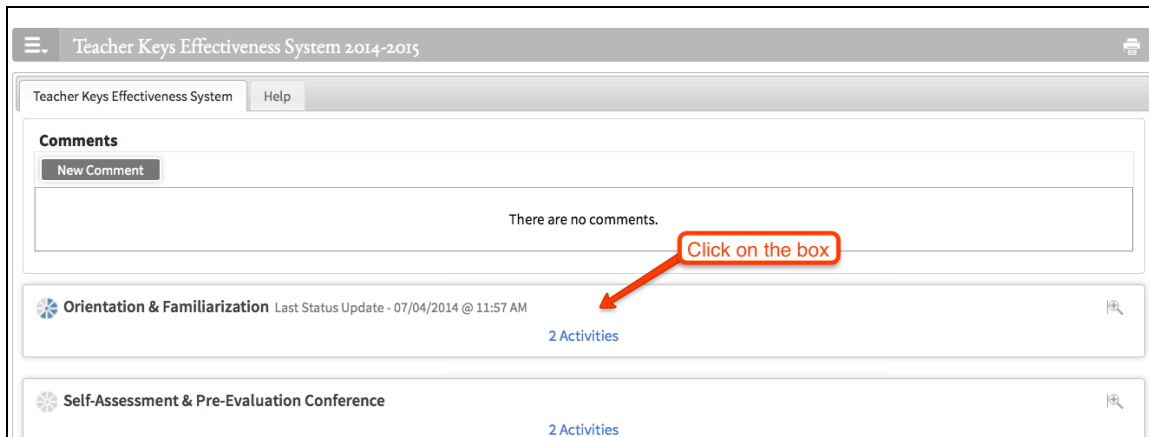
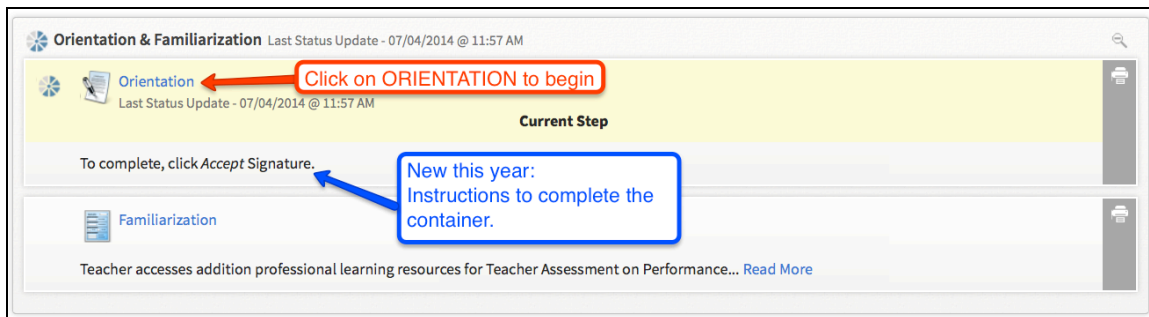


Orientation & Familiarization

1. After logging into the platform at <https://tle.gadoe.org> , Click on the MY TKES/LKES PLAN tab.
2. Click on TEACHER KEYS EFFECTIVENESS SYSTEM 2014-2015 to enter the plan.
3. Click on the Orientation & Familiarization container.



4. Click on Orientation.



5. In the TKES Orientation, read the Assurances and view the Links available.

The screenshot shows the 'Evaluations' page for 'Teacher Keys Effectiveness System 2014-2015'. The page title is 'Orientation for Training Teacher495'. Under the 'TKES Orientation' section, there is a paragraph: 'Review the Orientation Materials, the Assurances, and complete the required Sign-Off.' Below this, it says 'As related to Teacher and Leader Keys Effectiveness Systems'. The 'Assurances' section contains the text: 'Any action that compromises test/assessment security, leads to the invalidation of an individual student's or a group of students' assessment scores, or interferes with the components of the Teacher and Leader Keys Effectiveness Systems'. There are two links: 'TKES Orientation Video' and 'Links: Teacher Keys Effectiveness System Handbook'. A red box with an arrow points to the 'Links' section with the text: 'Links for orientation. It is required for teachers to review the materials in this area.' Below the links, there is a paragraph: 'By clicking the Accept button below, I acknowledge the Orientation was completed. Once I click Accept, the step will be marked complete and uneditable.' The 'Sign Off Status' section shows 'No Signatures' and an 'Accept' button.

