



**Georgia Department of Education
 GaDOE TLE Electronic Platform
 TKES Teacher Reference Sheet**

<p>TLE Electronic Platform</p>	<p>https://tle.gadoe.org</p> <p>What is my Username? <i>Certificate ID + District ID</i> What is my password? <i>Last 4 Digits of SSN</i></p> <p>Supported web browsers: Internet Explorer 7, 8, or 9, Chrome, Firefox, and Safari</p>
<p>Login Verifier</p> <p><i>*completed at 1st login</i></p>	<ul style="list-style-type: none"> •Enter account lookup question. •Enter account 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.
<p>Orientation</p>	<ul style="list-style-type: none"> •Click on Start Plan for Teacher Keys Effectiveness System 2014-2015. •Click on Orientation & Familiarization. •Click on Orientation. •Review Assurances and Accept. •Click on the Back button to return to plan.
<p>Familiarization</p>	<p><i>Remember that familiarization is ongoing...be sure to review the videos and fact sheets for each standard throughout the year.</i></p>
<p>Self-Assessment</p>	<ul style="list-style-type: none"> •Click on Teacher Keys effectiveness System 2014-2015 under My Plans. •To begin self-assessment, click on Self-Assessment & 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. •Click Save Changes and Share. •Once complete click Finalize and Save & Exit.
<p>View Walkthroughs & Formative Assessments</p>	<ul style="list-style-type: none"> •Click on Teacher Keys Effectiveness System 2014-2015 under My Plans. •Click on Teacher Assessment on Performance Standards. •Click on Walkthroughs and Formative Assessments. (Walkthroughs and Formative Assessments that have been completed and shared will be viewable.) •Click on View Feedback to see standard ratings and specific comments.
<p>Sign-off on Formative Assessments</p>	<ul style="list-style-type: none"> •Click on Teacher Keys effectiveness System 2014-2015 under My Plans. •Click on Teacher Assessment on Performance Standards. •Click Teacher Sign-off on Formative Assessments. •Click on the Formative Assessment you would like to sign-off on. •Click on New. •Enter Date of Observation, Enter Comments and /or Attachments if applicable. •Click Save and Accept.