Just-In-Time Webinar
July 2021

TLSD Platform
Beginning-of-Year Process
Agenda for July

• Initial Setup
  ✓ D5 Super User

• Platform Administrator HR Admin (TLSD Super Users)
  ✓ Administration Screen
  ✓ Home Screen – My Staff Role Selection

• Adjusting Staff Roles on the Home page
  ✓ Assigning Roles/Rights
  ✓ Assigning Plans/Evaluators

• Reports
Initial Setup
Accessing the Platform

• The TLSD Platform is located in SLDS
• SLDS is accessible through the School Information System (SIS)
• In order to access the Platform, an account will need to be created in the SIS:
  ✓ Infinite Campus
  ✓ PowerSchool
  ✓ Tyler
  ✓ Other SIS (Aspen, eSchool, etc.)
Initial Setup
STEP ONE

• Initial Setup completed by D5 Super User
Initial Setup
STEPS TWO & THREE

The D5 Super User will enter Profile Manager to add users and their roles to the TKES/LKES application.

The D5 Super User adds application TKES/LKES Admin(s) and TKES/LKES User(s) to Profile Manager.
Initial Setup

STEP FOUR

Users now have access to the TKES/LKES application.

Each evaluation is tied to an individual user. Upon logging into TKES/LKES, users undergo a second validation. This ensures the user logging in can only see his/her evaluation record.
Infinite Campus Access

PowerSchool Access
SLDS Home Page with Icons
SLDS Home Screen for PL Tab and TKES/LKES Tab
Initial Setup

• Please Contact Hubert Bennett or your District SLDS trainer if you have any additional questions on this section.

• SLDS Contact Information: Hubert.Bennett@doe.k12.ga.us
Creating Accounts and Cleaning up Accounts in the TLSD Platform
Platform Administrator HR Admin
Setting up Accounts

• The current information in the 2021-2022 TKES/LKES platform rolled over from the 2020-2021 School Year.

• Changes can be made on the Administration Screen using either EDIT STAFF, NEW STAFF or BATCH UPLOAD.
Clean Up Accounts

➢ Deactivate Accounts in School on Home page
  ▪ Removes names from school rosters only
➢ Delete Accounts from Administration Tab
  ▪ Removes names from your district completely
➢ Edit Accounts
  ▪ Change Roles, Location or name change
# 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Superintendent</th>
<th>Hr Admin</th>
<th>District Admin</th>
<th>Principal</th>
<th>Principal TKES/CP Right Only</th>
<th>Asst. Principal</th>
<th>School Admin</th>
<th>Teacher</th>
<th>Contributing Professional</th>
<th>Instructional Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANONYMOUS, JANE DOE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANONYMOUS, JEFF DOOE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANONYMOUS, JOHN DOE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Impersonate
1. To use the Administration feature, a user must be assigned to the HR Admin role in the TLSD Platform.

2. Click on the **Administration** link.
Clean Up – Delete or Edit Accounts

- Use the Administration Tab. Search by Last Name.
- Edit accounts – names, locations and roles
- Delete from School staff members who are not in your district as of July 1st.
### TLSD Platform Administration

Add NEW STAFF

<table>
<thead>
<tr>
<th>ADMINISTRATION 2020-2021 ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="New Staff" /></td>
</tr>
<tr>
<td><img src="image" alt="Batch New Staff" /></td>
</tr>
<tr>
<td><img src="image" alt="Batch Remove Staff" /></td>
</tr>
<tr>
<td><img src="image" alt="Batch Transfer Staff" /></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>First Name*</th>
<th>Last Name*</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PSC Certification ID</th>
<th>SSN*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add School**  **Save**  **Cancel**

<table>
<thead>
<tr>
<th>District</th>
<th>School*</th>
<th>Email</th>
<th>Role*</th>
<th>Delete from School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample District</td>
<td>--Select School--</td>
<td></td>
<td>--Select Role--</td>
<td></td>
</tr>
</tbody>
</table>

**Add School**  **Save**  **Cancel**
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.
TLSD Platform Administration
BATCH UPLOAD

Batch Upload window.
Click on the Download Template button to create a file
Click on Select files to upload a list of names
TLSD Platform Administration
BATCH File Download and Upload

**Uploaded files are processed Monday thru Friday at 1 pm and 5 pm**
- SSN is required
- Do not change the excel sheet name
- Do not alter the name of the headers within the excel file
- Do not add columns to the excel file
- The “TKES/LKES ROLE” column is not required to remove staff and can remain blank
# TLSD Platform Administration

