

Louisiana Evaluation System (LES)

Refresher Webinar



September 2025

ETWD Call Norms

- **Stay Muted:** reduce background noise by keeping your microphone muted when not speaking.
- **Use Chat for Questions:** post questions in the chat and a team member will collect and will share answer(s) at the end.




Louisiana Evaluation System (LES)



Louisiana Evaluation System (LES)

[Home](#) [Certification Info](#) [Evaluation Info](#) [My Educator Profile](#) [Evaluation](#) [Human Resources](#) [OTS](#)

09/25/2024  teacher! NoPermissions ▾



Louisiana Educator Portal

The Louisiana Educator Portal is the online resource for educator certifications. If this is your first visit here you will be required to register on the next page. If you have already registered, please continue to the next page and log in.



LES At-A-Glance

What is LES?

LES is a comprehensive data system that will hold all evaluation data for an individual.

- Rosters pre-populate from EdLink
- System-level contacts will have administrator access
- Evaluators and evaluatees will enter data
- Data will be entered throughout the school year

Who uses LES?

Educators who receive an evaluation or are involved in the evaluation process.



Louisiana Evaluation System (LES) Tasks

Evaluators	Teachers	Counselors and School Leaders
Enter pre-conference dates, formal observation scores, EOY and MOY conference scores, reinforcement and refinement areas and evidence, post-conference dates	Enter self-assessment scores, reinforcement and refinement areas, and evidence	Enter self-assessment scores, reinforcement and refinement areas, and evidence
Enter informal observation dates	Link PGP/Coaching Plans	Link PGP/Coaching Plans
Accept and rate SLTs	Enter SLTs and report results	Enter SLTs and report results
Finalize evaluations		

Checklist for Access



LES Access Checklist

1. Ensure your staff data has been uploaded to LDOE's data systems.
 - a. eScholar staff record
 - b. EdLink 360 Staff File Extract
2. Create a [MyLA](#) account. The [MyLa FAQ](#) has helpful account information.
3. Create an [Edlink User Profile](#).
4. Ensure the educator's staff record is connected to the Edlink Security Registration (first and last name, login ID match).
5. All personal information must match between all data sources, eScholar, Edlink 360, and MyLA.



Access to LES/Login

- Teachers will follow steps using the [guide](#) to create their EdLink Security Account. All staff must have an active EdLink Security account.
- Staff will then login to EdLink Security to access the LEP application. They will be prompted to enter their MyLa user credentials to log into EdLink Security (Security redirects to MyLa for this) but they should always go through the [EdLink Security page](#).
- Once the User Profile is activated, the LEP application button will be in the user's application menu. The user will click the LEP button to log into LEP.

LES Rostering Process

- Staff rosters are derived from EdLink 360 site assignments.
- There is no manually adding or deleting staff from rosters.



Common Issues: Data Mismatch

Issue	Resolution
Location assignment missing or incorrect	Must be current in 360 and eScholar, any Oct 1 financial reporting can be done separate in 360 with already available reports
Name Not Matching/Displaying Incorrectly	Ensure no suffix is added to last name field only enter suffix on fields designated for the suffix, otherwise it will only be added to the last name
Social Security Number Missing or Incorrect	360 and eScholar staff record need to have matching SSN. Ensure that no autofill functions from the browser have filled in SSN with an incorrect number.
Email verification	If staff record is tied to security registration, email verification is not needed. District email is preferred if available, but any email can be used to create a MyLA account, staff email is collected in our eScholar staff collections.

