

TKES TLE Platform Instructions

Signing In to the TLE Platform

Username: _____622
(Certificate Number)

Password: _____

1. Go to <https://tle.gadoe.org>

Welcome to the Teacher and Leader Effectiveness System

User Name: _____

Password: _____

Login

Password Reminder
Problems Logging In? Click Here.

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2. Input username and password. Your initial password will be the last four digits of your Social Security number.
3. Click Login.
4. Welcome to the TLE Platform!

Welcome, Training Teacher#96 MY PROFILE SIGN OUT

Georgia Department of Education
Making Education Work For All Georgians!

Home My TKES/LKES Plan My Staff TKES/LKES Plans Roster Verification Work Offline User Guides Professional Learning Opportunities

Welcome

Welcome to the Georgia Department of Education Teacher and Leader Keys Effectiveness System Electronic Platform. This system grants Georgia principals virtual access to the common evaluation systems (TKES/LKES), further supporting the ability of schools, districts and the state to ensure consistency and comparability in teacher and leader effectiveness and evaluation. Know that this tool has been and will continue to be developed to support you and your staff in working towards building capacity to impact student achievement in your school, your district, and the state of Georgia. As you lead this evaluation process, GaDOE staff encourages you to take advantage of the many resources included on this site and hopes you will encourage your staff to do the same.

Upcoming Events

July 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Full Calendar

Upcoming

There are no upcoming events.

TLE Announcements

You have 6 unread messages.

- TAPS Standard #9 Module--available
- Roster Verification #4 Cancelled
- Roster Verification #3
- Survey Results
- TKES/LKES Regional Feedback Meetings 2013
- TKES/LKES Midyear Survey-- Updated

My Plans

Evaluation

Name	Step	Updated
Teacher Keys Effectiveness System 2013-2014	Orientation	04/14/2014

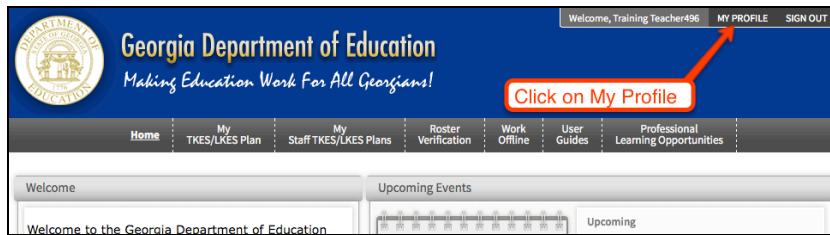
View Archived

My Courses

No learning opportunities were found.

Editing My Profile

1. Click on MY PROFILE.



2. Click on CHANGE PASSWORD and CLUE.

The screenshot shows the 'User Accounts' page. The 'User Account' section displays the following information: Username: Training.Teacher496, First Name: Training, Last Name: Teacher496, Account Status: Active, Employee ID: , District Email Address: noreply@truenorthlogic.com, Current Staff Position: Teacher, Demographics: - Not Set -, Current Schools/Offices: Training District, Ericson - Training, and Personal Info: If you would like to update your Personal Information please contact your District Super User. At the bottom of the page, there is a 'Change Password and Clue' button highlighted with a red box and an arrow pointing to it. A red box with the text 'You can change your password any time.' is also present.

3. Input your new password and verify.
4. Input your new account recovery question and answer. Verify your answer.
5. Click on SAVE & RETURN.

The screenshot shows the 'User Accounts' page with the 'Change Password and Clue' form. The form includes fields for 'Password:', 'Verify Password:', 'Account Recovery Question:', 'Account Lookup Answer:', and 'Verify Security Answer:'. A note at the top states: 'Note: The number of password indicators may not be the actual length of your password - this is for display only!'. A red box highlights the 'Save & Return' button at the bottom right of the form.