## BATCH UPLOAD

Uploaded Successfully

<table>
<thead>
<tr>
<th>File Name</th>
<th>Uploaded By</th>
<th>Uploaded Date</th>
<th>Status</th>
<th>Total</th>
<th>Success</th>
<th>Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample School Name</td>
<td>Submitted by Name</td>
<td>04-26-2021 03:47</td>
<td>Success</td>
<td>38</td>
<td>38</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>04-27-2021 10:05</td>
<td>Success</td>
<td>6</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>04-27-2021 02:16</td>
<td>Success</td>
<td>23</td>
<td>23</td>
<td>0</td>
</tr>
</tbody>
</table>
Adjusting Accounts for all TLSD Platform Users
TKES/LKES Platform

MY EVALUATION 2021-2022

Name
Leader Keys Effectiveness System: 2021-2022
Orientation 03/15/2021

MY COURSES
Professional Learning Opportunities

REQUIRED TRAINING

RECOMMENDED TRAINING

MY STAFF Role Selection

Show 100 entries

District Name
Clarke County - 629

School Name
Athens Community Career Academy - 6021

CPI Job Title
Select Job Title...

You are viewing Evaluation Year 2020-2021.

SAVE CANCEL DEACTIVATE STAFF
TKES/LKES Platform

Scroll Down on the Home page to MY STAFF Role Selection.

The Save and Cancel buttons apply changes *only* to that specific page.
MY STAFF: Role Selection
MY STAFF: Manage Rights

The Save and Cancel buttons apply changes only to that specific page.
### MY STAFF: Manage Plans

<table>
<thead>
<tr>
<th>Name</th>
<th>Role Type</th>
<th>(TKES) Plan</th>
<th>(LKES) Plan</th>
<th>CP Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glenn Hansen</td>
<td>Assistant Principal</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Casey Robbins</td>
<td>Principal TKES Rights Only</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Justin Sanders</td>
<td>School Admin</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Patricia Morris</td>
<td>Assistant Principal</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

The **Save** and **Cancel** buttons apply changes *only* to that specific page.
Assign Evaluators
Part A – Choose plan types

• Customize the teacher
• Type of Plan (Flexible/Full)
  ✓ PSC Plan/Goal
  ✓ Assigning the number of Goal(s)/Plan(s)
  ✓ Number of people currently assigned to evaluate the educator
  ✓ Remediation Plan
  ✓ Progress of Orientation
MY STAFF: Assign Evaluators
Part A – Choose plan types.

<table>
<thead>
<tr>
<th>District Name</th>
<th>School Name</th>
<th>Orientation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dundee District - 678</td>
<td>Drummond Middle School - 0197</td>
<td>ALL</td>
</tr>
</tbody>
</table>

CPI Job Title

Select Job Title...

TKES Plan Staff | LKES Plan Staff | CP Plan Staff
Assign Evaluators
Part A – Choose plan types.

Show 10 entries

District Name: Dundee Schools
School Name: Dundee High
Progress Status: All

Evaluator, Observer, Administrator
Assign

TKES Plan
Flexible
Flexible
Full

PSC Goal/Plan
Goal
Goal
Plan

Number of Goal(s)/Plan(s)
1

Assigned To
0

Remediation
No
No
Yes

Progress

Richard Woods, Georgia’s School Superintendent | Georgia Department of Education | Educating Georgia’s Future
Assign Evaluators
Part A – Choose plan types.

### MY STAFF

<table>
<thead>
<tr>
<th>District Name</th>
<th>School Name</th>
<th>Progress Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dundee Schools</td>
<td>Dundee High</td>
<td>All</td>
</tr>
</tbody>
</table>

**Assign Evaluators / Observer / Administrator**

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Last Updated</th>
<th>TKES Plan</th>
<th>PSC Goal/Plan</th>
<th>Number of Goal (s)/Plan(s)</th>
<th>Assigned To</th>
<th>Remediation</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amber French</td>
<td>Dundee High School</td>
<td></td>
<td>Flexible</td>
<td>Goal</td>
<td>1</td>
<td></td>
<td>No</td>
<td><img src="circle.png" alt="circle" /></td>
</tr>
<tr>
<td>Owen Allen</td>
<td>Dundee High School</td>
<td>08/03/2017</td>
<td>Flexible</td>
<td>Goal</td>
<td>1</td>
<td></td>
<td>No</td>
<td><img src="circle.png" alt="circle" /></td>
</tr>
<tr>
<td>Bernice Soto</td>
<td>Dundee High School</td>
<td>08/10/2017</td>
<td>Flexible</td>
<td>Goal</td>
<td>1</td>
<td></td>
<td>No</td>
<td><img src="circle.png" alt="circle" /></td>
</tr>
</tbody>
</table>
Assign Evaluators
Part B

• Select the teacher/evaluator (One, Small Group, All)

• Select the right – Evaluator, Observer, or Administrator (This list is based on the rights assigned in MANAGE RIGHTS Dropdown)