LES Permissions and Roles

The **LES Updater role** is for users who will be making modifications to evaluations, those who assign evaluators and those who are required to see evaluation data. *Examples: human resources department, system data coordinators, and potentially principals.*

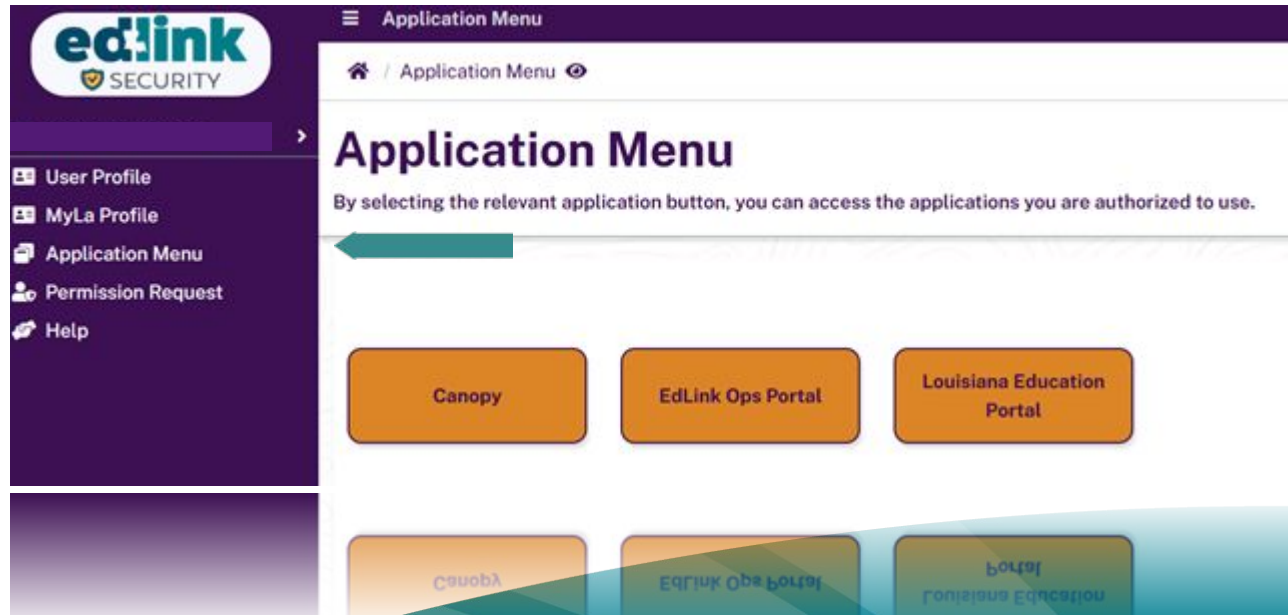
The **LES View role** is for local and system staff who need the ability to verify completed evaluations and those who need to see evaluation data. This role is a “read-only” type role.

Teachers and evaluators who do need to perform any administrative actions (i.e. only completing assigned evaluations) do not need to request permission, but they must have an active EdLink Security account and be included in both the eScholar staff file and the EdLink 360 staff file extract.



LES Permissions and Roles

The [LEP Permissions Guide](#) provides guidance on requesting access to the Louisiana Educator Portal (LEP), which houses the Louisiana Evaluation System (LES). Users can request permissions through [EdLink Security](#). Navigate to “Permission Request” on the left-hand side.



Getting Started: System-Level Tasks

- Upload Rosters
 - Complete EdLink360 upload for rosters to populate into LES.
 - Ensure all staff eScholar records are up to date with current MyLA login information and location assignment.
 - Verify that all active employees are included and assigned to the correct schools.
- Check Data Accuracy
 - Confirm job codes and positions align with LES role types (e.g., teacher, leader, evaluator)
 - Check the number of years of experience being reported in your staff extract upload. LES uses this information to determine the required number of observations per employee. Keep in mind this number cannot be manually changed.



Getting Started: System-Level Tasks

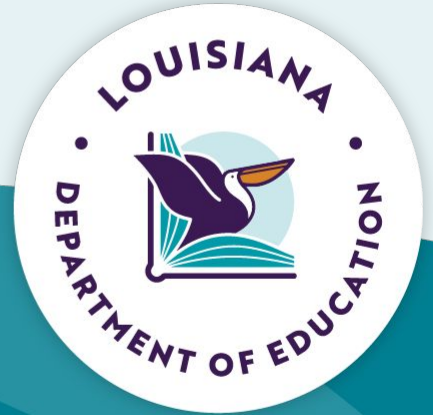
- Assign Evaluators
 - Make sure principals, assistant principals, or other evaluators are correctly tied to each school.
- Communicate with Schools
 - Share timeline and expectations for school leaders to review rosters.
 - Provide instructions for internally reporting corrections.