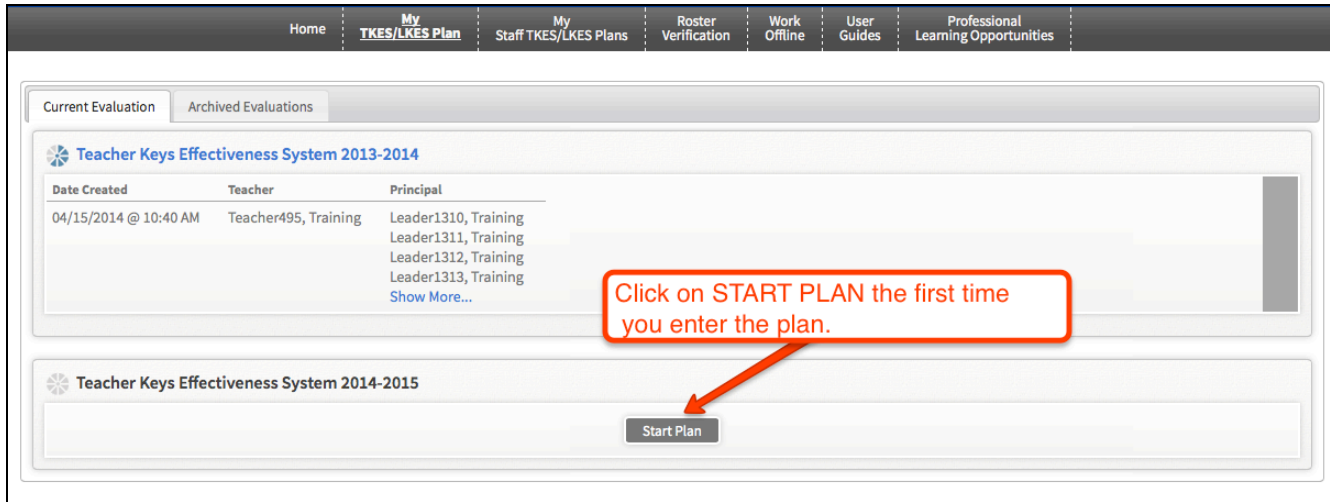
Congratulations!
You just changed
your password!
Don't forget to put
your password in a
place where you
can find it!

Accessing My TKES/LKES Plan

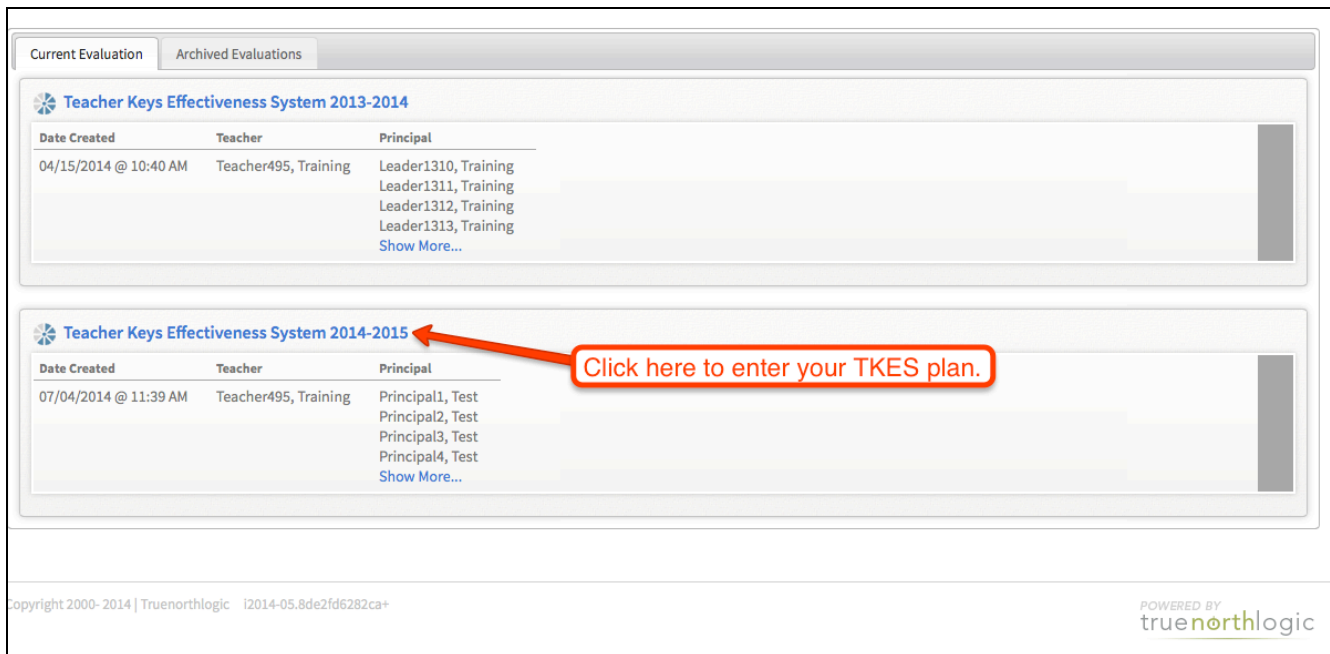
1. Click on the MY TKES/LKES PLAN tab at the top of the page.



