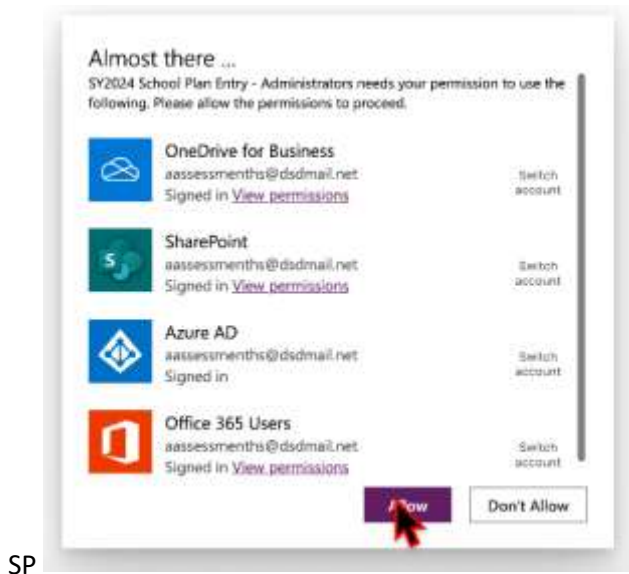


# Davis District -- Teacher Student Success Plans (TSSP)

Instructions to view and review all school TSSP plans online.

- 1) Link to the plan review tool -- [DSD LAND Trust/TSSP App](#)
- 2) Log into Microsoft Office with your Davis Email address.
- 3) Allow access to other Microsoft component tools as requested.



- 4) When the app opens, use the dropdown list to load plans for the desired school location.

## Using the app

- 1 Change Schools:**  
Use the dropdown to select school plans to view.
- 2 Change Settings:**  
Use the SETTINGS icon to turn on the LAND Trust only view of the plan or to view plan as a scrollable Document.
- 3 Personal Notes:**  
You can write notes about plans in the app only visible for yourself. When you switch schools, see the notes written for that school. Email notes to yourself.
- 4 To add a note:**  
Click the yellow post-it icon to view the panel. Add new note with the + icon. Indicate the correct section of the plan you want to annotate. Write your note

**Scrolling View:**

- Use the expand view icon to switch view