Getting Started: Other User Tasks

School Leader	Evaluator	Educator
<ul style="list-style-type: none">● Review school Roster● Confirm Evaluator Assignments● Submit corrections to LES System Contact	<ul style="list-style-type: none">● Check evaluation type for teachers you are assigned● Notify your school leader if anyone is missing	<p>Log in to LES to ensure your account is active and no messages related to missing data are present on your Educator Profile.</p>

Observations



Bulletin 130 Observation Requirements for Teachers

LEADS will provide for differentiated support for teachers depending on years of experience and individual needs.

- During the first three years of teaching, three observations shall be conducted.
- For teachers with three years of experience and beyond, one unannounced observation shall be conducted.
 - If the first observation score is below 3.5 or if the evaluatee requests it, a second observation shall be conducted and shall be announced.
 - If the average of the first two observations is less than 2.5, a third observation shall be conducted and shall be unannounced.

Designated Observers

Local systems may designate additional observers to help inform the evaluator of teacher performance.

- Instructional coaches
- Content leaders
- Master teachers
- Mentor teachers

Designated observers must attend training and pass the certification assessment prior to observing.

All ratings must be entered into the data system by evaluators.



Entering Formal Observations

- Enter pre-conference date for announced formal observations
- Enter scores
- Enter reinforcement/refinement
- Enter evidence
- Enter post-conference date





Select an evaluation year

2024

- ✓ Evaluator(s)
- ✓ Observations
- ✓ Coaching Plan/PGP
- ✓ Student Learning Targets
- ☐ Value Added Model
- ☐ Final Evaluation

Update Evaluation Max Score

Return To Assigned Evaluation

+ New Observation

Blank Observation Form



Start a new observation of this evaluatee.

Entering Observation Information

Observation×

Rubric ⓘ

Louisiana Educator Rubric

Title ⓘ

Observer ⓘ

Evaluator1 NoPermissions

Observation Date ⓘ

09/25/2024

📅

☐ Observation was unannounced

Pre-Conference Date ⓘ

mm/dd/yyyy

📅

Class Description ⓘ

Student Count ⓘ

Course Category ⓘ

Grade(s) ⓘ

Cancel

Next

The logo of the Louisiana Department of Education, featuring a circular emblem with a stylized bird and the text "LOUISIANA DEPARTMENT OF EDUCATION".

22

When the unannounced box is checked. Notice the pre-conference date field is not displayed.



Observation

Rubric ⓘ
Louisiana Educator Rubric

Title ⓘ
[Empty field]

Class Description ⓘ
[Empty field]

Observer ⓘ
Evaluator2 NoPermissions

Student Count ⓘ
[Empty field]

Observation Date ⓘ
09/25/2024 [Calendar icon]

Course Category ⓘ
[Empty field]

☒ Observation was unannounced

Grade(s) ⓘ
[Empty field]

Cancel Next

Scoring Domains

Observation



Start **Instruction** Planning Environment Professionalism Complete

Instruction	Weight: 75%	Score
Standards and Objectives		★ ★ ★ ★ ★ 0
Motivating Students		★ ★ ★ ★ ★ 0
Presenting Instructional Content		★ ★ ★ ★ ★ 0
Lesson Structure and Pacing		★ ★ ★ ★ ★ 0
Activities and Materials		★ ★ ★ ★ ★ 0
Questioning		★ ★ ★ ★ ★ 0
Academic Feedback		★ ★ ★ ★ ★ 0
Grouping Students		★ ★ ★ ★ ★ 0
Teacher Content Knowledge		★ ★ ★ ★ ★ 0
Teacher Knowledge of Students		★ ★ ★ ★ ★ 0
Thinking		★ ★ ★ ★ ★ 0
Problem-Solving		★ ★ ★ ★ ★ 0
Evidence (Optional): <div></div>		

Cancel

Save

Submit



Observation

Start

Instruction

Planning

Environment

Professionalism

Reinforcement/Refinement

Instruction	Weight: 75%	Score
Standards and Objectives		★★★★★ (4)
Motivating Students		★★★★★ (4)
Presenting Instructional Content		★★★★★ (4)
Lesson Structure and Pacing		★★★★★ (4)
Activities and Materials		★★★★★ (4)
Questioning		★★★★★ (4)
Academic Feedback		★★★★★ (4)
Grouping Students		★★★★★ (4)
Teacher Content Knowledge		★★★★★ (4)
Teacher Knowledge of Students		★★★★★ (4)
Thinking		★★★★★ (4)
Problem-Solving		★★★★★ (4)

Evidence (Optional):

Cancel

Save

Submit

Each domain is able to be rated. Stars are highlighted based upon the rating that is selected.

Observation



Start

Instruction

Planning

Environment

Professionalism

Reinforcement/Refinement

Reinforcement

Evidence

Notes (Optional)

Refinement

Evidence

Next Steps (Optional)

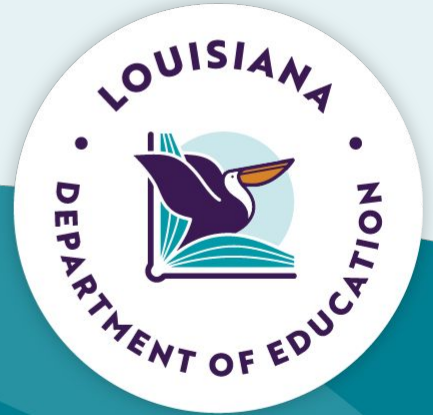
Cancel

Save

Submit



Self-Assessment



Self-Assessment

Self-Assessment

×

Start

Instruction

Planning

Environment

Professionalism

Reinforcement/Refinement

Title ⓘ
test

Class Description ⓘ
Testing 101

Evaluator ⓘ

Student Count ⓘ
21

Observation Date ⓘ
09/02/2025

Course Category ⓘ
Science

Grade(s) ⓘ
FOURTH

Cancel

Save

Submit

Self-Assessment



Start

Instruction

Planning

Environment

Professionalism

Reinforcement/Refinement

Instruction	Weight: 75%	Score
Standards and Objectives		★ ★ ★ ★ ★ (2)
Motivating Students		★ ★ ★ ★ ★ (2)
Presenting Instructional Content		★ ★ ★ ★ ★ (2)
Lesson Structure and Pacing		★ ★ ★ ★ ★ (2)
Activities and Materials		★ ★ ★ ★ ★ (2)
Questioning		★ ★ ★ ★ ★ (2)
Academic Feedback		★ ★ ★ ★ ★ (2)
Grouping Students		★ ★ ★ ★ ★ (2)
Teacher Content Knowledge		★ ★ ★ ★ ★ (2)
Teacher Knowledge of Students		★ ★ ★ ★ ★ (2)
Thinking		★ ★ ★ ★ ★ (2)
Problem-Solving		★ ★ ★ ★ ★ (2)
Evidence (Optional):		
<div></div>		

Cancel

Save

Submit



Self-Assessment



Start

Instruction

Planning

Environment

Professionalism

Reinforcement/Refinement

Reinforcement

Evidence ⓘ

Notes (Optional)

