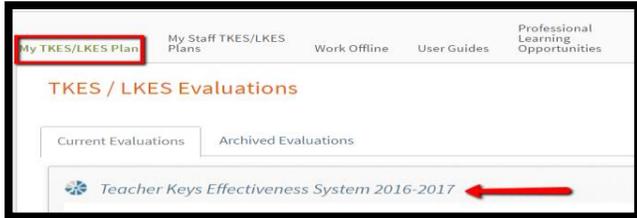


**Georgia Department of Education
TLE Electronic Platform
TKES Quick Reference on Documenting Performance**

UPLOADING DOCUMENTATION

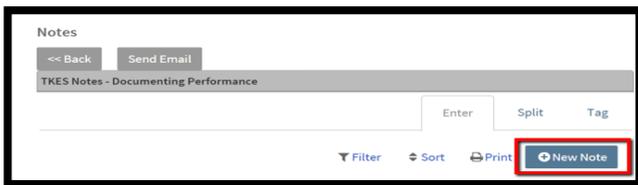
1. Log in to the TLE Electronic Platform.
2. Click on the **My TKES/LKES Plans** tab and click on **Teacher Keys Effectiveness System**.



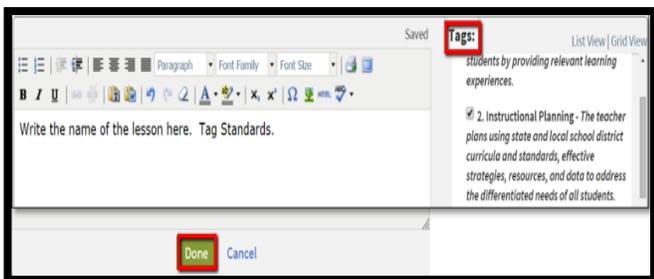
3. A list of containers will populate the screen. Open the steps to the **Teacher Assessment on Performance Standards container**. Click on **Documenting Performance** (*Reminder: the documentation you enter will be visible for both the Walkthroughs and the Formative Assessments.*)



4. Click **New Note**.



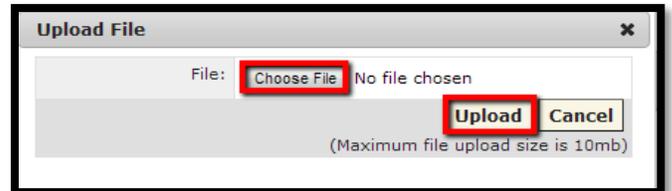
5. Enter specific comments related to documentation (example: 9-15-16 Lesson Plan for Standards 1 & 2) and tag appropriate standard(s). Click **Done**.



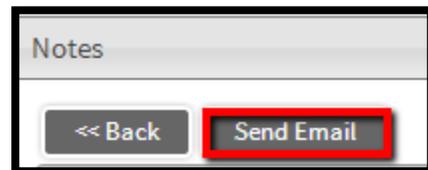
6. To attach a document click, **Attach File**.



7. **Choose File, and Upload.** The evaluator can now view and attach the documentation to the appropriate Walkthrough or Formative Assessment.



8. To send an email to evaluator letting them know you have uploaded documentation, click on **Send Email**.



9. Select evaluator to send email to, input Subject and Text, and click **Send Email(s)**.

