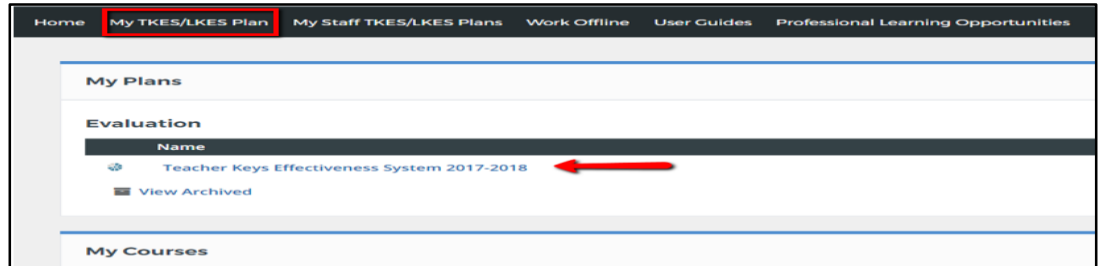


**Georgia Department of Education
TLE Electronic Platform
TKES Teacher Quick Reference for
PSC Professional Learning Goal Setting or
PSC Professional Learning Plan Setting**

PSC Professional Learning Type: Goals Setting or Plan Setting

Contact the PSC for more information about using this container.

1. Log into the TLE Electronic Platform. Click on Teacher Keys Effectiveness System under My TKES/LKES Plans.



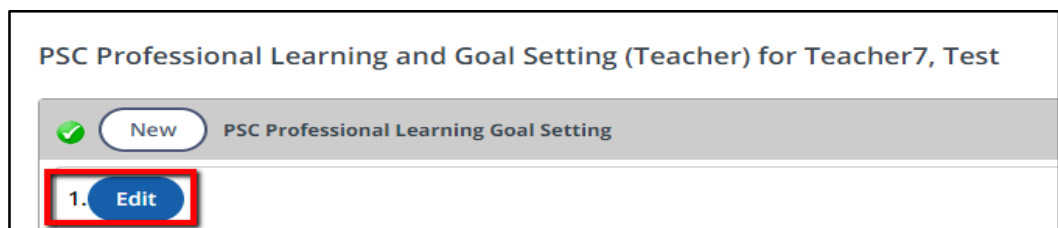
2. Click on PSC Professional Learning Goals/Plans. **Educator will choose either a Goal OR a Plan.** Educators who **DO NOT** fit one of the following categories can choose the Professional Learning Type: **Professional Learning Goal Setting**

- Induction Level
- Educator returning to the profession after an absence of one or more years
- Educator who is new to Georgia
- Educator who is working in a field that requires a non-renewable certificate
- Educator who is working in a certification field in which the educator has not worked before or has not worked in for a long period of time even though the educator is certified in this field
- Educator who received a Needs Development or an Unsatisfactory




PSC Professional Learning Goal Setting

3. Click on PSC Professional Learning Goal Setting. Click on EDIT



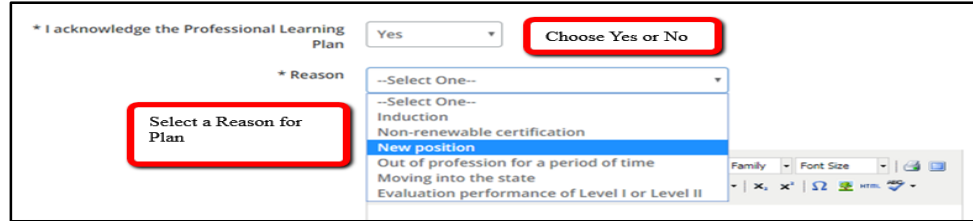
**Georgia Department of Education
TLE Electronic Platform
TKES Teacher Quick Reference for
PSC Professional Learning Goal Setting or
PSC Professional Learning Plan Setting**

<p>PSC Professional Learning Goal Setting</p>	<p>4. Add the date, goal statement, and performance standards. Data Sources, strategies, documentation, and timelines are Optional as directed by your LEA.</p> <div data-bbox="435 441 1463 804" style="border: 1px solid black; padding: 5px;"> <p>* Date of Acknowledgement: <input type="text" value="07/26/2017"/> Reset</p> <p>* Goal Statement: <div style="border: 1px solid gray; padding: 2px;"> <div style="font-size: 0.8em; border-bottom: 1px solid gray; margin-bottom: 5px;">Paragraph Font Family Font Size</div> <div style="font-size: 0.7em; border-bottom: 1px solid gray; margin-bottom: 5px;"> B I U ↶ ↷ ↺ ↻ ↵ ↶ ↷ ↺ ↻ ↵ ↶ ↷ ↺ ↻ ↵ </div> <div style="border-bottom: 1px solid gray; margin-bottom: 5px;">Write Goal Statement Here.</div> </div> </p> <p>* Performance Standard(s) to which the goal relates: (Check one or more, as applicable)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Standard 1: Professional Knowledge <input checked="" type="checkbox"/> Standard 2: Instructional Planning <input type="checkbox"/> Standard 3: Instructional Strategies <input type="checkbox"/> Standard 4: Differentiated Instruction <p style="color: blue; font-size: 0.8em;">Information below this point is OPTIONAL as directed by your LEA.</p> </div> <p>5. Educator WILL NOT click accept until the Professional Learning Goal has been completed. Click Save and Exit.</p> <div data-bbox="435 936 1463 1125" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: red; font-weight: bold;">The PSC Professional Goal Setting is an ongoing step.</p> <p>* Required Fields</p> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="Save & Exit"/> <input type="button" value="Cancel"/> </p> </div>
<p>PSC Professional Learning Plan</p>	<p>1. Educators who fall into one of the 6 categories listed on page 1 will complete a Professional Learning Plan and select PSC Professional Learning Plan.</p> <div data-bbox="420 1268 1456 1451" style="border: 1px solid black; padding: 10px;"> <div style="display: flex; align-items: center;">  <div> <p>PSC Professional Learning Plan (Teacher)</p> <p>Last Status Update - 07/24/2017 @ 1:17 PM</p> </div> </div> </div> <p>2. Educator will click EDIT</p> <div data-bbox="425 1539 1456 1820" style="border: 1px solid black; padding: 10px;"> <p>PSC Professional Learning Plan (Teacher) for Teacher7, Test</p> <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc; margin-bottom: 5px;"> New PSC Professional Learning Plan </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>1. Edit ←</p> </div> </div>

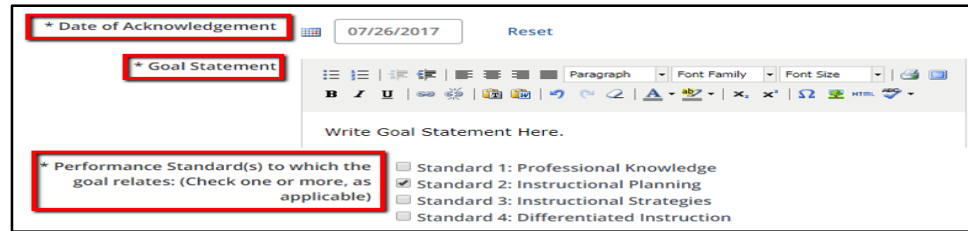
**Georgia Department of Education
TLE Electronic Platform
TKES Teacher Quick Reference for
PSC Professional Learning Goal Setting or
PSC Professional Learning Plan Setting**

PSC Professional Learning Plan

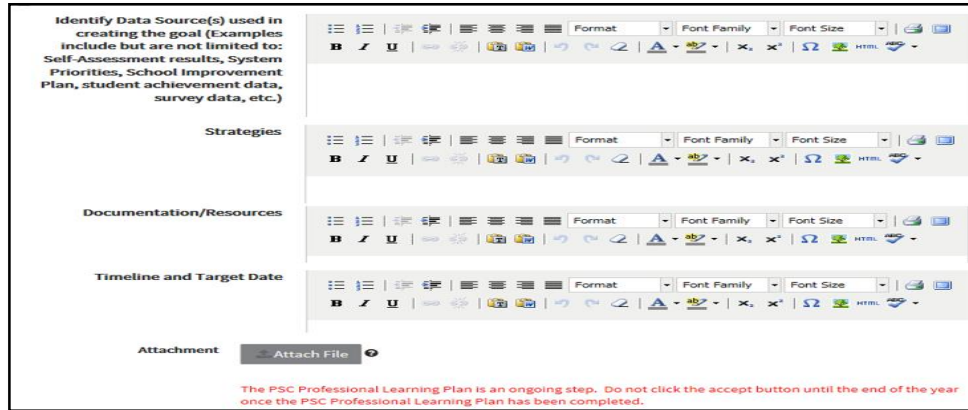
- Educator will acknowledge that a learning plan is required by clicking YES or NO. From the list of Reasons, educator must select a reason for completing this PLAN.



- Educator will add the date, a goal statement and check goal related Performance Standards.



- Educator will Identify Data Sources, strategies, documentation and a timeline (required). Add an attachment if applicable. Click Save and Exit.



- The Professional Learning Plan is an ongoing process and one or more goals may be added at the beginning of the year. If additional goals need to be added during the year, the educator will click NEW and follow Steps 3-7 on this page. Educator **WILL NOT** click **ACCEPT** until all goals in the Plan have been completed.

