

Just-In-Time Webinar

TLSD Platform
End-of-Year
Process



Just In Time End of Year Process Agenda

- Run Reports
- Cleanup Accounts
- Save Files
- Changes in staff positions
- Training – Credentialing and New Super Users
- Account Transfers – TKES/LKES Plans
- Preparing Rosters for 2021-2022

Important Dates

The 2020-2021 TLSD Platform will be locked on Friday, June 18th with view only access until June 25th.

The TLSD Platform will be closed for archiving on June 25th.

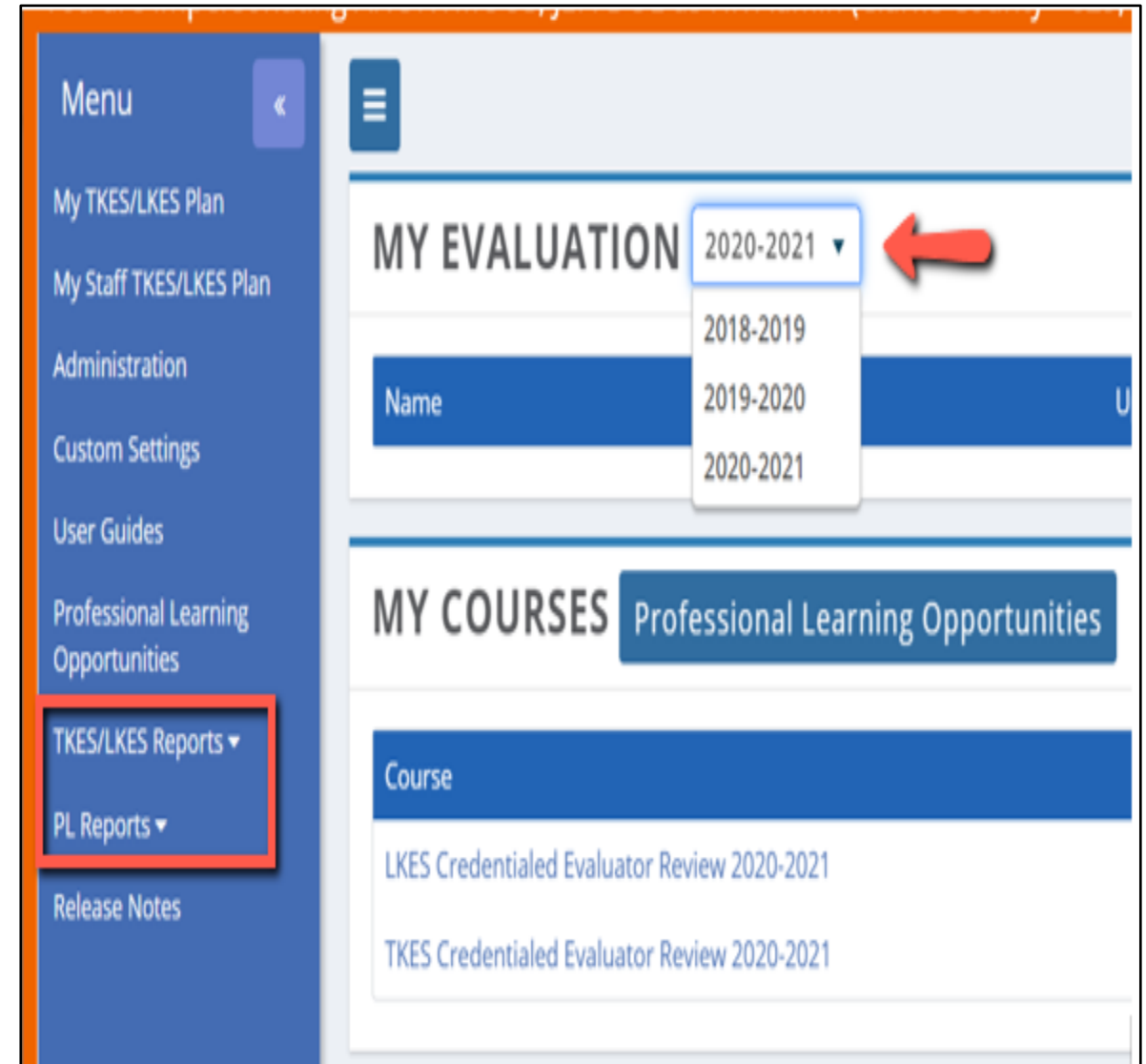
The 2021-2022 TLSD Platform will reopen on Tuesday July 6, 2021



