Self-Assessment & Pre-Evaluation Conference

Self-Assessment

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 Self-Assessment & Pre-Evaluation Conference container.

4. Click on Self-Assessment. Note the steps required to complete this container.
5. Click on START NEW to begin your self-assessment.

6. For each standard, rate yourself with Level IV being the highest and Level I being the lowest. Add comments to Strengths and Areas for Growth by clicking on EDIT. Be sure and SAVE when you are finished with the comments.
7. After evaluating all ten standards, SAVE CHANGES.

8. A data saved box will appear. Close the box and click on FINALIZE. This step closes the self-assessment to any changes.

9. After finalizing, click on SHARE to allow your administrators to see your pre-assessment results. A second window will open to let you confirm your decision to share.
10. Click on SAVE & EXIT. Check the status of your pre-assessment.

11. Click BACK.

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**Pre-Evaluation Conference**

1. Click on PRE-EVALUATION CONFERENCE.
2. This container can only be completed AFTER the Pre-Evaluation Conference with your evaluator. Click NEW.

3. Complete the date for the Pre-Evaluation Conference. Add comments and attach a file if needed.

4. Complete the Sign-off by clicking on ACCEPT.
5. When you are finished, your containers will look like this: