

Georgia Department of Education

LKES How to Complete A Summative Assessment (Evaluator)

LKES Completing a Summative Assessment (Evaluator)

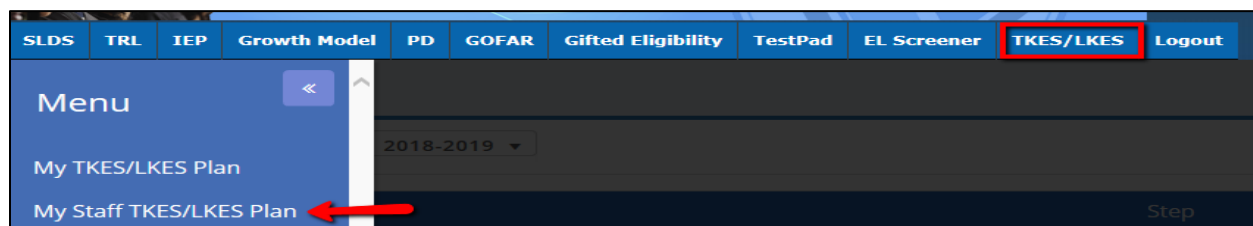


The red asterisk indicates a required field.



All containers are **locked** until the **Orientation** is submitted.

1. Click on My Staff TKES/LKES Plans.



2. Choose the leader to be evaluated.

Show 100 entries					
Name	Plan Type	Program	School	Started	Last Updated
Artis , Florentina O		Leader Keys Effectiveness System	Red Lodge Middle School - 0297	11/07/2018	11/07/2018
Calhoon , Mauricio U		Leader Keys Effectiveness System	Red Lodge Middle School - 0297	11/27/2018	11/27/2018
Dawson , Melonie L		Leader Keys Effectiveness System	Red Lodge Middle School - 0297	11/27/2018	11/27/2018

3. Click on **Leader Effectiveness Measure (LEM)** to expand the container. Scroll down and **Click on Summative Assessment**. (One Formative is required before the Summative can be completed)



4. Click **NEW**.





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5. Evaluator will rate all eight standards for a LKES Summative. Optional comments can be added to document the rating. The print icon allows the leader or evaluator to print the Summative Assessment.

The screenshot shows the 'Summative Assessment' interface. At the top, there are 'Save for Later' and 'Cancel' buttons. Below, the 'School Leadership' section is active. A dropdown menu for 'Rating' is open, showing 'Select One'. To the right, there is a 'Specific Comments' section with a text area and a toolbar containing icons for bold, italic, underline, link, unlink, list, and print.

6. The evaluator can choose **Share** (viewable by Leader), **Share & Finalize** (locked for editing), **Save for Later**, or **Cancel**. If Evaluator chooses **Share** only, then they must go back and **Share & Finalize** at another time.

The screenshot shows four blue buttons arranged horizontally: 'Share', 'Share & Finalize', 'Save for Later', and 'Cancel'.

1. The Summative Assessment can be printed out by the leader and the evaluator during the Summative Conference, but it is not required. **LAPS scores will be generated in the TKES/LKES Platform this year.** The overall score and level will be displayed at the top of the container.

The screenshot shows the 'Summative Assessment' interface with a green checkmark icon. Below the title, it says 'LAPS SUM and LAPS RATING -'. A large black arrow points to the right, indicating the direction to click. On the right side, it displays '20 Level III'. Below this, there is a table with columns: Menu, By, Created Date, Modified Date, Status, and Shared. The 'Status' column shows 'Complete' and the 'Shared' column shows a checkmark.