Reports

From the Menu Bar:

- Select TKES/LKES Reports
 - Staff Report
 - Evaluation Detail Status
 - Evaluation Observation Report
 - Summative Assessment Report
 - PSC Report
- Select PL Reports
 - PL Transcript Report
- Change the Year for Reports:
 - 2018-2019
 - 2019-2020



TKES/LKES Reports – Staff Report

Staff Details

District: Sample District

School: Sample School

Plan: ALL

Staff associated with: Show

Plan(Show/Hide): ALL

PSC (Plan / Goal): ALL

Plan Type (Flex / Full): ALL

Current Staff Role: ALL

View Report

1 of 1

100%

Find | Next

Staff Details Report

Clarke County - 629

District	School	Last Name	First Name	Teacher Fullname	Email	Certificate ID	Current Staff Role	Plan	Plan Type (Full / Flex)
		ANONYMOUS	JANEDOE	ANONYMOUS, JANEDOE		112233	Teacher	TKES	Flex
		Anonymous	JohnDoe	ANONYMOUS, JOHNDOE		123456	Teacher	TKES	Flex
		ANONYMOUS	SALLYDOE	ANONYMOUS, SALLYDOE			Assistant Principal	LKES	
		Anyone	JimDoe	ANYONE, JIMDOE		808080	Principal	LKES	

TKES/LKES Reports - Evaluation Detail Status

Evaluation Detail Status Report

Evaluation Plan: TKES

District: Sample District

School: Sample School

Display Remediation: No

Content: Plan,Goal

PSCPlan Type: Plan,Goal

Deactivated Staff: Hide

View Report

⏪ ⏴ 1 of 1 ⏵ ⏩ ↺ ↻ 100% 🖨 Find | Next

TKES - Plan Status Report

04/20/2021

District:

Evaluation Plan: TKES 2020 - 2021

PSCPlan Type: Plan,Goal

School Name	Full Name	CertificateID	PSC Plan / Goal	Plan Type	Orientation	PSC Professional Learning Plan(s)/Goal(s)	Mid-Year Professional Learning Plan(s)/Goal(s)	PSC Professional Learning Plan(s)/Goal(s) Reflection	EOY PSC Professional Learning Plan(s)/Goal(s)	Self Assessment	Pre-Evaluation Conference
Sample School	ANONYMOUS, JANEDOE	112233	Goal	Flex	Completed	Completed	Completed	Completed	Completed	Completed	Completed
	ANONYMOUS, JOHNDOE	123456	Goal	Flex	Completed	Completed	Completed	Not Started	Completed	In Progress	Completed

TKES/LKES Reports - Evaluation Observation

Observation Type:

Observed (Evaluatee) Full Name	Observed (Evaluatee) CertID	Observer Full Name	Observer CertID	Modified Date	Observation Type	Is Shared	Observation Status	Finalization /Completion Date	Shared Date	Teacher Sign-Off (Yes / No)	Rating Period	Observation Date
ANONYMOUS, JANEDOE	112233	ANYONE, JIMDOE	808080	04/20/2021	Formative	Yes	Completed	04/20/2021	04/20/2021	Yes	2020-2021	11/18/2020
ANONYMOUS, JANEDOE	112233	ANYONE, JIMDOE	808080	04/20/2021	Walkthrough	Yes	Completed	04/20/2021	04/20/2021	Yes	2020-2021	02/16/2021
ANONYMOUS, JOHNDOE	123456	ANYONE, JIMDOE	808080	03/09/2021	Walkthrough	Yes	Completed	03/09/2021	03/09/2021	No	2020-2021	11/18/2020
ANONYMOUS, JOHNDOE	123456	ANYONE, JIMDOE	808080	03/09/2021	Formative	Yes	Completed	03/09/2021	03/09/2021	Yes	2020-2021	01/12/2021
ANONYMOUS, JOHNDOE	123456	ANYONE, JIMDOE	808080	04/20/2021	Walkthrough	Yes	Completed	04/20/2021	04/20/2021	Yes	2020-2021	10/06/2020

Overall Ratings for Formative Observations only

Observed (Evaluatee) Full Name	Observation Type	Overall Rating	Comment	Rating	Comment	Rating	Comment	Rating	Comment	Rating	Comment	Rating	Comment	Rating	Comment	Rating	Comment	Rating
ANONYMOUS, JANEDOE	Formative	Level III		Level III		Level III		Level III		Level II		Level III		Level III		Level III		Level III
ANONYMOUS, JANEDOE	Walkthrough							Level III		Level III		Level III				Level III		
ANONYMOUS, JOHNDOE	Walkthrough			Level III				Level III		Level II		Level III						Level III
ANONYMOUS, JOHNDOE	Formative	Level III		Level III		Level III		Level III		Level II		Level III		Level III		Level II		Level III
ANONYMOUS, JOHNDOE	Walkthrough			Level III		Level III								Level III				Level III

TKES/LKES Reports – Summative Assessment

- Choose the Plan Type – TKES or LKES
- No TAPS Rating will be calculated

Summative Report

District:

School:

Evaluation Plan: **TKES**

Shared: All

Plan Status: Completed

PSC Plan Type: All

Deactivated Staff: Hide

Overall Rating: ALL

View Report

1 of 1

100%

Find | Next

Summative Assessment Status Report - TKES

Report run date: 04/19/2021

District:

Evaluation Plan: TKES

Rating Period	Observed (Evaluatee) Full Name	School	CertificateID	PSC Plan / Goal	Summative Assessment Status	Finalization /Completion Date	Shared	Shared Date	1. Professional Knowledge	2. Instructional Planning	3. Instru		
									Comments	Rating	Comments	Rating	Comments
2020-2021	ANONYMOUS, JANE DOE	School Name	112233	Goal	Completed	02/08/2021	Shared	02/08/2021		Level III		Level III	

- Choose the Plan Type – TKES or LKES



Georgia Department of Education

PL Reports – PL Transcript Report

Professional Development Transcript Details											
Sample District											
Last Name	First Name	PSC Number	Course ID	Course Title	Registration Date (Start Date)	Completion Date (End Date)	Certificate ID	Score/Grade	Entry Type	Professional Learning Provider	
Sample Teacher Name and Cert Id			147612	TKES Credentialing 2019 - 2020	10/15/2019	10/16/2019	2019.16326	Course Complete	SLDS - PL	GADOE PL	
			172842	TKES Credentialed Evaluator Review 2018-2019	09/05/2018	01/14/2019	2019.4024	Course Complete	SLDS - PL	GADOE PL	
			163259	LKES Credentialed Evaluator Review 2018-2019	08/28/2018	01/18/2019	2019.1914	Course Complete	SLDS - PL	GADOE PL	
			125071	TKES Credentialed Evaluator Review 2019-2020	08/13/2019	08/13/2019	2019.13148	Course Complete	SLDS - PL	GADOE PL	
			204700	GKIDS 2.0	08/05/2019	08/16/2019	2019.10933	Course Complete	SLDS - PL	GADOE PL	

Menu

My TKES/LKES Plan

My Staff TKES/LKES Plan

Administration

Custom Settings

User Guides

Professional Learning Opportunities

TKES/LKES Reports ▼

PL Reports ▼

PL Rosters Report by Course

PL Transcript Report

PL Report

Release Notes

Questions about Reports



Clean Up Accounts

- Deactivate Accounts in School
 - Removes names from school rosters only
- Delete Accounts from Administration Tab
 - Removes names from your district completely
 - DO NOT DELETE accounts at this time.
- DO NOT Change Roles or Locations until after July 6th
- Plans will be archived after June 25, 2021
 - All Current staff members should remain in your district

Clean Up- Deactivate Accounts in School

MY STATE VIEW Role Selection USER ROLE MATRIX GUIDE Evaluation Year 2020-2021

Show 100 entries

District Name

Sample District Name

School Name

Sample School Name

CPI Job Title

Select Job Title...