Refinement

Evidence ⓘ

Next Steps (Optional) ⓘ

Cancel


Save

Submit



Wednesday, September 25, 2024

Print 

Delete 

Test MB T3S1

Score

4.00



Self-Assessment

4.15



Course Category: Biology

Grade Placement: ELEVENTH

 Evaluator1 NoPermissions EVALUATOR



View of Ratings

Domain: Instruction

Weight: 75%

Target Area	Evaluator	Self-Assessment
Standards and Objectives	4.00	5.00
Motivating Students	5.00	4.00
Presenting Instructional Content	4.00	3.00
Lesson Structure and Pacing	3.00	4.00
Activities and Materials	4.00	5.00
Questioning	5.00	4.00
Academic Feedback	4.00	3.00
Grouping Students	3.00	4.00
Teacher Content Knowledge	4.00	5.00
Teacher Knowledge of Students	5.00	4.00
Thinking	4.00	3.00
Problem-Solving	3.00	4.00
Evaluator Evidence	Self-Assessment Evidence	

Post-Conference



Bulletin 130 Post-Conference Plan Requirements

Each observation shall include a prescriptive post-observation conference not more than **five** school days following the date of the observation.

The evaluator will share feedback. Recommendations will be used to develop the professional growth plan.

- Reinforcement
- Refinement



Entering Post-Conference

The observation can be saved and edited until the post conference date is entered and observation is complete.

A refinement and reinforcement area have to be selected from the drop down list.

Place evidence in the field boxes. Notes and next steps are optional.

Coaching Plan/PGP



Bulletin 130 Professional Growth Plan (PGP)/ Coaching Plan Requirements

Each teacher shall develop a professional growth plan collaboratively with the evaluator(s) based on an area of refinement identified through the first observation.

- An **informal observation** targeted to the specific refinement area shall be conducted at least two, not more than six, weeks following the post-conference.
 - Written feedback regarding progress toward the area of refinement must be given within one school day of the informal observation.

Select an evaluation year

2024

✓ Evaluator(s)

✓ Observations

✓ Coaching Plan/PGP

✓ Student Learning Targets

Directions: Insert the link to your Coaching Plan/Professional Growth Plan (PGP) in the space provided. When conducting informal observations for the Coaching Plan follow-up, insert the date. You may also enter notes and add additional informal observations if needed.

Link to Coaching Plan:

<https://louisianabelieves.com/data/>

Coaching Plan/PGP

Directions: Insert the link to your Coaching Plan/Professional Growth Plan (PGP) in the space provided. When conducting informal observations for the Coaching Plan follow-up, insert the date. You may also enter notes and add additional informal observations if needed.

Link to Coaching Plan: ⓘ

<https://qwerty.com>

Adding Informal Observations to Coaching Plan

Directions: Insert the link to your Coaching Plan/Professional Growth Plan (PGP) in the space provided. When conducting informal observations for the Coaching Plan follow-up, insert the date. You may also enter notes and add additional informal observations if needed.

Link to Coaching Plan:

<https://www.louisianabelieves.com/>

 Edit



Add Informal Observation

Add an Informal Observation

Date

Refinement Area

Notes (Optional)

Cancel

Submit



Summary of the Observation Process

Evaluator creates observation

The evaluator creates and conducts the observation.

Evaluatee completes the self assessment

The evaluatee completes the self assessment and submits.

Evaluator conducts the post conference

The evaluator conducts the post conference with the evaluatee within five days of the observation.

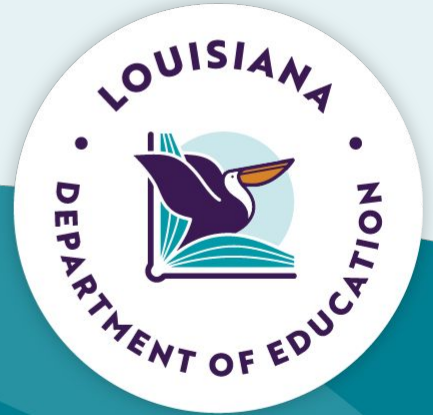
Evaluatee places the link for Coaching Plan/PGP

The evaluator and evaluatee meet to develop the coaching plan/PGP. The evaluatee places the link for the coaching plan/PGP in LES.

Evaluator conducts informal observation

The evaluator conduct and informal observation within 2-6 weeks from the observation.

