

**Georgia Department of Education
TLE Electronic Platform
TKES Evaluator Quick Reference**

TLE Electronic Platform	<p>https://tle.gadoe.org</p> <p>What is my Username? <i>Certificate ID + District ID</i></p> <p>What is my password? <i>Same as last year. (If it needs to be changed, contact your Super User)</i></p> <p>Supported web browsers : Internet Explorer 9,10, or 11, Chrome, Firefox, and Safari</p>
Assigning Evaluators, Observers, & Administrators	<ul style="list-style-type: none"> • Click Staff Management. • Click Staff Details. • Staff members' names will be under the Staff column, with those who have Administrator rights to this site on the right side. • To add an additional Evaluator, Observer, or Administrator click the Add button next to Administrators. • Enter last name and first name of person to be added as Evaluator, Observer, or Administrator. • Scroll to the bottom of the search page and click Search. • Click the small radio button to the left of the person's name and then click Select, and then click the Finish button. • When the new window opens the Principal can assign specific staff members to the Evaluator/Observer. • Use the Choose Rights drop-down field to select the role for the new person being added. • Click the Add button and when finished adding the Teacher or All staff, click Done. <p><i>*Principal can add any school level or district level employees.</i></p>
Access Teacher's TKES	<ul style="list-style-type: none"> • Enter TKES by clicking on My Staff TKES/LKES Plan. • Click on teacher's name to access plan. <p><i>Principal will not see the teacher's plan until the teacher signs off on the Orientation.</i></p>
Documenting Performance	<ul style="list-style-type: none"> • Click Teacher Assessment on Performance Standards. • Click Documenting Performance. • Click Add. • Enter comments and tag appropriate standard(s). • Click Done. • Click Attach File, Browse, and Upload document.
Walkthrough/ Formative Assessment	<ul style="list-style-type: none"> • Click Teacher Assessment on Performance Standards. • Click Walkthrough/Formative Assessment. • Click Start New. • The Observation Details box will open for the observer to enter basic information about the observation. (Observer's Name, Observation Date, Type: Walkthrough or Formative, and Observation Notes). Click Save once data has been entered. • Enter ratings for appropriate standards for when conducting a Walkthrough. Enter ratings for all 10 standards when conducting a Formative Assessment. • Click the Tagged Notes link to add any notes that may have been tagged in Documenting Performance. When the note appears, click Add Note and close the window. • When finished entering the ratings and tagged notes, click Save Changes, and Share. • Once complete, click Finalize and Save & Exit.