








Templates

CREATE NEW:

-  Add New Template
- Name, select Type and Approval path (Y/N) and Access
- Drag to the right or double click fields
- Double click on form field or click settings  to edit
- Preview , Publish  or Print  templates
- Templates must be published to be completed

EDIT EXISTING:



- Unpublish , Settings , Edit Fields 
Copy template ,  Preview or Delete template 

Forms

COMPLETING FORMS

- Complete forms directly in FormWorks or in other DMAC Applications as assigned (i.e., T-TESS, Student Portfolio, Rtl, PGP-I, PGP-HS, etc.)
- Completed Student forms are stored in the assigned application
- Submit forms for approval by selecting Yes or No

Reports

- Choose Template, Options, Reporting Fields
- Click Print  to view reports or save as .pdf
 - * **NOTE:** Select Export Data - Reporting Fields - Click export  to view/Print data in Excel

**Only District Administrator can designate authors (in Settings).*


Data Export



Assessment Export

- Select Campus/Grade
- Student
 - * Select student criteria
- Local Assessments
 - * Year, content and test(s)
- STAAR Assessments
 - * Year, content and grade level

OPTIONS

- View and edit  Export Options
 - * Students
 - * Local Assessment Fields
 - * State Assessment Fields

DOWNLOAD

-  Export to .csv

Sample Exports

- Data file for import to gradebook
- List of students without assessments
- Average local assessment score
- Compare local to state assessment to show progress toward STAAR
- Student information and demographics

www.dmac-solutions.net

1.866.988.6777
support@dmac-solutions.net

