



User Manual

TPRI/Tejas LEE

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!

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(click to view)



CUSTOMIZING SETTINGS



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NAVIGATING



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DATA ENTRY

TPRI/Tejas Lee

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

**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.*

Click on TPRI/Tejas LEE

NOTE: Prior to using TPRI & Tejas LEE, the DMAC Administrator will need to establish administration dates within the application. Only the DMAC Administrator can establish and edit the administration dates in the application.

Navigating: Three Sections of TPRI

- **Data Entry** (default screen) - includes class list and access to print reports and letters
- **Reports** - generate various reports
- **Settings** - establish date settings and/or unlock teacher access for district (DMAC District Administrator only)



Customizing Settings

- Select **Settings** from the home screen



Establishing Assessment Dates

- Follow the steps as outlined in the **Rules** to establish the assessment dates
- Click in the box to enter the date or use the pop-up calendar
- Click **Save**

NOTE: Dates can be modified throughout the year by the District Administrator

Assessment Dates

The following dates restrict when users can enter and modify assessment data for each period.

Current Year: 2020/2021 Current Period: BOY

Beginning of Year	Begin	8/1/2020	End	9/30/2020
Middle of Year	Begin	10/31/2020	End	2/20/2021
End of Year	Begin	4/20/2021	End	7/2/2021

Save [Unlock Teacher\(s\)](#)

Rules

1. Dates are applied district wide
2. Dates can only be modified by the district administrator
3. Dates must be between 08/01 and 06/30 for the current year
4. Dates for each period cannot overlap
5. All changes will take effect immediately

July 2021

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Data Entry

- Select **Campus**, **Grade**, and **Teacher** from the drop-down menu
- TPRI or Tejas Lee defaults to the **Data Entry** screen
- Choose the assessment type (**TPRI** or **TejasLEE**) to enter student data

Data Entry Reports Settings

Class List

Reports
Letters

Campus: DMAC ELEMENTARY Grade: KG Teacher: Bernal, Alexis

<input type="checkbox"/>	Student Name	DOB	Tier	Assessment
<input type="checkbox"/>	Augustine, Athulya	Apr 07, 2011	1	TPRI (Y/Y/Y) Tejas (Y/N/N) Social (N)
<input type="checkbox"/>	Brady, Joshua	Mar 17, 2011	1	TPRI (Y/Y/Y) Tejas (Y/N/N) Social (N)
<input type="checkbox"/>	Davila, Reginald	Jun 16, 2010	1	TPRI (N/N/N) Tejas (N/N/N) Social (N)
<input type="checkbox"/>	Ferguson, Damon	Jan 12, 2011	1	TPRI (N/N/N) Tejas (N/N/N) Social (N)
<input type="checkbox"/>	Holman, Kateland	Oct 31, 2010	1	TPRI (N/N/N) Tejas (N/N/N) Social (N)
<input type="checkbox"/>	Hulett, Mackenzie	Jul 14, 2011	1	TPRI (N/N/N) Tejas (N/N/N) Social (N)
<input type="checkbox"/>	Kang-Plaza, Isaac	Oct 20, 2010	1	TPRI (N/N/N) Tejas (N/N/N) Social (N)
<input type="checkbox"/>	Lennox, Sean	Dec 15, 2010	1	TPRI (N/N/N) Tejas (N/N/N) Social (N)

Data Entry: TPRI Assessment for an Individual Student

- > **DOB** (date of birth) Required for Kindergarten (will auto-populate with Class Roster)
- > **Tier** status (Use the Tier Status guidelines set up by your district)
- > Enter accuracy rate and Record student results for each Task/Story completed using drop-downs. **NOTE:** A pop-up window referencing TPRI Administrator Booklet branching rules will appear when users mouse over the drop-down arrow for each set
- > Reading Section: accuracy rate and fluency results using the drop-downs. The **equated fluency** rate will appear after clicking save at the bottom of the page. **NOTE:** DMAC follows the TPRI manual guidelines; therefore, if scoring indicates a frustrational reading level then a listening comprehension score is recorded instead of a reading comprehension.
- > Complete the **Comprehension** sections using drop-downs
- > Click **Save**
- > Utilize the **Student** button on top left to navigate to additional students

