T-PESS

click-n-go

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

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S O L U T I O N S