6. After reviewing the Assurances and Links, click on the ACCEPT button at the sign off area.

The screenshot shows the 'Sign Off Status' section. It contains the text: 'By clicking the Accept button below, I acknowledge the Orientation was completed. Once I click Accept, the step will be marked complete and uneditable.' Below this, it says 'No Signatures'. A red box with an arrow points to the 'Accept' button with the text: 'Click ACCEPT'.

7. Once accepted, your sign off status will have a time and date stamp.

The screenshot shows the 'Sign Off Status' section with a table. The table has three columns: 'Sign Off Status', 'Name', and 'Sign Off Date'. The first row shows 'Accepted', 'Training Teacher495', and '2014-07-04 @ 16:56:02'. Below the table, there is an 'Accept' button.

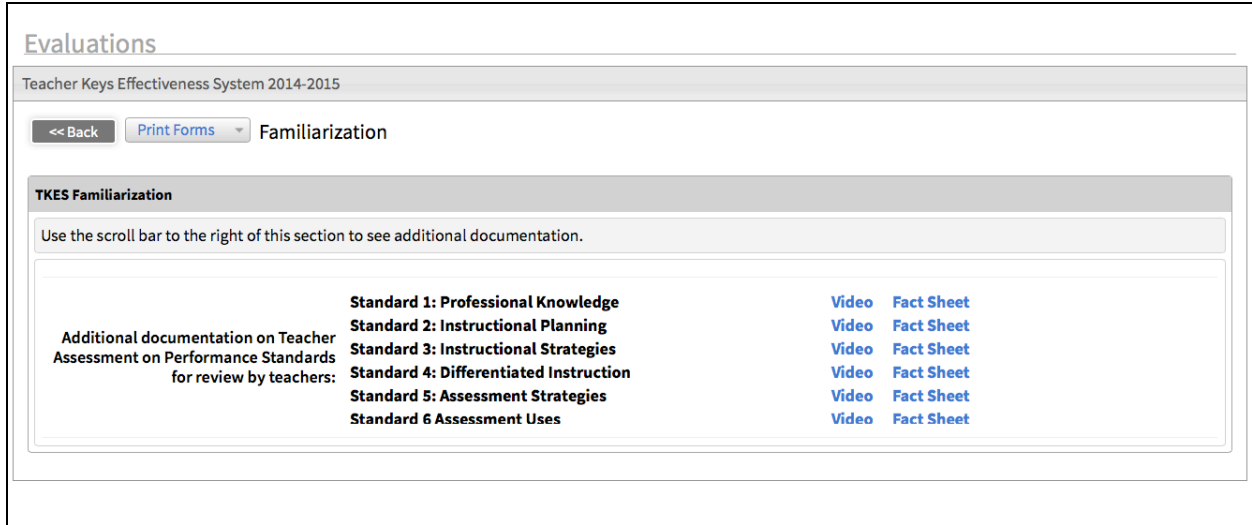
Sign Off Status	Name	Sign Off Date
Accepted	Training Teacher495	2014-07-04 @ 16:56:02

8. Click BACK at the top of the page.

Familiarization

Familiarization is on going and so this container will be available throughout the year.

1. Click on Familiarization.
2. Choose the Fact Sheets and/or Videos that you want to view.



The screenshot shows a web interface for 'Evaluations' under the 'Teacher Keys Effectiveness System 2014-2015'. The page title is 'Familiarization'. There are navigation buttons for '<< Back' and 'Print Forms'. The main content area is titled 'TKES Familiarization' and contains a scrollable box with the text: 'Use the scroll bar to the right of this section to see additional documentation.' Below this, there is a table of standards with links to 'Video' and 'Fact Sheet' for each.

Standard	Video	Fact Sheet
Standard 1: Professional Knowledge	Video	Fact Sheet
Standard 2: Instructional Planning	Video	Fact Sheet
Standard 3: Instructional Strategies	Video	Fact Sheet
Standard 4: Differentiated Instruction	Video	Fact Sheet
Standard 5: Assessment Strategies	Video	Fact Sheet
Standard 6 Assessment Uses	Video	Fact Sheet

Additional documentation on Teacher Assessment on Performance Standards for review by teachers:

3. Click BACK to return to the main plan.