Data Entry Reports Settings

Student Casey Bosworth (01) **DOB** 10/29/2008 Teacher Fourth Acevedo

BOY MOY EOY TPRI Tejas LEE Print Letters Class List

Test Date 9/27/2016 **Tier** 1 Unlocked

Save

		BOY	
Task	Concept Screened	Score	D/SD
Screening 1	Letter Sound		
Screening 2	Word Reading		
Screening 3	Blending Phonemes		
Screening 4	Word Reading		

		BOY	
Task/Set	Concept Assessed	Score	(D,SD)
Phonemic Awareness	PA-1 Blending Word Parts		
	PA-2 Blending Phonemes		
	PA-3 Deleting Initial Sounds		
	PA-4 Deleting Final Sounds		
Graphophonemic Knowledge	GK-1 Initial Consonant Substitution		
	GK-2 Final Consonant Substitution		
	GK-3 Middle Vowel Substitution		
	GK-4 Initial Blending Substitution		
	GK-5 Blends in Final Position		
Word Reading	Set 1 get, cut, bump, gift, cliff		
	Set 2 bath, brick, chat, shelf, crash		
	Set 3 sleep, sky, drive, plane, spray		
	Set 4 about, brown, news, snail, play		

		Accuracy	Fluency		Comprehension					
Task	Story	Fru/Lis Inst Ind	WCPM		D/SD	Total	Recalling Details	Linking Details	Inferring Meaning	Inferring Word Meaning
			Raw	Equa.						
Reading AF & C	Story 1 - Tut (76words)									
	Story 2 - Baseball Game (126words)									
	AVG				TOTAL					
	*When not using the popup fluency calculator, please enter the student's raw score integer value for fluency									

Save

Note: In Middle of Year (MOY) and End of Year (EOY), DMAC will autopopulate any task or set showing developed on previous test. This process is called 'jumping in' and is the suggested process by the TPRI administrator manual.

Printing Individual Letters and Reports

BOY MOY EOY TPRI Tejas LEE **Print** Letters Class List

Test Date 6/30/2015 Tier 1

Save

Student Summary

Assessments: ☐ TPRI ☐ TejasLEE

- > Select the **Print** button to generate an individual student's TPRI or Tejas LEE summary reports.

TPRI Student Summary Hannah Cook 2014/2015 1st Grade

	(2/18/2015) BOY - Tier 1	(3/1/2015) MOY - Tier 1	(4/20/2015) EOY - Tier 1
Screening			
Screen 1	1 SD		
Screen 2	2 SD		
Screen 3	3 SD		
Screen 4			
Phonemic Awareness			
PA-1 Blending Word Parts	1 SD	5 D	D
PA-2 Blending Phonemes		5 D	D
PA-3 Deleting Initial Sounds		5 D	D
PA-4 Deleting Final Sounds	0 SD	5 D	D
Graphophonemic Knowledge			
GK-1 Initial Consonant Substitution		5 D	D
GK-2 Final Consonant Substitution		5 D	D
GK-3 Middle Vowel Substitution	1 SD	4 D	D
GK-4 Initial Blending Substitution		5 D	D
GK-5 Blends in Final Position			4 D
Word Reading			

- > Select the **Letters** button to generate and print individual parent letters.
- > Choose the Language(s)

Student Makenzie Arvizu (03) DOB 2/27/2005 Teacher Sidney Thomas

BOY MOY EOY TPRI Tejas LEE **Print** **Letters** Class List

Test Date 6/30/2015 Tier 1

Save

Parent Letters

Languages: ☐ English ☐ Spanish

- > Select the **Class List** button to return to the class list.

Student Hannah Cook (01) DOB 4/19/2007 Teacher Maberly Acevedo

BOY MOY EOY TPRI Tejas LEE **Print** Letters **Class List**

Class Reports: Printing for all students

- > From the Data Entry Screen, select the Reports button to generate and print **Class Summary**, **Class Tutorial** and/or **Individual Summary** reports
- > Choose **Assessment**, **Period** and **Report**
- > Click **Print**

The screenshot shows the 'Class List' interface with the 'Data Entry' tab selected. A 'Reports' dropdown menu is open, showing options for Assessment (TPRI, Tejas LEE), Period (BOY, MOY, EOY), and Report (Class Summary, Class Tutorial, Individual Summary). A 'Print' button is visible at the bottom of the dropdown. The background table lists students with their names, DOBs, and assessment scores.