You are viewing Evaluation Year 2020-2021.

SAVE

CANCEL

DEACTIVATE STAFF

		<input type="checkbox"/> Name	<input type="checkbox"/> Superintendent	<input type="checkbox"/> HR Admin	<input type="checkbox"/> District Admin	<input type="checkbox"/> Principal	<input type="checkbox"/> Principal TKES/CP Right Only	<input type="checkbox"/> Asst. Principal	<input type="checkbox"/> School Admin	<input type="checkbox"/> Teacher	<input type="checkbox"/> Contributing Professional	<input type="checkbox"/> Instructional Support	
▶	<input type="checkbox"/>	ANONYMOUS, JANE DOE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Impersonate
▶	<input type="checkbox"/>	ANONYMOUS, JEFFDOE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Impersonate
▶	<input type="checkbox"/>	ANONYMOUS, JOHNDOE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Impersonate

Clean Up – Delete or Edit Accounts in School

Use the Administration Tab. Search by Last Name.

Only Delete from School staff members who have not been in your district all year. Edit Last Names only at this time.

Last Name	Middle Name	First Name	School Name	Role	PSC Certification ID	SSN	Email	Created Or Modified By	Created Or Modified Date	
ANONYMOUS		JANE DOE	Sample School	Teacher	112233	XXX-XX-9090			11/21/2019	Edit Delete from School
ANONYMOUS		JEFFDOE		HR Admin		XXX-XX-4333			4/19/2021	Edit Delete from School
Anonymous		JohnDoe		Teacher	123456	XXX-XX-2992			7/19/2019	Edit Delete from School
ANONYMOUS		SALLYDOE		Assistant Principal		XXX-XX-1010			4/19/2021	Edit Delete from School

100 items per page 1 - 4 of 4 items



Wait until July 6th to add new, delete staff members that are leaving your school, and those who are changing schools or staff roles.

Changes in Staff Position

Wait until the new platform opens on July 6th to make the following changes

- Change in roles
- Change in schools
- Add new staff members
- Remove staff members
- Transfer current staff members

Prepare for the 2021-2022 School Year



ADMINISTRATION 2020-2021 ▼

New Staff

Batch New Staff

Batch Remove Staff

Batch Transfer Staff

****From this page you can add,edit or move staff including staff loaded through CPI**

First Name*

Last Name*

PSC Certification ID

SSN*

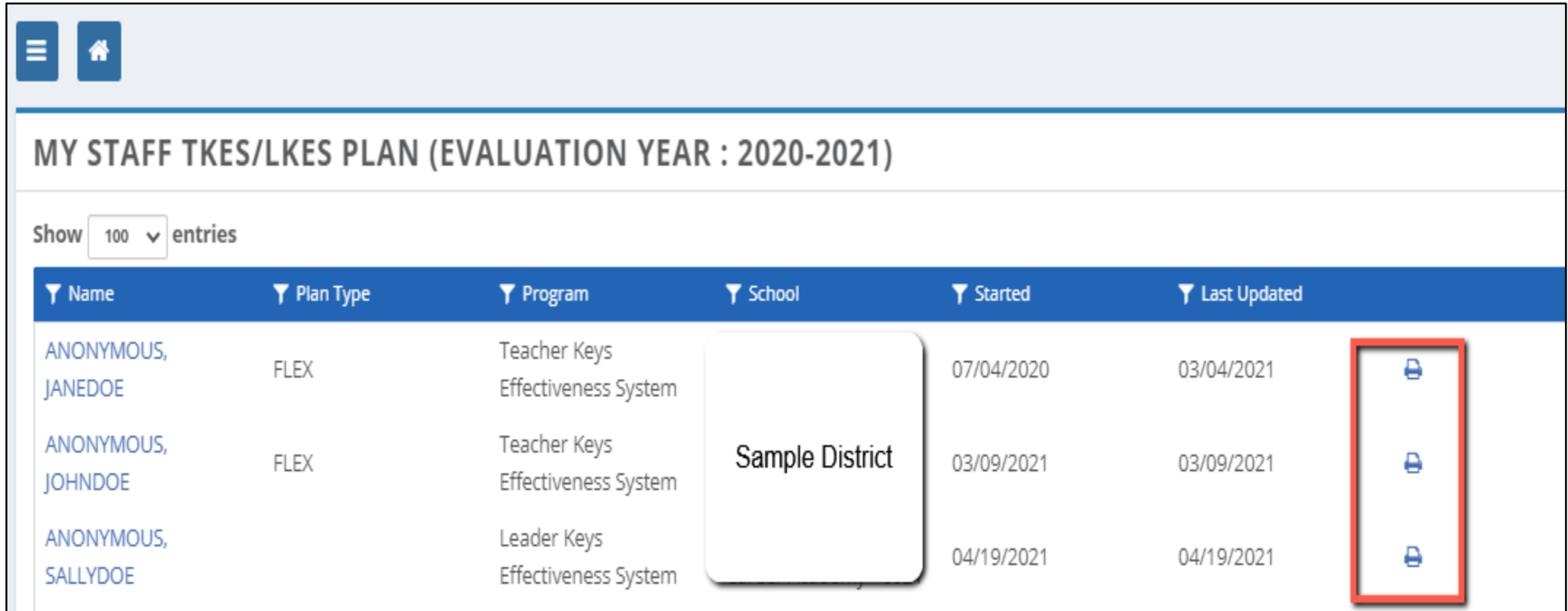
Add School

Save

Cancel




Save Files for HR Admin

- As HR Admin, you can save files from the Menu Bar > My Staff TKES/LKES Plans



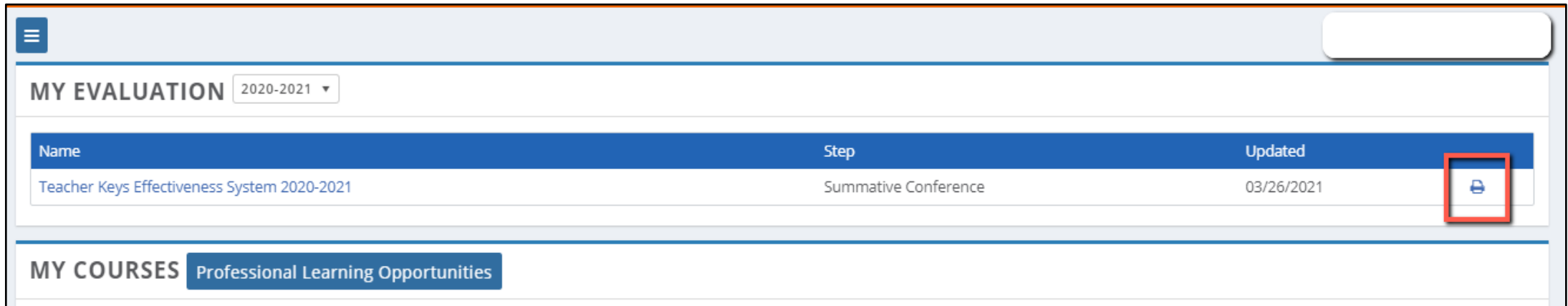
MY STAFF TKES/LKES PLAN (EVALUATION YEAR : 2020-2021)

Show 100 entries


Name	Plan Type	Program	School	Started	Last Updated	
ANONYMOUS, JANEDOE	FLEX	Teacher Keys Effectiveness System	Sample District	07/04/2020	03/04/2021	
ANONYMOUS, JOHNDOE	FLEX	Teacher Keys Effectiveness System		03/09/2021	03/09/2021	
ANONYMOUS, SALLYDOE		Leader Keys Effectiveness System		04/19/2021	04/19/2021	

