TLSD Electronic Platform in SLDS

2018-2019 NEW Platform Training
Agenda

• Initial Setup
  ✓ Accessing the Platform
  ✓ Assigning Roles/Rights/Plans/Evaluators

• Plans
  ✓ TKES
  ✓ LKES
  ✓ Contributing Professionals

• Additional Information
  ✓ User Guides
  ✓ Professional Learning Opportunities
Initial Setup
Initial Setup

• Initial Setup completed by D5 Super User
• Platform Super User information will come at a later date
Accessing the Platform

• The NEW 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.)
Infinite Campus Access
PowerSchool Access
Tyler Access
Accessing the Platform

Click on the applicable link in the SIS to display the SLDS platform. Click the TKES/LKES button.
# TKES/LKES Platform

## Dundee School System

### MY PLANS 2017-2018

<table>
<thead>
<tr>
<th>Name</th>
<th>Step</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leader Keys Effectiveness System 2017-2018</td>
<td></td>
<td>06/15/2017</td>
</tr>
</tbody>
</table>
Role Selection

Scroll Down on Home Page to Edit Staff Account Types if needed. Principals screen ONLY from Super User and SIS.

<table>
<thead>
<tr>
<th>Name</th>
<th>Principal TKES Rights 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>Glenn Hansen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Casey Robbins</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victor Elliott</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Justin Sanders</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Manage Rights

• Under My Staff section
  ✓ Use drop down to select Manage Rights

• This step is the same rights assignment as Staff Management in previous years

<table>
<thead>
<tr>
<th>Roles</th>
<th>Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>View only access</td>
</tr>
<tr>
<td>Evaluator (Assistant Principals/District Personnel)</td>
<td>Edit teacher evaluation plan</td>
</tr>
<tr>
<td>Observer (Lead Teachers, Grade Chairs, Instructional Coaches that are TKES Credentialed)</td>
<td>Edit walkthrough only</td>
</tr>
</tbody>
</table>
## Manage Rights

### MY STAFF

**District Name**: Dundee

**School Name**: Dundee High

<table>
<thead>
<tr>
<th>Name</th>
<th>Role Type</th>
<th>Evaluator</th>
<th>Observer</th>
<th>Administrator (View Only)</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>
Manage Plans

• Under My Staff section
  ✓ Use drop down to select Manage Plans

• Automatically assigned based on account type for Principal TKES Rights Only, Assistant Principal, Teachers, and Contributing Professionals

• For School Admin and Instructional Support account, the plan type can be selected based on district determined evaluation
## Manage Plans

![Manage Plans](image)

### MY STAFF

- **Manage Plans**

### Show entries

- **District Name**: Dundee
- **School Name**: Dundee High

### Table

<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>
Step 1: Assign Evaluators

- 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
Step 1: Assign Evaluators con’t.

<table>
<thead>
<tr>
<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>Flexible</td>
<td>Goal</td>
<td>1</td>
<td>0</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Flexible</td>
<td>Goal</td>
<td>1</td>
<td>0</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Flexible</td>
<td>Plan</td>
<td>1</td>
<td>0</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Show 10 entries

[Assign Evaluators / Observer / Administrator]
Step 1: Assign Evaluators con’t.

<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>![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>![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>![circle]</td>
</tr>
</tbody>
</table>
Step 2: Assign Evaluators

- Select the teacher/evaluate
- Select the role – Evaluator, Observer, or Administrator
- Click on the Assign button
- Select the evaluator
- Click Save
Step 2: Assign Evaluators con’t.

<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></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></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></td>
</tr>
</tbody>
</table>
Step 2: Assign Evaluators con’t.

Select your Evaluator

<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>

Save
Plans

• How to Access
• TKES
• LKES
• Contributing Professionals
Accessing Plans

Click Here to Access Side Menu

Dundee School System

MY PLANS 2017-2018

Name | Step | Updated
---------------------
Leader Keys Effectiveness System 2017-2018 | | 06/15/2017
Side Menu

- The Side Menu contains all of your links just like the tabs in the Menu/Tool Bar in the Performance Matters Platform
- Click on the **My Staff TKES/LKES Plan** link to gain access to your assigned staff
My Staff TKES/LKES Plans

Dundee School System

<table>
<thead>
<tr>
<th>Status</th>
<th>Name</th>
<th>Plan Type</th>
<th>Program</th>
<th>Location</th>
<th>Started</th>
<th>Last Updated</th>
</tr>
</thead>
</table>

05/07/2018
TKES PLAN from Leader Point of View
TKES PLAN from Leader Point of View

• Fewer clicks to get into the steps
• Containers expand into step
• Steps do not populate a new screen, but rather expand down
• Option to expand all to see all steps in one view
# TKES PLAN from Leader Point of View

## Teacher Keys Effectiveness System 2017-2018 (Full Plan)

### Comments (Full Plan)

#### Orientation (Full Plan)
Last Status Update - 07/26/2017 @ 12:47 PM

- Orientation

#### Orientation *
Link to Orientation Quick Reference

---

**Familiarization**
Last Status Update - 07/26/2017 @ 12:47 PM

---

Expand All
TKES PLAN from Leader Point of View

Orientation (Full Plan) Last Status Update - 07/26/2017 @ 12:47 PM

Orientation *

Link to Orientation Quick Reference

TKES ORIENTATION

District
Training District: Bilton - Training

Plan Type
Full Process Plan

Teacher Assurances

in accordance with O.C.G.A. § 20-2-210, I certify the following assurances.
TKES PLAN from Leader Point of View

The leader enters the conference date and that date prepopulates on the teacher side conference.