Student Name	DOB	Assessment	Score
Cook, Hannah	Apr 19, 2007	TPRI	(Y/Y/Y)
Cruz, Kyle	Mar 29, 2008	TPRI	(Y/Y/Y)
Cummings, Carl	Nov 12, 2007	TPRI	(Y/Y/Y)
Delano, Christian	Oct 28, 2007	TPRI	(Y/Y/Y)
Grobe, Paxton	Apr 24, 2008	TPRI	(Y/Y/Y)
Henson, Shelby Lynn	May 13, 2008	TPRI	(Y/Y/Y)
John, Jordan	Aug 28, 2008	TPRI	(Y/Y/Y)

Class Letters: Printing for all Students

- > Check students (if none are selected, all will print)
- > Select the **Letters** button to create parent letters for the entire class list
- > Choose **Assessment**, **Language** and **Period**
- > Click **Print**

The screenshot shows the 'Class List' interface with the 'Data Entry' tab selected. A 'Letters' dropdown menu is open, showing options for Assessment (TPRI, Tejas LEE), Language (English, Spanish), and Period (BOY, MOY, EOY). A 'Print' button is visible at the bottom of the dropdown. The background table lists students with their names, DOBs, and assessment scores.

Student Name	DOB	Assessment	Score
Cook, Hannah	Apr 19, 2007	TPRI	(Y/Y/Y)
Cruz, Kyle	Mar 29, 2008	TPRI	(Y/Y/Y)
Cummings, Carl	Nov 12, 2007	TPRI	(Y/Y/Y)
Delano, Christian	Oct 28, 2007	TPRI	(Y/Y/Y)
Grobe, Paxton	Apr 24, 2008	TPRI	(Y/Y/Y)
Henson, Shelby Lynn	May 13, 2008	TPRI	(Y/Y/Y)
John, Jordan	Aug 28, 2008	TPRI	(Y/Y/Y)

Additional Reports: District, Campus and Teacher Summaries

- > Select the **Reports** section from the top navigation bar to create additional reports. Summary reports can be created at **District**, **Campus** and **Teacher** levels.
- > Choose **District**, **Campus** or **Teacher** tab
- > Choose **Grade**, **Assessment Type**, **Assessment Period** and **Reports**
- > Click **Generate**

The screenshot shows the 'Reports' section of the application. The top navigation bar has 'Data Entry', 'Reports' (highlighted with a red box), and 'Settings'. Below the navigation bar, there are tabs for 'District', 'Campus', 'Teacher', 'Demographic', 'Tier', 'State', and 'Data'. The 'District' tab is selected and highlighted with a red box. The form includes fields for 'Grade' (set to 01), 'School Year' (set to 2014/2015), 'Assessment Type' (with checkboxes for TPRI and Tejas LEE), 'Assessment Period' (with radio buttons for Beginning of Year, Middle of Year, and End of Year), and 'Reports' (with checkboxes for District Summary and District Summary Grid). A 'Generate' button is at the bottom.

