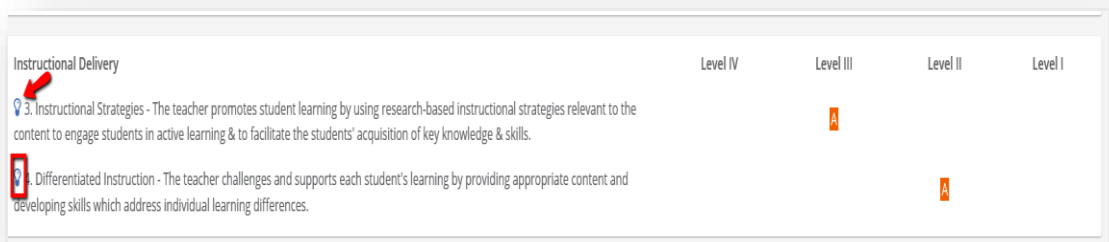




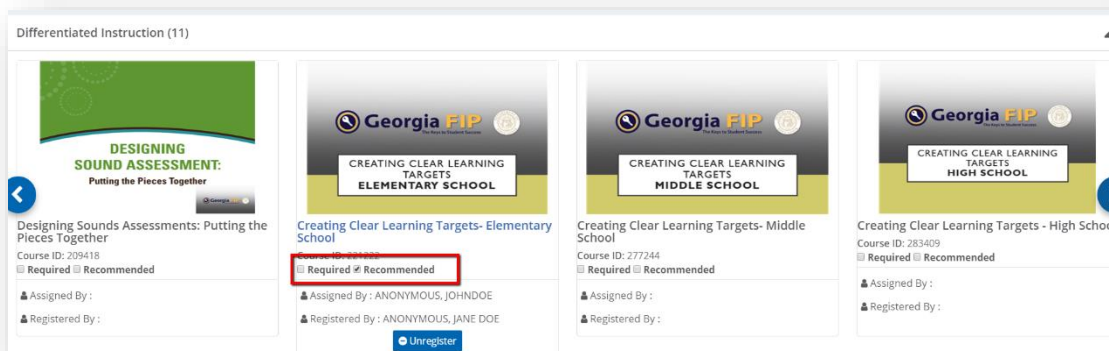
## TKES/LKES Platform How Evaluators Assign Professional Learning Opportunities

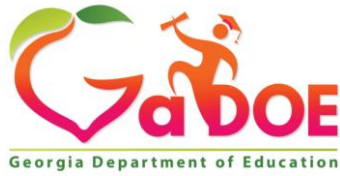
### How to Assign Professional Learning Opportunities as a part of the Pre-Evaluation Conference discussion in the TKES/LKES Platform

1. Click on the MY STAFF TKES/LKES Tab to select the person who will be assigned Professional Learning Opportunities (PLO).
2. Click on the “*Self-Assessment & Pre-Evaluation Conference*” container in the TKES or LKES Plan. Within the Self-Assessment section, the Professional Learning Opportunities light bulb is next each Performance Standard title.



3. Click on the light bulb icon. The available Professional Learning Opportunities for that Performance Standard selected will be listed at the top of the page.
4. To view the selected course listings, click on the forward and backward blue arrows. When appropriate, choose whether a course will be RECOMMENDED or REQUIRED by selecting one of the radio buttons below the course title.





