

# 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