Demographic Reports

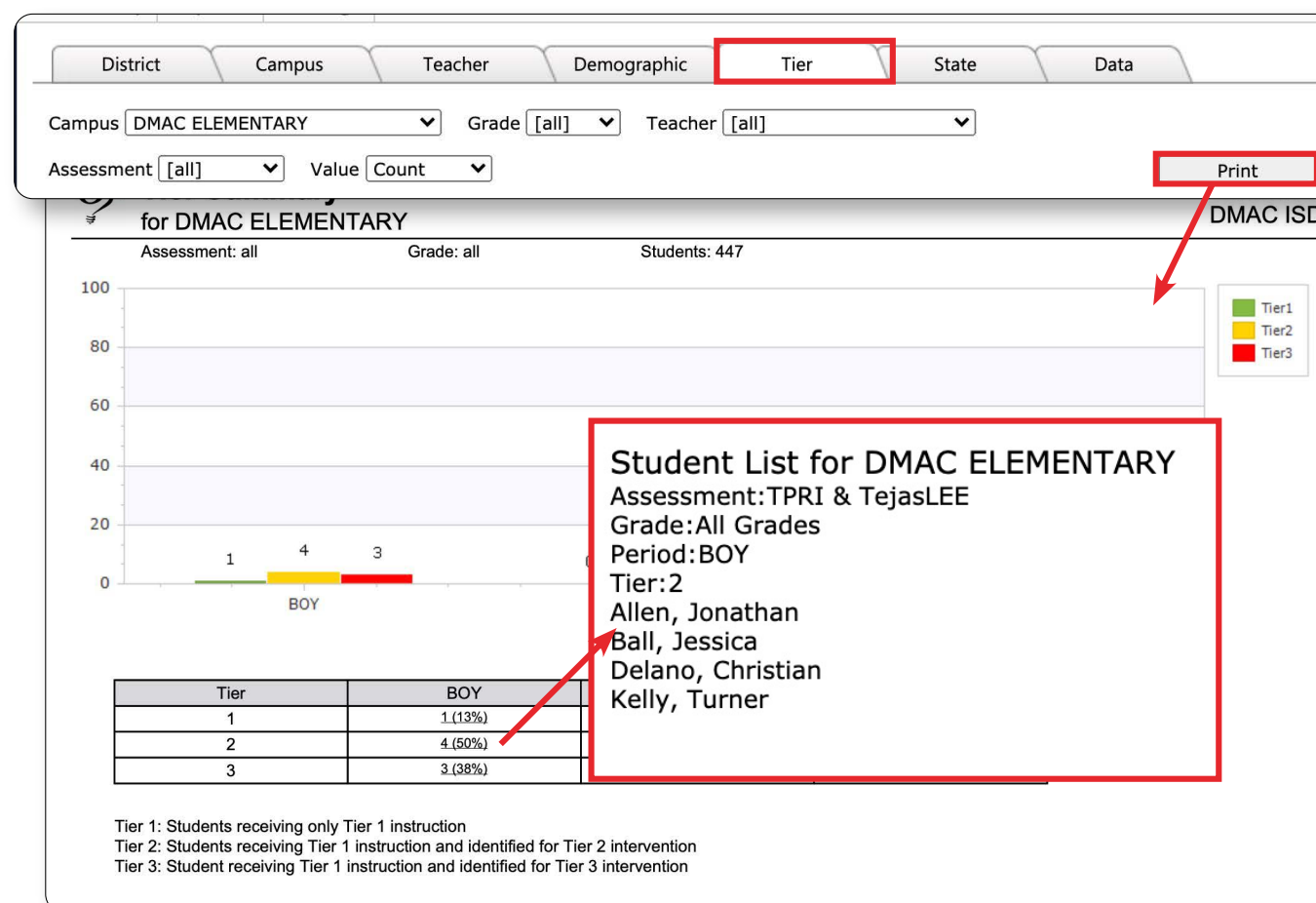
- > Select **Demographic** tab
- > Choose **Campus** and **Grade**, if needed
- > Choose **Teachers** and/or **SubPop**
- > Choose **Assessment Type** and **Assessment Period**
- > Click **Generate**

The screenshot shows the 'Demographic' tab selected in the 'Reports' section. The top navigation bar has 'Data Entry', 'Reports', and 'Settings'. Below the navigation bar, there are tabs for 'District', 'Campus', 'Teacher', 'Demographic' (highlighted with a red box), 'Tier', 'State', and 'Data'. The form includes fields for 'Campus' (set to DMAC ELEMENTARY), 'Grade' (set to 03), 'School Year' (set to 2020/2021), 'Teachers' (a list of checkboxes for individual teachers), 'SubPop' (a list of checkboxes for student subpopulations), 'Assessment Type' (with checkboxes for TPRI and Tejas LEE), and 'Assessment Period' (with radio buttons for Beginning of Year, Middle of Year, and End of Year). There are two buttons at the bottom: 'Generate Report' and 'Generate Data'.

