


Georgia Department of Education TKES Overall Quick Reference Teacher

TKES/LKES Platform	<p>Supported Web Browsers: Internet Explorer 8 and above, Edge, Chrome, Firefox, and Safari. Tablets may work with the platform.</p> <p>Log on to your Student Information System (SIS). Select the Statewide Longitudinal Data System (SLDS) or applicable link. Click the TKES/LKES button on the SLDS tool bar menu.</p>
Orientation	<p> All containers will remain locked until the Orientation is submitted.</p> <ul style="list-style-type: none"> • Click on the link for the current school year. Click on the Orientation container. • Review the Assurances. Click on Submit. • Teacher will sign off on Assurances during the Mid-Year Conference (Teacher).
Familiarization	<ul style="list-style-type: none"> • Familiarization is ongoing. Review the fact sheets for each standard throughout the year.
PSC Professional Learning Goal or PSC Professional Learning Plan	<ul style="list-style-type: none"> • Click on the PSC Professional Learning Goal or Plan container. • Click on PSC Professional Learning Plan(s) (Teacher) or Learning Goal(s). • Read through the six indicators and determine if they apply. If they do apply exit the step and enter the PSC Professional Learning Plan. • Click EDIT to enter your first goal. Enter an additional goal by clicking the NEW button. • Save the Goal or Plan upon completion of all the fields as directed by your Local Education Agency (LEA). • Once goals have been completed, your Evaluator will review them with you during the Pre-Evaluation Conference. • PSC Professional Learning Goal Setting/Learning Plan is an ongoing step that does not have a signoff. • Teacher will need to complete the Reflection at least once during the school year.
Self-Assessment	<ul style="list-style-type: none"> • Click on Self-Assessment & Pre-Evaluation Conference Container. • Click on Self-Assessment. Click on NEW. Click on a Performance Standard Category. • Select a Rating. • Teachers should rate themselves on each standard and may identify strengths and areas for growth. All 10 standards must be rated. • Click Save For Later to complete the assessment later. • Click Save & Submit when the assessment is complete.
View Teacher Assessment on Performance Standards	<ul style="list-style-type: none"> • Click on Teacher Assessment on Performance Standards container. • Click on Observation #1-#6 (Walkthrough/Formative as applicable). • Click on Feedback to see standard ratings and specific comments.
Sign-off on Observations (Walkthrough/Formative)	<ul style="list-style-type: none"> • Click on Teacher Assessment on Performance Standards container. • Click on Teacher Sign-Off on Observation #1-#6. Choose the observation to sign off on. • Click on Edit. Enter comments and/or attachments if applicable. on Orientation to expand the sub-container. • Click Save for Later to complete the sign-off later. Click Save & Submit when sign-off is complete.



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All Conferences

- Click on the appropriate **Container** and **Step**.
- Enter comments and/or attachments (optional). Click **Save for Later** to complete later. Click **Save & Submit** when complete.
- Teacher assurances will be signed off on during the Mid-Year Conference.
- Teacher will indicate if they have received both a TAPS Score and Component Rating during their Summative Conference.