Manager** A district manager has the ability to modify class roster data for their respective district. Includes the ability to access teacher-level information district wide.
- **District User** A district user has read-only access to class roster data for their respective district.

Campus Accounts

- **Campus Administrator** A campus administrator is responsible for managing campus accounts. This account type also has access to modify class roster data for their campus only.
- **Campus Manager** A campus manager can modify class roster data for their respective campus. Includes the ability to access teacher-level information at that campus.
- **Campus User** A campus user has read-only access to class roster data for their respective campus.
- **Teacher** A teacher has read-only access to his or her classes only. Teacher accounts are automatically created from your school's class roster data file.





*Can have multiple accounts per district

- Gatekeeper of the school's CONFIDENTIAL data
- Creates/Manages District and Campus Accounts
- Establishes district-wide settings in applications
- Login as ANY user for technical support
- Uploads Class Roster or other files in Utilities
- View reports at all levels for the entire district



Can delete users, teachers and students

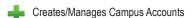


Can edit all information in DMAC



Designates assignments for appraisers







View reports at all levels for the selected campus



Edit information pertaining to the campus

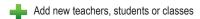


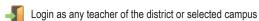
May be Multiple Accounts Per District/Campus

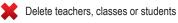
Establishes campus-wide settings in applications

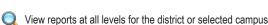
Delete users, teachers and students on that campus

Login as any user of the selected campus









District Manager Only:



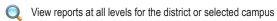
Establishes district-wide settings in applications

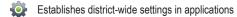


Uploads Class Roster or other files in Utilities



Ideal for those individuals in DMAC who need to view broader sets of information (i.e., reports), but <u>do not</u> need the ability to <u>login</u> as or <u>manage teacher accounts and student enrollment</u>.







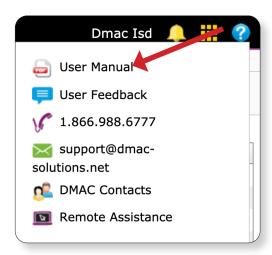
Automatically generated with the Class Roster upload. Access to view student data is based on the information extracted from the school's Student Management System. Teachers not tied to a Class Roster may be added in Utilities. District/Campus Administrators or Managers can manually give teachers access to additional students by creating and locking new classes in Utilities or setting up access through a different user role within DMAC (see above).



View reports only for selected classes or students that are linked via the Class Roster upload



Remember those Free Resources?



There are so many pieces in DMAC that it's hard to include all that one can do within these pages. Our user manuals and tutorials highlight key tips and show you screenshots to follow along with using the software.

Nonetheless, don't spend too much time searching for how you can generate a report or access a certain feature. Just call or email us!

Although other products exist, the key differentiations of DMAC and other vendors include:

- Customer Support Unlimited technical support is provided to ALL schools via phone, email and webinars at no additional cost. You can call 1.866.988.6777 or email us at support@dmac-solutions.net with any questions. If it is after business hours or we are assisting another school, we promise to get back with you in a timely manner.
- **Reliability** With more than 20 years experience serving Texas schools, DMAC has built a foundation of service and trust with our districts and charters. DMAC applications are state-of-the art and utilize industry leading technology in order to increase the efficiency of administrators and teachers. This allows for more time with students and less time planning, testing, grading and disaggregating data.
- **Experience** Educational insight and direction is provided to the DMAC staff by TEA, other RESCs, our schools, and professional staff within the department (who have a history in schools as both administrators and teachers). This allows DMAC to create software for educators by educators.

With each application, DMAC guarantees data will be accessible, reliable, secure and supported.



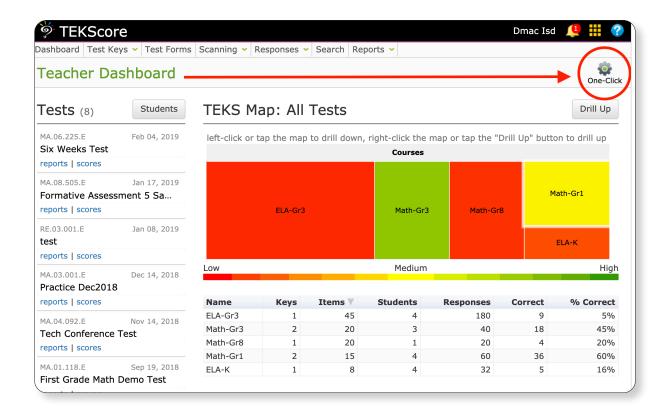
Student Portfolio has what?!?



If your school purchases any DMAC applications that include student or assessment data (i.e., Class Roster data file), you have access to Student Portfolio at **NO ADDITIONAL COST!** Locate students quickly and access K-12 data that follows students as they grow and change campuses. It provides a seamless transfer of individual student data district wide. Record notes, upload work samples, attach forms and print local or state data. Great for parent meetings!



Dashboards, YES PLEASE!