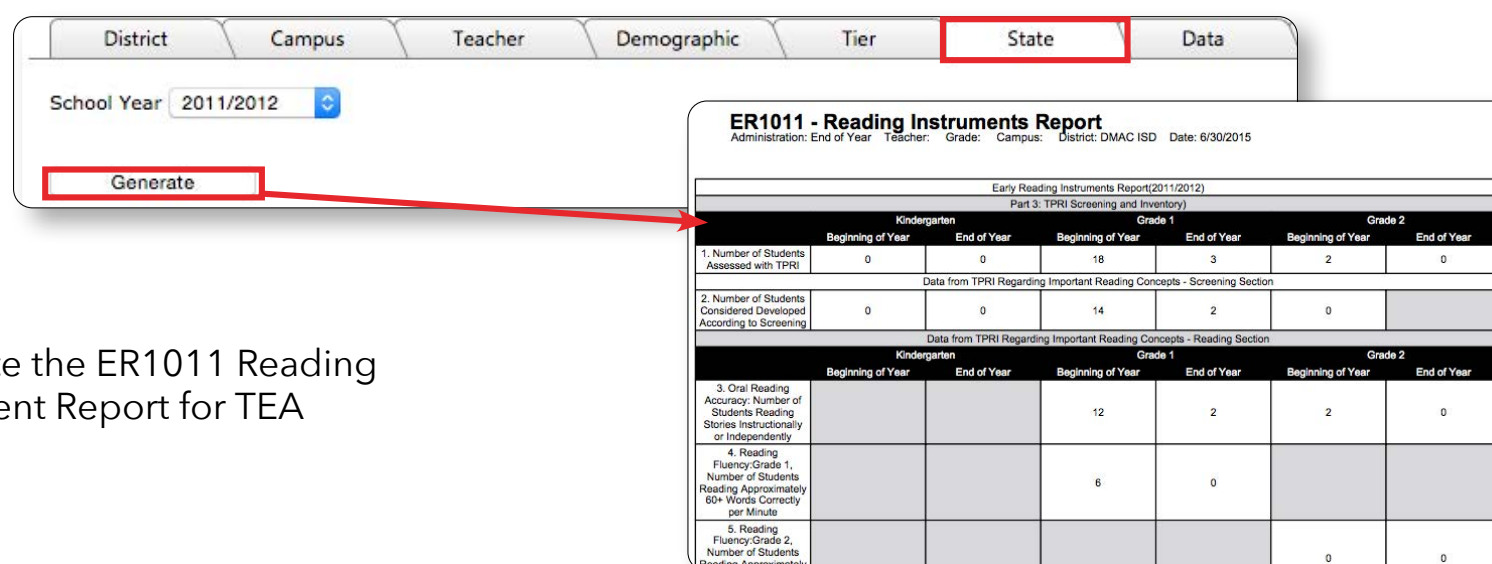
Tier Tab

Generate Tier Summary

- > Select **Tier** tab
- > Choose **Campus**, **Grade**, **Teacher**, **Assessment** and **Value** as needed
- > Click on **Numbers** to drill-down and see a list of students represented in each bar
- > Select **Print**



State Tab



- > Generate the ER1011 Reading Instrument Report for TEA

Data Tab

- Provides an Export of TPRI/TejasLEE information.

The screenshot shows a web application interface with a tabbed menu at the top. The tabs are: District, Campus, Teacher, Demographic, Tier, State, and Data. The 'Data' tab is selected and highlighted with a red border. Below the tabs is a form titled 'Summary Data Extract'. The form contains the following fields and options:

- Step 1) Select a campus, grade, assessment and period to export.
- Campus: A dropdown menu.
- Grade: A dropdown menu.
- School Year: A dropdown menu with '2014/2015' selected.
- Assessment: Two checkboxes, 'TPRI' and 'Tejas LEE'.
- include unique TSDS StudentID: A checkbox.
- Period: Three radio buttons, 'BOY', 'MOY', and 'EOY'.
- Step 2) Download data file.
- A 'Download Data File' button at the bottom.