

Georgia Department of Education

TKES Quick Reference for PSC Professional Learning Plan

How to set a PSC Professional Learning Plan

- The red asterisk indicates a required field.
- Contact the PSC for more information about using this container.

1. From the home page, click on the **Teacher Keys Effectiveness System** for the current school year.

2. Click on **PSC Professional Learning Plan** to expand the container.

3. Click on **PSC Professional Learning Plan(s) (Teacher)** to expand the section.

4. Click on the **EDIT** button. Add the date, plan statement, and performance standards. Add data sources, strategies, documentation, and timelines as directed by your Local Education Agency (LEA). Use the **DELETE** button to remove a plan.

5. Once complete, click **Save & Submit**. To return to the plan(s) before completion, click the **Save For Later** button.

SAVE FOR LATER
SAVE & SUBMIT
CANCEL