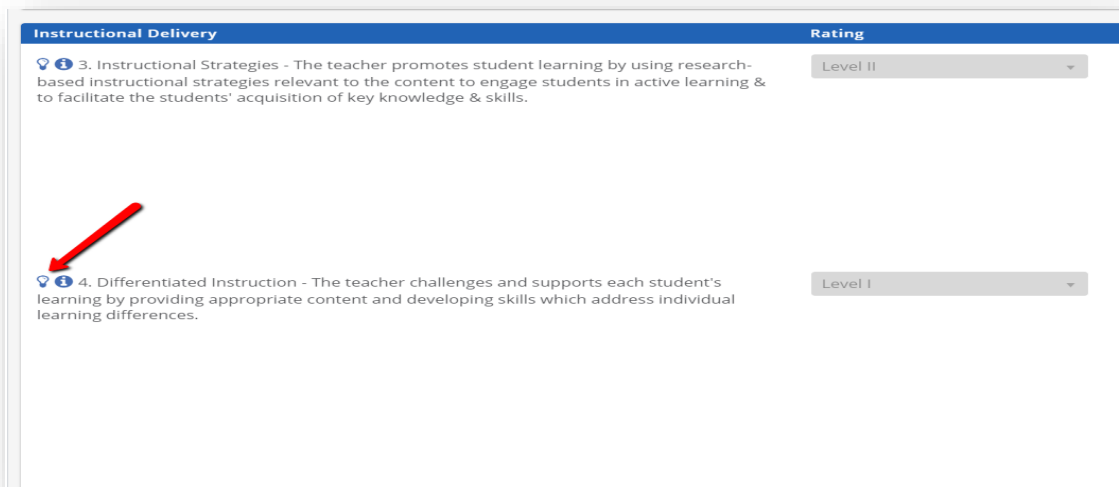
## TKES/LKES Platform How Evaluators Assign Professional Learning Opportunities

### Assigning PLO using the Light bulb icon in the Observation Walkthrough & Formative Assessment Container

1. Click on the MY STAFF TKES/LKES Tab to select the person who will be assigned Professional Learning Opportunities (PLO).
2. Click on the “*Teacher Assessment on Performance Standards*” container in the Teacher’s TKES Plan and select Observation Walkthroughs & Formative Assessments. For leaders, click on the “*Leader Assessment on Performance Standards*” container in LKES. Note: The light bulb feature is also in the Summative Assessment container.



3. The light bulb can be found in front of each Performance Standard in the Observation Walkthrough & Formative Assessment container.

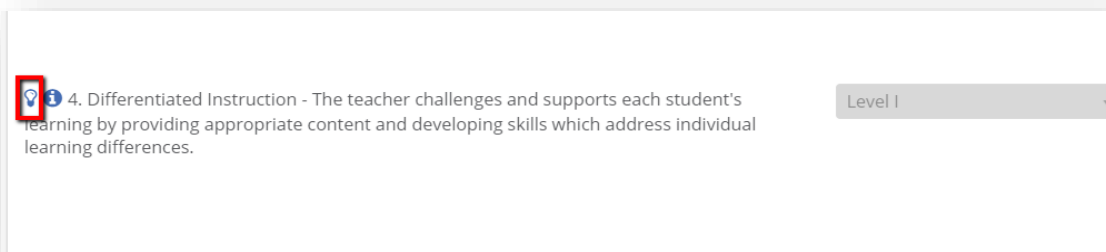


## TKES/LKES Platform

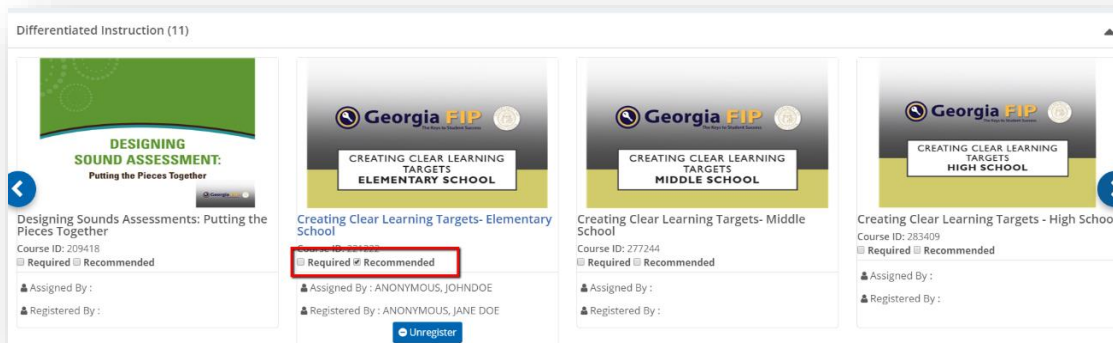
### How Evaluators Assign Professional Learning Opportunities