Save Files for Teachers and Leaders

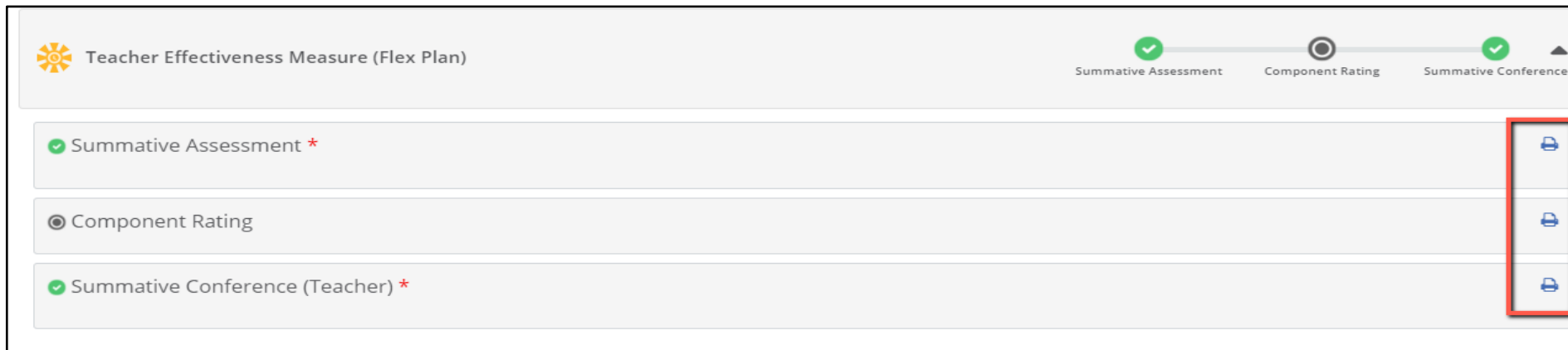
- Encourage Teachers and Principals to save a copy of their TKES/LKES Plans and Summative Assessment especially employees that are leaving the district.







MY EVALUATION 2020-2021 ▾







Name	Step	Updated	
Teacher Keys Effectiveness System 2020-2021	Summative Conference	03/26/2021	

MY COURSES Professional Learning Opportunities



 **Teacher Effectiveness Measure (Flex Plan)**

Summative Assessment  Component Rating  Summative Conference 

 Summative Assessment *	
 Component Rating	
 Summative Conference (Teacher) *	

Account Transfers

- TKES and LKES plans follow the Teacher/Leader as they move from district to district.
- When a teacher/leader is added to a new school, a message pops up saying “This staff member is already associated with district(s)” and it will list the district that is currently holding this account. Click Submit.

This staff member is already associated with district(s) ×

First Name JANEDOE	Middle Name	Last Name ANONYMOUS
PSC Number 112233		
District Clarke County - 629	School Athens Community Career Academy - 6021	
Reason (Optional): <div></div>		