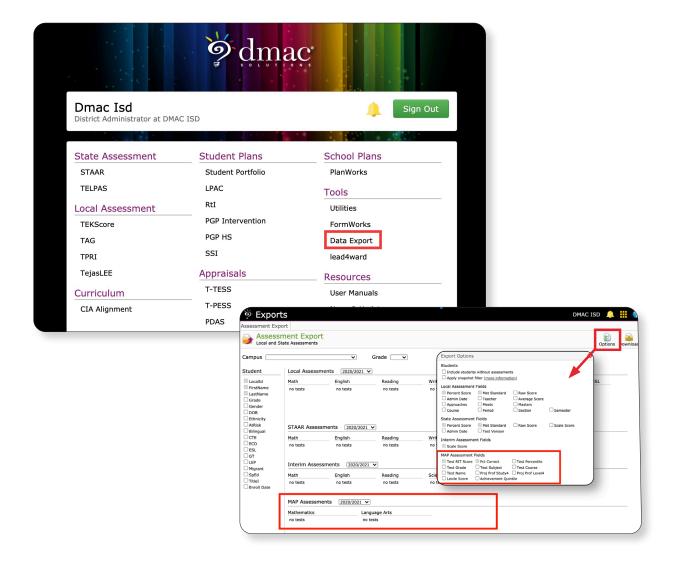
We have **DASHBOARDS** in many of the apps developed by DMAC. This includes State Assessment, LPAC and PlanWorks.

One of the most powerful and time-saving Dashboards can be found in TEKScore. From this screen, you can quickly access all of your recent test scores, drill-down to view performance by SE, or generate your favorite reports in just one click!

Don't miss the settings icon on the top right. Click the icon at any time throughout the year to identify your favorite reports and establish how you want them sorted. It doesn't get much easier than that!



EXPORTS: Compare Local & State Data



Utilize the **Data Exports** features under the Tools section to select data from State Assessment and/or TEKScore. Exports can be opened in a spreadsheet to further format the results.

Aggregate data from STAAR, TELPAS, TEKScore, Interim Assessments and now MAP Assessments with the FREE Data Export application provided to all DMAC Schools. Options available to customize exports.



Frequently Asked Questions

The following pages contain a few of our most frequently asked questions that schools have called in over the years.

Utilities

Where does all of my teacher/student data come from?

Class Roster data files are taken from your district's **student management system**. Your school can upload new files throughout the year according to their DMAC contract. Some schools do this nightly or weekly and some submit them a few times throughout the year. All schools may upload for FREE in August, September, and January (as many times as they want and it does not count against their contract). We want you to have accurate data to start the year!

How are the TSDS numbers attached to teachers?

They are uploaded through your Class Roster uploads. If your school provided this information, you can view your TSDS number from **Utilities > My Account**.

Why am I not seeing my students in my list?

They were NOT in the most current Class Roster upload from the district. Search in Utilities on the right under the Class Roster menu option to see when the last upload was sent.

Can you change my password?

We make every effort to ensure the privacy and confidentiality of your data. Therefore, **it is our policy not to create or give out usernames or passwords by telephone or email**. If you need assistance logging in with an existing account or need a new account, please contact your DMAC District Administrator, Campus Administrator, or Manager in your district for assistance. If you do not know who these users are, please call us at 1.866.988.6777 and we can identify them for you.

IMPORTANT TIP: District and Campus accounts MUST be deleted manually when a person is no longer employed by the District. Remember, your school has total control of who accesses information in DMAC! Remember that Admin accounts can create other users and Manager accounts can access teacher logins.

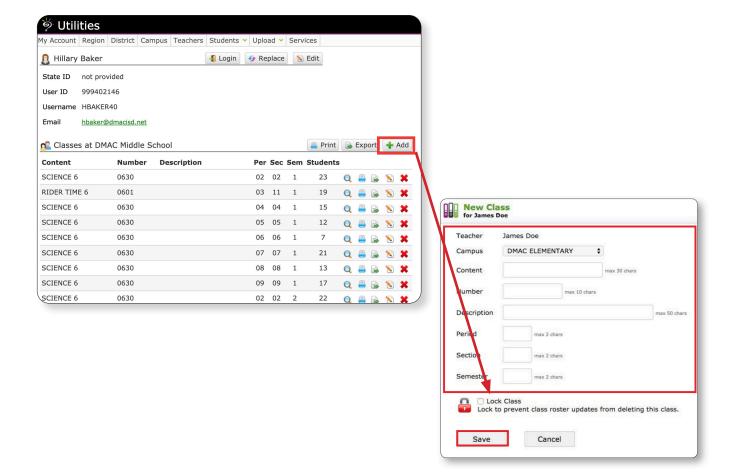


Utilities (continued)

How do I keep teachers and students attached to one another so that our class roster data file doesn't override my manual changes each time?

In some cases, you may have teachers that need access to student data but they are not automatically included with the class roster data file. For example, an Intervention Specialist may not have students assigned to them all year, but needs access to their testing history and assessments.

There is a way to give teacher level logins access to student information for specific students without giving them campus or district login credentials. From Utilities > Teachers > Preview, you can create a new class and 'Lock' it so that all the students added in that class will be attached to the teacher and therefore, accessible in the reporting sections of each application along with Student Portfolio.