**Assigning a PLO using the Light bulb icon in the Observation Walkthrough & Formative Assessment Container**

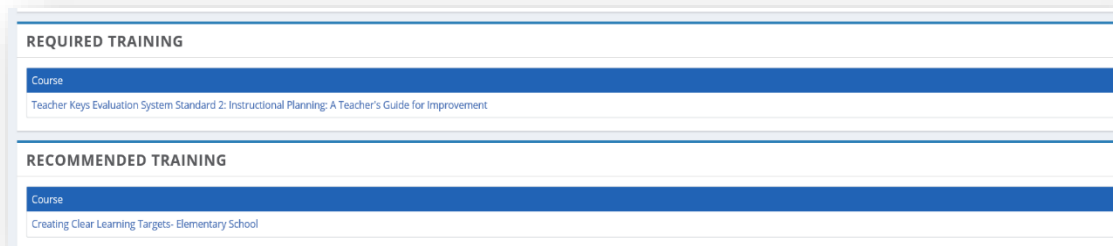
4. Click on the light bulb icon. The available Professional Learning Opportunities for that Performance Standard will be listed at the top of the page.
5. To view the selected course listings, click on the forward and backward blue arrows.



When appropriate, choose whether a course will be **RECOMMENDED** or **REQUIRED** by selecting one of the radio buttons below the course title.



6. The assigned course title will appear in two locations for the teacher or leader.
  - a. TKES/LKES main page in the **REQUIRED TRAINING** or **RECOMMENDED TRAINING** sections.

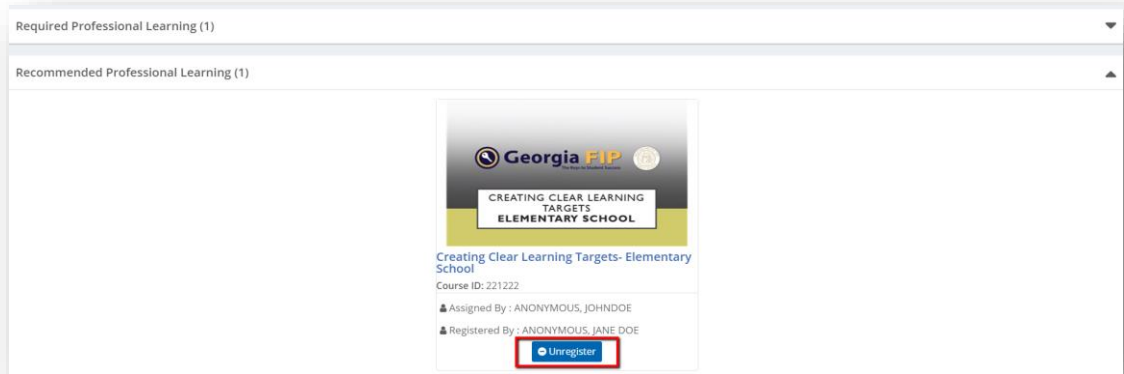


## TKES/LKES Platform

### How Evaluators Assign Professional Learning Opportunities

**Assigning a PLO using the Light bulb icon in the Walkthrough & Formative Assessment Container**

- b. Professional Learning Platform under the sections labeled Required Professional Learning or Recommended Professional Learning



- 7. Registration for the selected course is automatic. The **Unregister** button will remove the assigned person from the course. To receive a Certificate of Completion participants will complete 2 steps:
  - a. Click on the course title to enter the course information.
  - b. Complete the listed course requirements that are within the course.
- 8. A Transcript for this course will appear in the MY ACCOMPLISHMENTS container in the Professional Learning Platform.