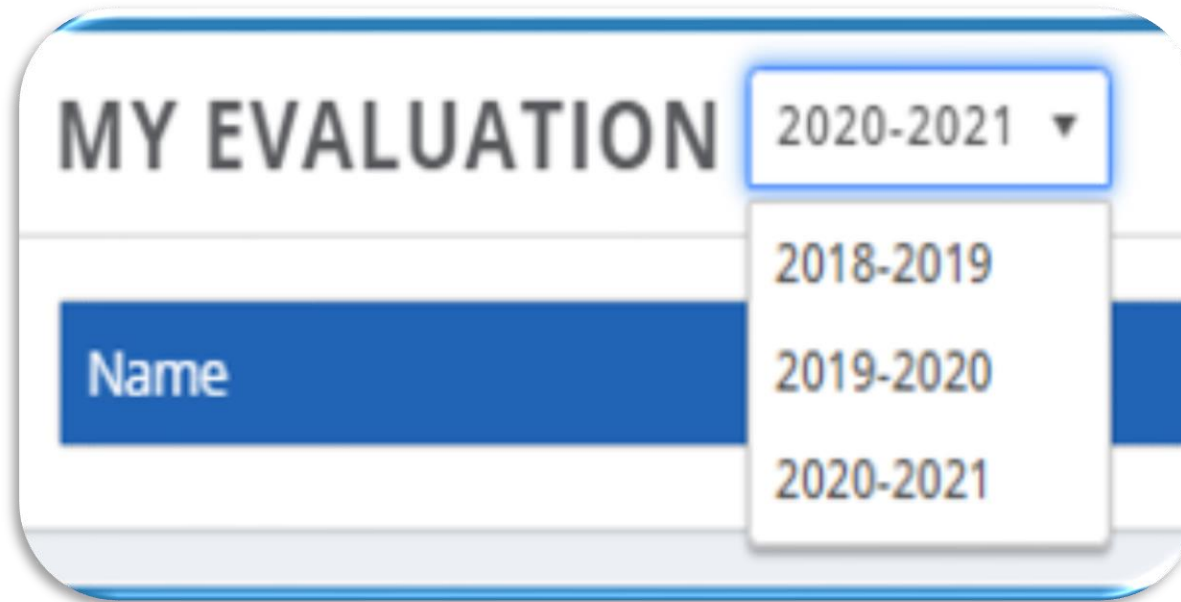
****Important**** Changes to the Name, SSN, or PSC fields will be reflected in the other district(s) where this staff person is associated.

Cancel

Submit

Archived Plans

- 2018-2019 – Last full TKES/LKES Plan cycle with TAPS/LAPS Scores
- 2019-2020 - TLSD Platform was locked on April 15, 2020. Observation only data available. No TAPS/LAPS Data
- 2020-2021 - TLSD Platform optional. These plans will be archived on June 25th.



The image shows a screenshot of a web interface titled "MY EVALUATION". On the left, there is a blue rectangular box labeled "Name". To the right of this box is a dropdown menu. The dropdown menu is currently open, showing a list of evaluation cycles: "2018-2019", "2019-2020", and "2020-2021". The "2020-2021" option is highlighted with a blue border and a small downward arrow next to it, indicating it is the selected option.

Training

- TKES/LKES Initial Credentialing Trainings
- Super User Training in July
- [Assessment Data Training](#)

New PLO Courses Released



- [Principal Matters Flyer](#) – 9 Leadership Modules
- [TKES Modules Flyer](#) – Performance Standards 1, 3, 4, 7, 9, 10

Important Dates to Remember:

The 2020-2021 TLSD Platform will be locked on **Friday, June 18th** with view only access until June 25th.

The TLSD Platform will be **closed on June 25th**.

The 2021-2022 TLSD Platform will **reopen on Tuesday July 6, 2021**



QUESTIONS?



A row of ten light bulbs hanging from above. The first nine are white with black outlines. The tenth, on the right, is yellow and glowing, with short lines radiating from it to indicate light. A large, light gray circle is positioned on the left side of the image, partially overlapping the first five light bulbs.

Survey Data

Please complete the survey at the link below. Thank you for allowing us the opportunity to serve you. It was our pleasure.

<https://www.surveymonkey.com/r/S3DW3HG>

Contact Information

Laine Reichert, Director
Teacher Leader Support & Development
Laine.reichert@doe.k12.ga.us

Shauntice Wheeler, Program Manager,
Title II Part A, State Activities and
Professional Learning
swheeler@doe.k12.ga.us

Deanie Fincher
Training & Development Specialist
dfincher@doe.k12.ga.us

Katherine Gerbis
Training & Development, ESS and PLO Specialist
kgerbis@doe.k12.ga.us



Division of Teacher and Leader Support and Development

Deanie Fincher
Training/Development Specialist

Division of Teacher and Leader Support and Development

Katherine Gerbis
Training/Development Specialist, ESS
Title II, Part A Education Specialist

