This document was created to help schools utilize the web-based applications offered by DMAC Solutions.®

Click on the sections below or scroll to the next page to see step-by-step instructions. As always, please contact us if you have any questions!

Contents:
(click to view)

- SETTINGS
- REGISTER STATE ACCOUNT
- PRINCIPALS
- APPRAISERS

Click here to watch Online Tutorial
Using T-PESS in DMAC

Log in to DMAC Solutions® at https://www.dmac-solutions.net

Click on T-PESS

Note: Please contact your local Regional Service Center with any additional questions regarding the T-PESS process.

*Using T-PESS on a Mobile Device:
In order to view the T-PESS mobile version, the device must meet two conditions:

• It must have access to the Internet (through your phone carrier or via a Wi-fi hotspot)
• It must have an Internet browser installed on the device (e.g., Safari, Internet Explorer, Chrome, etc.)

T-PESS will work on any mobile device that meets the above criteria including Android devices, iPhones and iPads.

Settings in T-PESS

**Prior to using the T-PESS software, the DMAC District Administrator must configure Settings in the application. The DMAC District Administrator will identify district appraisers. The steps are outlined in the screenshots below.

> Click on Settings in the menu bar.
> Click on District/Campus Settings.
Identify Appraisers:

> Select **New** in District Settings. Check all staff or administrators who appraise at all campuses in the district. Remember that appraisers have access to confidential data.

> Click **Add Users**.

> **NOTE:** District Administrator may designate any/all appraisers.

Appraisers Status Window:

> **Active**
  - ✓ - completed account
  - "Pending" - appraiser needs to log in to their account and complete registration

> **Delete** - delete appraiser account

> **Unlock** or **lock** the previous School Year's plans 📜. NOTE: It will automatically lock back in 5 days.
Manage Principals

» District Administrator may click **_disable** or **_enable_** principal accounts by location.

Educator Account

» Appraisers and Principals are able to edit their account and select the campus(es) they are responsible for by clicking on **Educator Account** in the **Settings** drop-down.
Register State Account

The first time the appraiser logs in to T-PESS, they will be re-directed to Utilities to enter the REQUIRED State (TSDS) account information. Click **Register**. Enter Unique State ID, Birth Date and Gender. Click **Submit**.

**Note:** TSDS Unique ID is to be obtained from district.

The appraiser will be required to enter a first, middle (or not available), and last name, email address, security question and answer. Click **Save**.

Click on **Settings > Appraiser Account** to view appraiser information.

To edit appraiser account Click **Here**.
T-PESS for Principals

**IMPORTANT:** Principals must activate their accounts before appraisers can begin evaluation.

- Sign in to DMAC Solutions® at [https://www.dmac-solutions.net](https://www.dmac-solutions.net)
- Click on T-PESS
- Select T-PESS Role. Appraisers will need to see above, on activating appraisal accounts. If it is a teacher role, please access the T-TESS application for teacher appraisals.
- The first time a principal logs in to T-PESS, you will be re-directed to Utilities to enter your REQUIRED State (TSDS) account information.
- Enter Unique State ID, Birth Date and Gender. Click Submit.
- **NOTE:** TSDS Unique ID is to be obtained from district.
- The user will be required to enter a first, middle (or not available), and last name, Email address, security question and answer. Click Save.
Registering your State Account

- Verify information is correct
- Select campuses
- Verify Principal status
- Click Register

Registering your State Account

- Verify information is correct.
- Select the campuses you are responsible for.
- Click register to create an account to receive appraisals.

**TSDS Unique ID**
9999407863

**First Name**
Robin

**Last Name**
Spencer

**Email**
rspencer@dmacisd.net

**Campuses** *(Select the campuses you are responsible for)*
- DMAC ELEMENTARY
- DMAC High
- DMAC Middle School

Are you a principal who will be appraised by your superintendent/ supervisors using T-PESS?
- Yes
- No

Register  Edit State Information
Add Self-Assessment and Goal Setting Plan

After activating their account, principals can complete **Self-Assessment** and **Goal Setting Professional Development Plan** online and view **Evaluations**. Teachers can electronically sign documents.

Click on + and complete sections.

**SELF-ASSESSMENT**

- Click + by **Self Assessment**
- Click **Start Assessment**
- Select **Standard** and **Indicator** from the drop-down
- Beginning with the **Developing** column, select statements. Option to add comments.
- Save and Continue to advance to the next indicator
- When finished with all indicators for that standard, system will advance to the next standard
- May publish for the appraiser to view when finished
### GOAL SETTING

- Click ➕ by **Goal Setting**
- Click **New**
- Fill in each field and select standards that apply to goal (all fields must have a comment)
- Click **Save**
Principals may view activity throughout the year in the colored bar across the top of their home page.

- Add evidence of goals by clicking the Evidence Box.
- Evidence may also be added by clicking on the goal setting plan.
- Select Evidence.
- Click 📄.

- Select pdf to upload as evidence.
- Once uploaded, click on PDF name to view.
T-PESS for Appraisers

> District level appraisers must select the campus by clicking on the campus drop-down. Appraisers assigned to a single campus will not need to complete this step.

**IMPORTANT:**

- Appraisers are identified in settings by the DMAC Administrator.
- To create or view documents as an appraiser in T-PESS, see below.

> Select campus from drop down menu
> Select Principal
> Appraiser may view the principal's self-assessment or goal setting by clicking .
> Click to enter:
  - Pre-evaluation Conference
  - Mid-year Progress Meeting
  - Consolidated Assessment Rubric
  - Post-Evaluation Conference
  - Summary Rating Form
The Pre-Evaluation, Mid-Year and Post-Evaluation provide areas to view and discuss goal setting and attainment, and digital signatures of both the appraiser and the principal.

**Beginning of Year**: Appraiser can click to view the Professional Goals, Self-Assessment and Set Pre-Evaluation Conference Date. Appraiser and Principal will sign showing that they met for this discussion. Principal will update Goals as needed.
- Principal will ADD evidence as obtained throughout the year.

**Mid Year**: Appraiser will review evidence with principal. The appraiser will complete the Goal Progress section.
- Click beside Mid-Year Progress
- Click to edit goal process
- Appraiser and Principal will sign to indicate completion.

**Before the End of the Year**: The appraiser will complete Consolidated Assessment Rubric.
CONSOLIDATED ASSESSMENT RUBRIC

Appraisers may start a new rubric or import the principal's self-assessment

- Click **+** by Consolidated Assessment Rubric
- Click **New Assessment Rubric** to start a blank assessment
- Click **Import/Copy Self Assessment Rubric** to copy all of the information from the selected assessment into the new assessment
- Click **Start Assessment**
SUMMARY RATING

The summary rating form provides the space to indicate ratings for each standard and indicator:

- Click Start Summary Rating
- Complete comments, actions for improvement, resources and evidence
- Click Save & Continue