TEKScore

Why is my Test Key not showing in the Test List when I want to print Test Forms?

- If you are printing Scantron forms, it is because your Test Version number is too high. Version numbers for Scantrons have to be 01-99.
- If you are printing Plain Paper forms, it is because your test key has NOT been approved for Plain Paper.

Can I reuse a Test Key from one year to the next?

Yes, but you have to "import" the key from the previous year in the new year. Refer to the user manual for more information.

Can I make my Test Keys for next year at the end of the current school year?

NO - all Test Keys created in the current school year will be archived beginning August 1 of the next school year.

Can I change a Test Key so that a question "does not count"?

Yes - In the Test Key > Scoring tab > change the factor to "0" - the software will re-score all documents currently scored against this key.

How do I reset a student who got locked out of an Online Test or Online Response Document?

TEKScore > Responses > Sessions (see manual)

A student selected the wrong teacher when using the Online Testing - how do I change it?

The teacher that was selected or District Admin can edit (replace class) OR the Campus Admin or Manager can log in as the "wrong" teacher and edit the document.

Can I see tests my students have taken in other content areas?

Yes - TEKScore > Reports > Instructional > Student tab > choose List all Tests OR TEKScore > Search > Current Teacher. You can also view this information for each of your students in Student Portfolio.



T-TESS (Appraisals)

Teacher's name is "grayed out" - how are they activated?

- Teacher has not signed in and started their GSPD
- At the beginning of the school year, DMAC allows districts to import new teachers even if they do not have their TSDS number in the class roster file from your student management system. We do this so teachers can begin their T-TESS documentation immediately. A consequence of this, however, is that when the TSDS number does finally come through the class roster file, DMAC sees it as a new account and will "gray out"/disable that teacher's name in your list. It is easily fixed by the teacher logging in to DMAC with their new account and re-register in T-TESS. This will link them to any previously created documentation since it is tied to their TSDS number.

I manually entered a teacher and now their account is missing and their T-TESS data is gone.

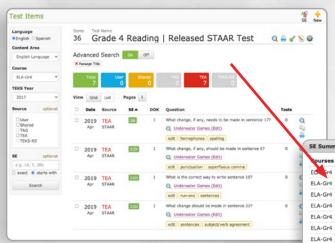
If you manually enter a teacher, you must create a "dummy" class (ex. Title - Appraisal) in Utilities and lock it so that it is not removed the next time your district uploads Class Roster. Once you re-create the account and the teacher re-registers, their T-TESS documentation will still be there since it is tied to their TSDS number.

How do I clear a digital signature in T-TESS?

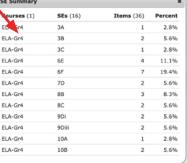
Once a document has been signed by a teacher - the appraiser can NOT change anything in the document. A teacher can "clear" or "erase" their digital signature by logging in to T-TESS and clicking "clear" below the signature on the document. This will then open the document for any changes. If a document has been signed by the teacher AND the appraiser, the appraiser has to "clear" their signature first before the teacher can "clear" their signature.

Online Testing! TAG & TEKSCORE





Export tests from TAG to enable online tests in TEKScore and activate testing supports such as guidelines, highlighters, calculators and more. **Enjoy real-time monitoring and reporting as** students sign in and complete their tests.



Utilize the advanced filters to search for items tied to a specific SE, passage or genre. Click on the **SE Summary** to display a breakdown of test items.



Create quality assessments

IN MINUTES!

We are working hard to create a testing experience that mirrors what students will encounter with state testing. New features will be added to accomplish this goal. DMAC is truly software built FOR educators BY educators!

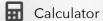


Testing Supports

More to Come!







Eliminator

Flag Questions

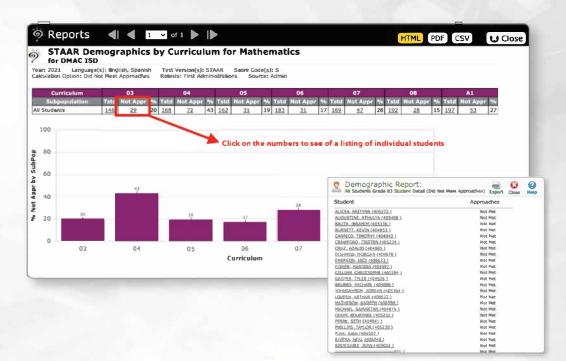
☑ Notepad

Text-to-Speech

Read More: FAQs from TEA



House Bill 4545 is a Texas statute that went into effect immediately, starting on June 16, 2021. It requires schools to participate in accelerated instruction practices during the 2021-2022 school year, and beyond, for students who did not pass their STAAR tests in grades 3-8 or EOC assessments.



From State Assessment, generate reports to get a listing of students who did not perform satisfactorily on STAAR (Did Not Meet Approaches). Identify additional students in need of accelerated instruction from Data Export by generating a list of students who had a score code of A or O.

Create custom
Accelerated Learning
Plans using FormWorks
and link them to Student
Porfolio to track progress
for individual students.