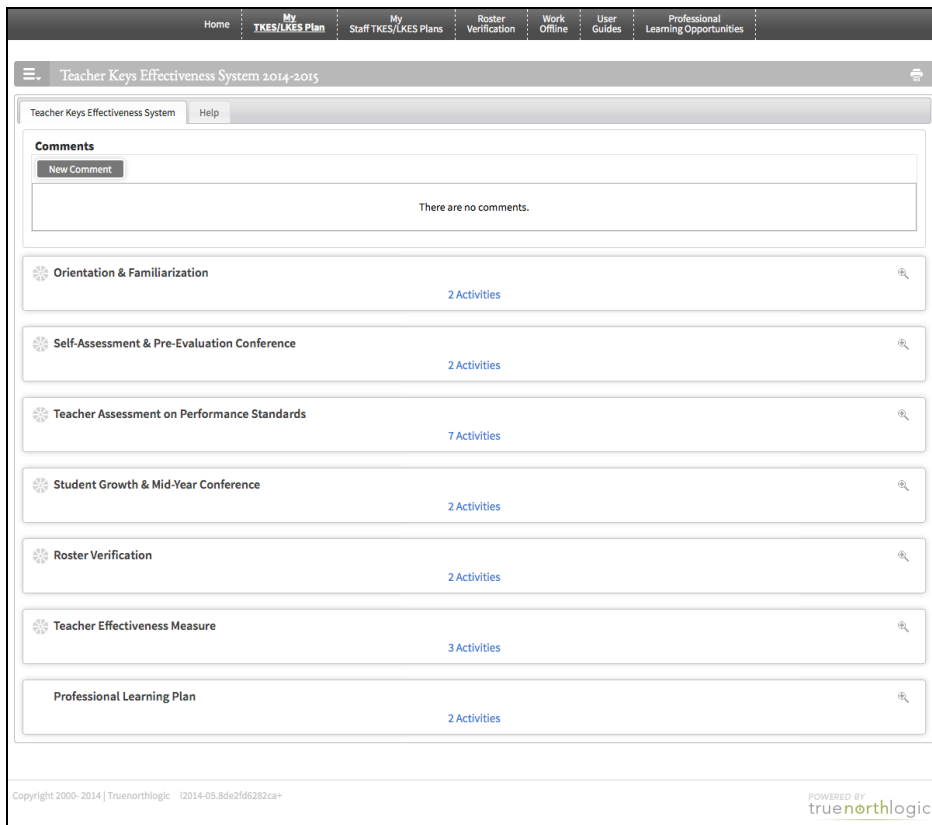
2. The first time you enter the TKES plan, you will need to click on START PLAN.



After you start your plan, you will enter by clicking on TEACHER KEYS EFFECTIVENESS SYSTEM 2014-2015.

