

**Georgia Department of Education
TLE Electronic Platform
TKES Overall Quick Reference Teacher**

TLE Electronic Platform	https://tle.gadoe.org What is my Username? <i>Certificate ID + District ID</i> What is my password? <i>Same as last year. Contact Super User to change password.</i> Supported web browsers: Internet Explorer 10, or 11, Chrome, Firefox, and Safari Tablets may work with the platform but they are not fully supported.
Login Verifier <i>*completed at 1st login</i>	<ul style="list-style-type: none"> •Enter account lookup question and lookup answer. Click save and continue. •Enter email address and verify. Click save and continue. •Enter new password and confirm. •Click update password and continue.
Orientation	<ul style="list-style-type: none"> •Click on Start Plan for the current year for the <i>Teacher Keys Effectiveness System</i>. •Click on Orientation & Familiarization. •Click on Orientation. •Review Assurances, selecting Yes or No for each assurance. Save and Accept. •Click on the Back button to return to plan.
Familiarization	<i>Remember that familiarization is ongoing...be sure to review the videos and fact sheets for each standard throughout the year.</i>
Self-Assessment	<ul style="list-style-type: none"> •Click on the current year for the <i>Teacher Keys Effectiveness System</i> under My Plans. •To begin self-assessment, click on Self-Assessment, Goal Setting & Pre-Evaluation Conference. •Click on Self-Assessment. •Click on Start New to begin Self-Assessment. •Teachers should rate themselves on each standard and may identify strengths and areas for growth. All 10 standards must be rated before the Share button will appear. •Click Save Changes and Share. •Once complete click Finalize and Save & Exit.
PSC Professional Learning Goal or PSC Professional Learning Plan	<ul style="list-style-type: none"> •Click PSC Professional Learning Goals •Click Edit to enter your first Goal. •Read through the six indicators and determine if they apply. If they do apply exit the step and enter the PSC Professional Learning Plan. •Continue filling out the plan as indicated. •Save the Goal or Plan once all necessary fields have been completed as directed by your LEA. •Enter an additional goal by clicking the NEW button. •Once Goals have been completed let your Evaluator know so they can review before the Pre-Evaluation Conference. •DO NOT Click accept until the end of the year or your administrator gives direction.
View Teacher Assessment on Performance Standards	<ul style="list-style-type: none"> •Click on the current year for the <i>Teacher Keys Effectiveness System</i> under My Plans. •Click on Teacher Assessment on Performance Standards. •Click on the Observation #1 - #6 (Walkthrough/Formative as applicable) •Click on View Feedback to see standard ratings and specific comments.
Sign-off on Observations (Walkthrough/Formative)	<ul style="list-style-type: none"> •Click on the current year for the <i>Teacher Keys effectiveness System</i> Click on Teacher Assessment on Performance Standards. •Click Teacher Sign-off on Observation #1-#6 – choose the observation to sign off on. •Click on New.

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	<ul style="list-style-type: none"> •Enter Date of Observation, Enter Comments and /or Attachments if applicable. •Click Save and Accept.
All Conferences	<ul style="list-style-type: none"> • Enter the date of the conference, optional comments. Save and Exit. Accept.