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T-TESS

Teachers

- Login in to DMAC using your assigned teacher's credentials
- Complete the GSPD section of T-TESS
    1. Data analysis (make several selections in each column)
    2. Professional Goals (create at least two goals)
    3. Submit
- How does completing Goal Settings and Professional Development Part 3 save your teachers time at the beginning of the next school year?

Administrators

- Login as DMACISD Admin to complete the following tasks
- Complete an Informal Walkthrough using the DMAC Informal Walkthrough tool (don't use Formworks or Upload)
    » Choose Subject and Grade Level matching teaching assignment
    » Choose Announced or Count in Final Observation at your discretion
    » Enter scripting for at least 4 dimensions (any domain)
    » Rate at least 4 dimensions
    » Publish Walkthrough
- Complete an Observation
    » Choose Subject and Grade Level matching teaching assignment
    » Select Announced and Count in Final Observation
    » What differences are there between the Walkthrough and Observation forms?
    » Complete ratings for Observation
    » Publish Observation
- Complete Final Observation
    » Choose Subject and Grade Level matching teaching assignment
    » Using data collected in the two activities above, complete the Final Observation Ratings sheet providing a rating in all dimensions
    » From the drop down, select an Overall Rating
    » Enter the Post Conference Section of the form and identify a Reinforcement and a Refinement Area
    » Publish Final Observation
- Go to the Reports Menu and Select Teacher Summary. Enter a date range. Select Maberly Acevedo from the Elementary and Print.

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T-PESS

(Each specialist will login as a principal and group will walk them through the steps.)

- Complete Self – Assessment
  - » Complete all 5 standards and all indicators moving right to left
- Goal Setting
  - » Complete beginning of year
    - Submit
  - » Look at Mid – Year/Evidence/End of Year
    - Compare to T-TESS
- Log in as Admin
  - » PD Plan
    - Set BOY Conference
    - Mid Year Progress and Evidence
- Consolidated Assessment Rubric
  - » Import/copy self assessment rubric
  - » Make changes and save
- PD Plan
  - » End of Year Conference
- Summary Rating Form