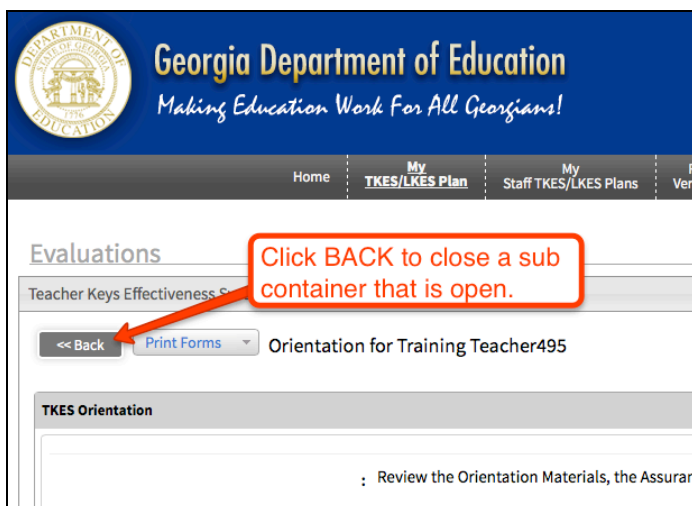
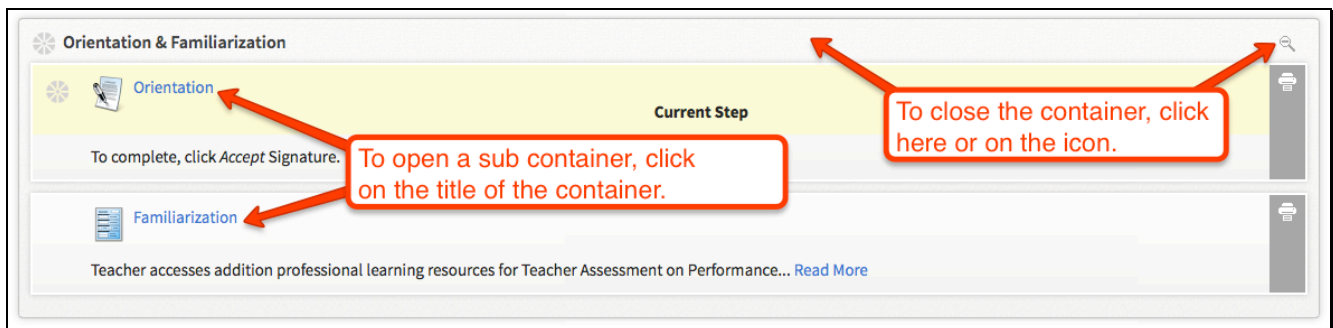


3. This is what your TKES Plan looks like:



To open a container:
Click anywhere inside of the container.

To close the container:
Click anywhere near the edge of the container.



To go into a sub container:
Click on the title of the container.

To close the sub container:
Click on the BACK button.

User Guides

1. Click on the USER GUIDES Tab at the top of the page to access documents and videos to assist you with the TKES Process.



2. Click on the desired item to view.

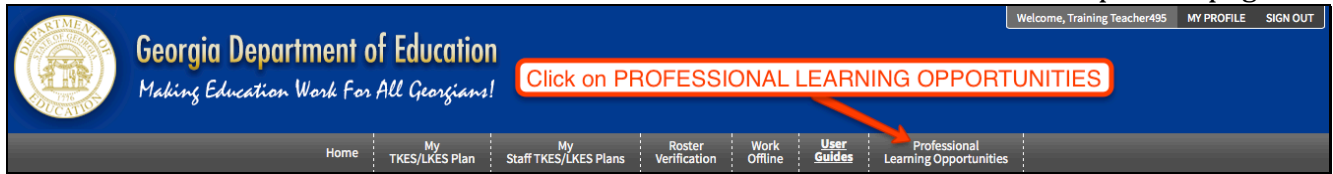
Teacher Keys Effectiveness System			
User Guide Protocol	Teacher Quick Reference	Evaluator Quick Reference	Video Tutorials
Surveys of Instructional Practice Protocol Roster Verification FAQs 2014-2015 TKES Handbook	Teacher Overall Quick Reference Orientation/Self Assessment Walkthroughs/Formatives Documenting Performance Roster Verification SLO Teacher Implementation Form Conferencing Summative Assessment Professional Learning Tab	Evaluator Overall Quick Reference Walkthroughs/Formatives Documenting Performance Student Surveys: Account Creation Student Taking Surveys Conferencing Summative Assessment Professional Learning Tab Offline Tool Tab Staff Management Tab Reports Reports Tab Reports TKES Reports	Assigning Admin/Eval/Observ Rights Orientation/Self Assessment Walkthroughs/Formatives Documenting Performance Roster Verification Conferencing Summative Assessment Offline Tool Tab Reports Tab