• Click on the Assign button

• Select the Evaluator(s) from the Dialog box

• Click Save
MY STAFF: Assign Evaluators
Part B

Table:
- **Name**: Amber French
  - **School**: Dundee High School
  - **Last Updated**: 08/03/2017
  - **TKES Plan**: Flexible
  - **PSC Goal/Plan**: Goal
  - **Number of Goal(s)/Plan(s)**: 1
  - **Assign To**: No
  - **Remediation**: No
  - **Progress**:
- **Name**: Owen Allen
  - **School**: Dundee High School
  - **Last Updated**: 08/10/2017
  - **TKES Plan**: Flexible
  - **PSC Goal/Plan**: Goal
  - **Number of Goal(s)/Plan(s)**: 1
  - **Assign To**: No
  - **Remediation**: No
  - **Progress**:
- **Name**: Bernice Soto
  - **School**: Dundee High School
  - **Last Updated**: 08/10/2017
  - **TKES Plan**: Flexible
  - **PSC Goal/Plan**: Goal
  - **Number of Goal(s)/Plan(s)**: 1
  - **Assign To**: No
  - **Remediation**: No
  - **Progress**:

Options:
- **Assign Evaluators / Observer / Administrator**

Filters:
- **District Name**: Dundee Schools
- **School Name**: Dundee High
- **Progress Status**: All
Assign Evaluators
Part B

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glenn Hansen</td>
<td><a href="mailto:glennhansen@dundeek12.org">glennhansen@dundeek12.org</a></td>
<td>Dundee High School</td>
</tr>
<tr>
<td>Patricia Morris</td>
<td><a href="mailto:patriciamorris@dundeek12.org">patriciamorris@dundeek12.org</a></td>
<td>Dundee High School</td>
</tr>
<tr>
<td>Helen Carter</td>
<td><a href="mailto:helencarter@dundeek12.org">helencarter@dundeek12.org</a></td>
<td>Dundee High School</td>
</tr>
</tbody>
</table>

Showing 1 out of 1 entries
Super User Basics

• Home Page –
  • Scroll down to MY STAFF - Role Selection
    • Update plan types, rights and roles
    • Add a Remediation plan
    • Deactivate accounts

• Menu Bar
  • Administration Link to Edit/Delete/Transfer staff in bulk using the staff batch upload
  • Reports
  • My Staff TKES/LKES Plans
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
  • PI Rosters Report by Course

➢ Archived Plan Reports:
  • 2018-2019
  • 2019-2020
  • 2020-2021
TKES and LKES Timelines

- **Orientation**
- **Self-Assessment**
- **Pre-Evaluation Conference**

**Formative Assessment Phases**
- Observation – Documentation
- Formative Assessment

**Summative Assessment**
- Mid-Year Conference
- Summative Conference

**Familiarization**
- **July – August**
- **September – April**
  - Mid-Year Conference – December/January
- **April – May**
  - DOE Deadline
  - June 15
2021-2022 LKES Plan Requirements

- Orientation and Evaluator Selection
- Self-Assessment and Pre-evaluation conference,
- PSC Goal/Plan, Mid-Year Progress, Reflection and End of Year (EOY) Progress
- Mid Year Conference and PSC Mid Year Progress
- Formative Observation
- Summative Assessment and Summative Conference
- NO COMPONENT RATING or TEM SCORE
2021-2022 TKES Plan Requirements

• Orientation,
• Self-Assessment and Pre-evaluation conference
• PSC Goal/Plan, Mid-Year Progress, Reflection and End of Year (EOY) Progress
• Observations
• Mid Year Conference and PSC Mid Year Progress
• Summative Assessment and Summative Conference
• NO COMPONENT RATING or TEM SCORE
Contributing Professional Plans

• PSC Goal/Plan – Contributing Professional
• PSC Mid Year Progress - Evaluator
• PSC Reflection - Contributing Professional
• PSC End of Year (EOY) Progress – Evaluator

Conferences are not required in the TLSD Platform.
Superintendent Assurances

Superintendent Assurances 2021-2022

Superintendent Assurances

Beginning of the Year

Superintendent Year End Sign Off

End of Year before June 15, 2022
Credentialing Training

• TKES/LKES Initial Credentialing Trainings
  • Contact Mark Gordon for training dates
    mgordon@doe.k12.ga.us

• TKES/LKES Recredentialing Review
  Assessment required each year after the initial training. Courses are in PLO.
  • TKES Credentialed Evaluator Review 2021-2022
    Course # 126169
  • LKES Credentialed Evaluator Review 2021-2022
    Course # 168636
Sandbox – SLDS Demo Site

Statewide Longitudinal Data System

The SLDS application re-consumes existing data to facilitate longitudinal data analysis at the student, school, and district level. Use of the SLDS application is free and completely voluntary. All costs are paid for by the LDS Grant. Districts who see value in having this information are encouraged to sign-up by contacting their SIS Coordinator or the SLDS Implementation Coordinator.

View Demo
Please complete the survey at the link below. Thank you for allowing me the opportunity to serve you. It was my pleasure.

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

Presenter: Deanie Fincher
Contact Information

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