

T-PASS



District Settings must be established prior to use (District Admin only). Establish Read-only Dates; **+** New to select appraisers for district/campus

Principals

- **+** Principal Self-Assessment
 - * Starting at the right, check box next to each indicator Principal is in agreement with.
 - * When an indicator can NOT be checked, select Save and Continue. Upon completion, Save and Exit.
 - * Publish
- **+** Principal Goal Setting
 - * **+** Sections/Goals; Save
 - * Revisit at Mid-Year and End of Year and when providing evidence of goal attainment

Appraisers

- Select campus and Principal, view Principal Self-Assessment and Goals
- **+** Beginning-of-Year Conference and Mid-Year Progress Conference
- **+** Consolidated Assessment Rubric
 - * New Assessment Rubric
 - * Import/Copy Self Assessment Rubric
 - * Start Assessment
 - * Publish
- **+** End-of-Year Conference
- **+** Summary Rating Form
 - * Publish



T-TESS



Settings

- District/Campus Settings (District Admin only);
+ New to select appraisers for district/campus
- Observations Required (approved appraisers)
 - * Y/N designate observation status
 - * Appraiser selects ★ to assign teachers for appraisal
- Appraiser Account

Teachers

- + Start New Goal Setting and Professional Development
- Complete Sections/Goals; Publish for appraisers
- Uploads – + upload/view evidence*
- View and 📎 sign documentation

Appraisers

- Select campus/teacher list/teacher
- View GSPD Plan
- + New (top right) to select T-TESS Forms
 - * Files – upload/view evidence*
 - * Final Observation – Student Growth
 - » 17th Dimension
 - » % Domain

REPORTS

- Select from top navigation
- Choose report/options
- 🖨️ Print report (top right)

* Uploads/File types may include .pdf, .jpg, .png, .gif

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