Leader Keys Effectiveness System			
User Guide Protocol	Leader Quick Reference	Evaluator Quick Reference	Video Tutorials
Climate Surveys Protocol 2014-2015 LKES Handbook	Leader Overall Quick Reference Orientation/Evaluator Selection/Self-Assessment Performance Goal Setting Formative Assessment Documenting Performance Conferencing Summative Assessment Professional Learning Tab	Formative Assessment Documenting Performance Climate Surveys: Account Creation Teacher/Staff Taking Surveys Conferencing Summative Assessment Professional Learning Tab Offline Tool Tab Reports	Orientation/Evaluator Selection/Self-Assessment Performance Goal Setting Formative Assessment Documenting Performance Conferencing Summative Assessment Offline Tool Tab Reports Tab

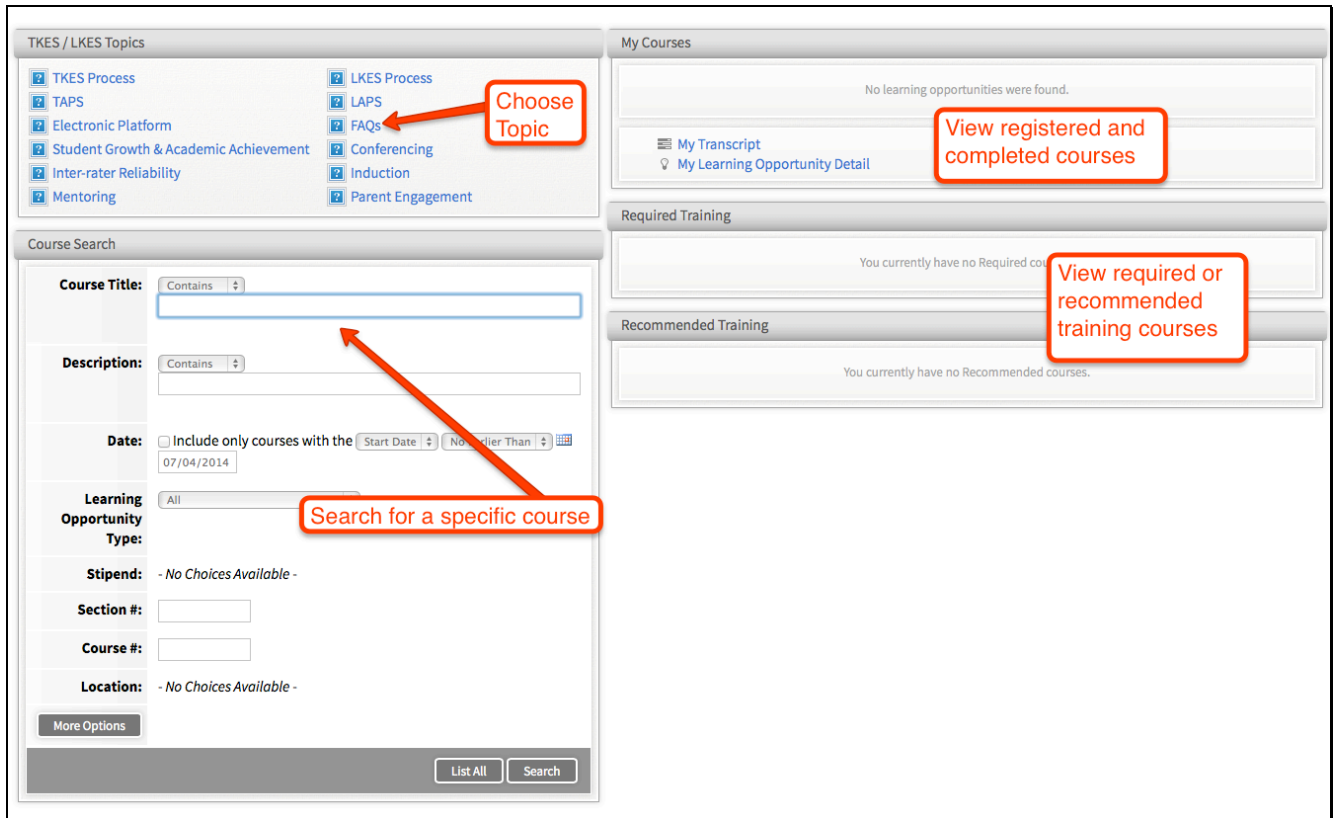
TLE Electronic Platform General		
User Guide Protocol	Quick Reference	Video Tutorials
System Requirements	Create/Manage Accounts Rights & Roles Targeted Announcements Calendar Events	Create/Manage Accounts Targeted Announcements Calendar Events

Professional Learning Opportunities

1. Click on the PROFESSIONAL LEARNING OPPORTUNITIES tab at the top of the page.



2. Choose a topic of search for a specific course.



3. Once you have searched or chosen a topic, open a course or learning opportunity by click on the title:

20.	84	QG - School Leaders - TKES Surveys Using Perception Data	Non-PLU	0 Credits	All
		Office: Teacher and Leader Effectiveness Division - Professional Learning			
21.	85	QG - Teachers - Clarifying the TAPS Process	Non-PLU	0 Credits	All
		Office: Teacher and Leader Effectiveness Division - Professional Learning			
22.	86	QG - Teachers - Roster Verification FAY	Non-PLU	0 Credits	All
		Office: Teacher and Leader Effectiveness Division - Professional Learning			
23.	87	QG - Teachers - Self-Assessment	Non-PLU	0 Credits	All
		Office: Teacher and Leader Effectiveness Division - Professional Learning			

Click on the title of the course

- A description will open with Opportunity Resources at the bottom of the page. Click on VIEW to open the resource.

Self-Paced Learning Opportunity Details

Course #: 85
 Course Title: QG - Teachers - Clarifying the TAPS Process
 Course Description:
 Disclaimer:
 Office: Teacher and Leader Effectiveness Division - Professional Learning
 Course Provider: Default Provider
 Credit Types:
 Non-PLU
 Credits: 0.0

Notes:
 Allow participant to enroll in multiple sections of same course: No
 Archived: No
 Surveys: -
 Grade Levels: - Not Set -
 Enforced Prerequisites:
 Release Now: Yes
 Or Release At: - Not Set - on - Not Set -
 Availability: Georgia
 Required Demographics: - No Demographics Set -
 Recommended Demographics: - No Demographics Set -
 Restricted Demographics: - No Demographics Set -
 Competencies: - Not Set -
 Subjects: TXES Process
 TAPS
 Resources: [Show/Hide Resources \(11\)](#)

Not Started Progress: 0% 100%

Opportunity Resources

Title	Type	Date Viewed	View
QG - Teachers - Clarifying the TAPS Process	Document		View
QG - TAPS Standard 1: Professional Knowledge	Document		View
QG - TAPS Standard 2: Instructional Planning	Document		View
QG - TAPS Standard 3: Instructional Strategies	Document		View
QG - TAPS Standard 4: Differentiated Instruction	Document		View
QG - TAPS Standard 5: Assessment Strategies			View
QG - TAPS Standard 6: Assessment Uses			View
QG - TAPS Standard 7: Positive Learning Environment			View
QG - TAPS Standard 8: Academically Challenging Environment	Document		View
QG - TAPS Standard 9: Professionalism	Document		View
QG - TAPS Standard 10: Communication	Document		View

- Click on DOWNLOAD to retrieve materials if necessary. Click FINISH when you are done.

QG - TAPS Standard 2: Instructional Planning

File: [Download](#) [Next](#) [Finish](#)

- To register for a course, click on the title of the course.

10.	96	Mid-Year Evaluation Conference This course will focus on the Mid-Year Evaluation Conference. During the module, leaders will review the characteristics needed to create a constructive and effective conference. Leaders will also... View Sections Office: Teacher and Leader Effectiveness Division - Professional Learning	Non-PLU	1 Credits	All
11.	27	Overview of the Teacher Assessment on Performance Standards (TAPS) Teacher Assessment on Performance Standards (TAPS) will provide teachers with a deeper understanding of the TAPS component of the Teacher Keys... Office: Teacher and Leader Effectiveness Division - Professional Learning	Non-PLU	1 Credits	All
12.	30	QG - School Leaders - Conferencing Office: Teacher and Leader Effectiveness Division - Professional Learning	Non-PLU	0 Credits	All
13.	76		Non-PLU	0 Credits	All