Student Learning Targets



SLT Policy

Per Bulletin 130, evaluators and evaluatees shall meet to discuss student learning targets (SLTs). SLTs not discussed in a meeting between an educator and his/her evaluator shall not be used in the person's evaluation.



Adding SLT 9



SLT

Scoring

SLT Title

Enter Student Learning Target Title

Student Learning Target

Interval of Instructions

--Select an Instruction Interval--

Student Count

0

Course Category

--Select a Course Category--


Grade(s)

--Select a Grade--

Student Assessment Name

--Select a Student Assessment--

☐ I have met with my Evaluator

 Cancel

 Save

 Submit



SLT

Scoring

Rationale

Baseline Data

Scoring Categories

Ineffective (1 point)

Demonstrated an insufficient impact on student learning by falling far short of the target.

Emerging (2 points)

Demonstrated some impact on student learning, but did not meet the target.

Proficient (3 points)

Demonstrated a considerable impact on student learning by meeting the target.

Highly Effective (4 points)

Demonstrated an outstanding impact on student learning by surpassing the target by a meaningful margin.

Exemplary (5 points)

Demonstrated an exceptional impact on student learning by surpassing the target by an outstanding margin.

☐ I have met with my Evaluator

Scoring information
is placed in the
scoring tab.

Accepting the SLT by Evaluator

SLT 2

[Accept/Reject](#) [Remove](#)

SLT Title: TEST

Interval of Instructions: 01 - Full Academic Year

Student Count: 20

Course Category: READ - Reading

Grade: 04 - FOURTH

Student Assessment: 117 - 4-8 LEAP

► [Scoring Details](#)

★★★★★ (0)

SLT Process

Evaluators and evaluatees must meet to discuss student learning targets (SLTs) to begin the SLT process.

Evaluatee enters
SLT

Evaluator
accepts
SLT

Evaluatee
enters SLT
results

Evaluator
rates
results

Evaluator
submits
SLT

Leader & Counselor Conferences



Entering MOY/EOY Conference/Performance Reviews

- Enter scores
- Enter reinforcement/refinement
- Enter evidence
- Add artifact links



Entering Leader/Counselor Conference Information

Conference/Performance Review ✕


Rubric ⓘ

Title ⓘ

Class Description ⓘ

Evaluator ⓘ

Student Count ⓘ

Conference Date ⓘ
 

Grade(s) ⓘ

Cancel

Next

Entering Leader/Counselor Conference Information

Conference/Performance Review ×

Start

Vision

Services

Advocacy

Professionalism

Engagement


Reinforcement/Refi

Title ⓘ
Middle-of-Year Conference

Class Description ⓘ
test

Evaluator ⓘ

Student Count ⓘ
300

Conference Date ⓘ
09/09/2025 

Grade(s) ⓘ
FOURTH

Cancel

Save

Submit

Completing the Leader/Counselor Conference

Conference/Performance Review

VisionServicesAdvocacyProfessionalismEngagementReinforcement/Refinement

Reinforcement

Evidence ⓘ

Notes (Optional)

Refinement

Evidence ⓘ

Next Steps (Optional) ⓘ

Cancel

Save

Submit

Entering PGP

The leader/counselor will add the url link to the professional growth plan.

Counselor1
NoPermissions

Select an evaluation year

2024

☐ Evaluator(s)

☐ Conference/Performance
Reviews

☐ Coaching Plan/PGP

Coaching Plan/PGP

Not Complete

Directions: Insert the link to your Coaching Plan/Professional Growth Plan (PGP) in the space provided. When conducting informal Conference/Performance Reviews for the Coaching Plan follow-up, insert the date. You may also enter notes and add additional informal Conference/Performance Reviews if needed.

Link to Coaching Plan:

<https://www.louisianabelieves.com/>

Reports



Thank You

Please see the [LEADS Library](#) for additional resources and the [LES Technical Guide](#).

Account assistance may be requested by submitting a [ticket](#).

For questions or to schedule a support call, email leads@la.gov.