- Date of Mid-Year Conference
  - 05/03/2018

Teacher Comments
TKES PLAN

• Accept Button Name Change
  ✓ The Accept Button will no longer be utilized in the Platform

  ![Save for Later & Save & Submit]

• Save for Later/Save & Submit will now be utilized for the following steps:
  ✓ Orientation
  ✓ Applicable PSC steps
  ✓ Conferences
  ✓ Teacher Sign-Off on Observation
  ✓ Component Rating
  ✓ Remediation Plans (if applicable)
Observations

• Number of Observations Automatically Populated:
  ✓ Flex - 2
  ✓ Full - 6

• Use the Plus button to add more observations as needed

• Observations marked as a Formative Assessment will not finalize until **ALL** 10 Standards are rated
TKES PLAN – Flex

Teacher Assessment on Performance Standards (Flexible Plan) Last Status Update - 07/26/2017 @ 12:47 PM

Documenting Performance

Link to Documenting Performance Quick Reference

Observation Summary

Current # of Observations: 2

Observation #1 Walkthrough or Formative Assessment * (includes Formative Observation/Documentation, must rate all 10 standards)

Link to Walkthrough/Formative Assessment Quick Reference

05/07/2018
TKES PLAN – Full

Teacher Assessment on Performance Standards (Full Plan)

Documenting Performance
Link to Documenting Performance Quick Reference

Observation Summary

Current # of Observations: 6

Observation #1 Walkthrough or Formative Assessment * (includes Formative observation, must rate All 10 standards)
Link to Walkthrough/Formative Assessment Quick Reference

Teacher Sign-off on Observation #1 (Walkthrough/Formative) *
Link to Teacher Sign-off Formative Assessment Quick Reference
**TKES Plan – Formative Assessment**

<table>
<thead>
<tr>
<th>Menu</th>
<th>By</th>
<th>Created Date</th>
<th>Modified Date</th>
<th>Observation Type</th>
<th>Observation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Ellen Collins</td>
<td>04/18/2018 @ 01:36 PM</td>
<td>04/18/2018 @ 01:36 PM</td>
<td>Formative</td>
<td>04/16/2018 @ 01:36 PM</td>
</tr>
</tbody>
</table>

*(includes Formative observation, must rate All 10 standards)*
Light Bulb Feature

Click to connect to aligned Professional Learning Opportunities

***Light bulbs will blink in educator’s plan once a Professional Learning Opportunity has been assigned."
Status Icons & Expand All Option

- Not Started
- In Progress
- Complete
- Reopened

Teacher Assessment on Performance Standards (Full Plan)

Documenting Performance
Observation Summary
Observation
Sign-off Observation

Expand All
TKES Plan Review

- Fewer clicks/expandable screen
- Conference dates pre-populating for teacher
- Save for Later/Save and Submit buttons
- Minimum required observations pre-populated
  - Flex - 2 and Full - 6
  - Easy to Add Additional Observations
- Formative requires all 10 Standards to be rated
- Lightbulbs still connected to PLO
  - Blinks on teacher side
- Status icons
LKES Plan

• Removal of Performance Goals
• Evaluator Selection
• Accessing Previous Years Data
LKES Plan
LKES Plan – Evaluator Selection

Evaluator Selection *

Link to Evaluator Selection Quick Reference

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Added By</th>
</tr>
</thead>
</table>

Add New

Select One or Multiple Evaluators below:

- [ ] District
- [ ] Dundee High School
  - [ ] Principal Erin Johnson
  - [ ] Assistant Principal Olivia Roberts
- [ ] Assistant Principal Devin Lee
- [ ] Dundee Middle School
- [ ] Dundee Elementary School

Search

05/07/2018
LKES Plan – Evaluator Selection

Under development.
LKES Plan – Archived Plan
Status Icons & Expand All Option

- Not Started
- In Progress
- Complete
- Reopened

Leader Assessment on Performance Standards
Last Status Update - 07/26/2017 @ 12:47 PM

Documenting Performance
Observation (Optional)
Formative Assessment
End of Year Requirements

Expand All
Contributing Professionals’ Plans

• No changes have been made to the Contributing Professionals’ plans

• The PSC requires Contributing Professionals to create a Goal/Plan; the documenting of this information is not required to be housed in the platform:

  ✓ PSC Professional Learning Goal/Plan
  ✓ Mid-Year PSC Professional Learning Goal/Plan Progress
  ✓ PSC Professional Learning Goal/Plan Reflection
  ✓ End of Year PSC Professional Learning Goal/Plan Progress
Additional Information
Enhancements of TKES/LKES in SLDS

• Fewer clicks – expand and collapse
• Dates of conferences auto-populate
• Status icons
• Save for Later, Save and Submit
User Guides/ Videos

- User Guides will be available in the new Platform
- Videos will also be added this year

***This section is still under development.
NEW!!! Professional Learning Opportunities
Future Releases

• Previous Years Data/Multiple Accounts
• Release of Plans – archived from all the previous years
• Sandbox
Statewide Longitudinal Data System

The SLDS application re-uses 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
sldstrn.gadoe.org/SLDSDemoWeb/