7. The details of the course will open. Click on the REGISTER button to continue.

Details

Course #: 27

Course Title: Overview of the Teacher Assessment on Performance Standards (TAPS)

Course Description: The Overview of the Teacher Assessment on Performance Standards (TAPS) will provide teachers with a deeper understanding of the TAPS component of the Teacher Keys Effectiveness System. TAPS offers a balance between structure and flexibility. It is prescriptive in that it defines common purposes and expectations, thereby guiding effective instructional practice. At the same time, it provides flexibility by allowing for creativity and individual teacher initiative. Upon completion of this course, teachers will be able to enhance their knowledge of each performance standard and use the knowledge learned to improve student achievement in their classroom.

The course provides quick guides and fact sheets for each performance standard.

Disclaimer: Office: Teacher and Leader Effectiveness Division - Professional Learning

Course Provider: Moodle

Credit Types: Non-PLU Credits: 1.0

Notes: Allow participant to enroll in multiple sections of same course: No

Archived: No

Survey: Professional Learning Course Feedback

Grade Level: - Not Set -

Enforced Prerequisites: Georgia

Availability: - No Demographics Set -

Required Demographics: - No Demographics Set -

Recommended Demographics: - No Demographics Set -

Restricted Demographics: - No Demographics Set -

Competencies: - Not Set -

Subjects: TKES Process TAPS

Contact Person:

Sections

Section Status	Section Title	Section Notes	Start Date	Instructor(s)	Roster	Max Class Size	Registered	Location
Register	227 Overview of the Teacher Assessment on Performance Standards (TAPS)		July 1, 2014 - June 30, 2015 7:15 AM - 7:15 AM	Nardiann Mighty noreply@truenorthlogic.com	View Roster	999	2	

8. To register, view the course information and then click on NEXT.

Course Catalog

Course Registration

Registering for Course: Overview of the Teacher Assessment on Performance Standards (TAPS)

Registration Progress 33%

Confirm Course Selection

Please confirm the following information to complete the course registration. Click Next to continue

Course Information

Course Title: Overview of the Teacher Assessment on Performance Standards (TAPS)	Location:
Section: Overview of the Teacher Assessment on Performance Standards (TAPS)	City:
Credit Types: Non-PLU Credits: 1.0	State:
How much do I have?	Zip:
Section Notes:	
Class Dates: 07/01/2014 - 06/30/2015	

[Click on NEXT](#)

Next

9. Your registration is complete. Click on MY COURSE LIST to access course.

Course Catalog

Registration Confirmation

Registering for Course: Overview of the Teacher Assessment on Performance Standards (TAPS)

Registration Progress 100%

Congratulations, you have successfully registered for the course: Overview of the Teacher Assessment on Performance Standards (TAPS)

[Choose MY COURSE LIST](#)

[My Course List](#) [Course Search](#) [Learning Opportunity](#)

10. To begin the course, click on the title of the course.

The screenshot displays the 'Learning Opportunity Catalog' interface. On the left is a 'Menu' sidebar with links: 'My Learning Opportunities', 'My Transcript', and 'Search Learning Opportunities'. The main content area is titled 'My Learning Opportunities' and contains a section for 'Registered Learning Opportunities'. This section has a table with two rows. The first row is titled '85: Q6 - Teachers - Clarifying the TAPS Process' and the second row is titled '27: Overview of the Teacher Assessment on Performance Standards (TAPS)'. An orange arrow points from a red-bordered box containing the text 'Click on Title to begin course' to the title of the second row. Below the 'Registered Learning Opportunities' section is a 'Waiting List' section, which is currently empty.

Registered Learning Opportunities	
Learning Opportunity Information	
Actions	85: Q6 - Teachers - Clarifying the TAPS Process
Actions	27: Overview of the Teacher Assessment on Performance Standards (TAPS)

Waiting List

Learning Opportunity Information	
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NOTE: User Guides and Learning Opportunities can change throughout the year. Webinar links, presentations, and documents are updated frequently with the latest TKES and TLE Platform information.