

Teaching and Learning: Educator Talent and Workforce Development

Louisiana Evaluation System (LES)

Overview

The Louisiana Evaluation System (LES) data system is a part of the larger data system called the Louisiana Educator Portal (LEP).

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

LES has replaced the Compass Information System (CIS). Beginning with the 2024-2025 school year, data will be entered directly into the Louisiana Evaluation System (LES) data system throughout the year (no spreadsheet uploads) by both the evaluatee and the evaluator. For 2024-2025, even if a school system is using legacy systems (COMPASS or approved alternate observation tools) rather than transitioning to LEADS, data will be entered into LES. There will be no spreadsheet uploads, nor will EEPass roll into the new data system.

LES allows for various tasks to be entered/completed by evaluators, school leaders, counselors, and teachers.

Evaluators	Designated Observers	Teachers, Counselors, and School Leaders
Enter pre-conference dates, formal observation scores, EOY and MOY conference scores (Administrators/Counselors only), reinforcement and refinement areas, evidence, and post-conference dates	Can conduct and score observations (Instruction, Environment, Planning Domains), conduct post-conferences, and assist with PGP/coaching plans <i>Cannot enter data; data is shared with the evaluator</i>	Enter self-assessment scores, reinforcement and refinement areas, and evidence
Enter informal observation dates		Link PGP/Coaching Plans
Accept and rate SLTs		Enter SLTs and report results
Finalize Evaluation		

Getting Started

Louisiana Educator Portal (LEP) Access Checklist

Please complete all steps before attempting to access LEP; skipping any or all of these steps and trying to access the system could result in errors or issues.

1. Ensure your staff data has been uploaded to LDOE's data systems.
2. Following these [instructions](#), complete the following:
 - a. Create MyLA
 - b. Create an Edlink User Profile
 - c. Ensure the educator's staff record is connected to the Edlink Security Registration.
3. The [LEP Permission Guide](#) will explain the various roles and permissions available for LEP. Request permissions as needed for your intended role(s) within the system.
4. Once all previous steps are completed, using the [EdLink Security Application Menu](#) the LEP system should be accessible.

EdLink360 Steps for Access:

1. Staff must create an [EdLink Security](#) account.
2. Ensure staff have a complete and accurate eScholar staff record for the current school year.
3. Staff must be included in the EdLink 360 Staff File Extract, with all data accurately reported.

LES Permissions and Roles

The [LEP Permissions Guide](#) provides guidance on requesting access to the Louisiana Educator Portal, which houses the Louisiana Evaluation System (LES). Users will access the EdLink Security request forms by going to [EdLink Security](#) and clicking "Permission Request" from the left navigation.

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, district data coordinators, and potentially principals.

The **LES View role** is for users who need the ability to enter evaluations, verify evaluations being completed, and those that need to see evaluation data. This role is not a "read-only" type role. The view role does allow for evaluators to be able to enter evaluations.

Teachers 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.

The LES Updater must assign evaluators to begin the data entry process. Once the evaluator is assigned, the teacher may enter SLTs, and the evaluator can enter observation data.

View

Permission Request Type: **General User Access**
Organization Section: **K-12 Public Schools**

	Application Selection: Louisiana Education Portal Location Filter: District; Local; District and Local Location: School System OR School Role: LES (TEV,EVAL) Permission: View
Update	Permission Request Type: General User Access Organization Section: K-12 Public Schools Application Selection: Louisiana Education Portal Location Filter: District; Local; District and Local Location: School System OR School Role: LES (TEV,EVAL) Permission: Updater (may change)

Frequently Asked Questions (FAQ)

Does the principal have to have the “updater” role?

This is a system decision. If the system wants the principal to be able to make modifications and assign evaluators, it is recommended that a spreadsheet between the principal and the system be kept for changes that have been made in the system.

Who needs “view” access?

Anyone who will be entering data into the system but does not need the ability to make modifications to evaluations will need the view access.

Can I add more than one evaluator?

No, only one evaluator can be assigned.

Can there be multiple observers? Can observers enter data?

Yes, there can be multiple observers. Observers must observe outside of the system and turn in scores to the evaluator to enter.

Can I switch evaluators?

Evaluators can be switched once an observation is submitted.

Who scores the Professionalism Domain?

Only the evaluator scores the Professionalism Domain.

Who submits the link for the PGP/Coaching Plan?

The teacher adds the URL link to their coaching plan. This is done after the post-conference meeting with the evaluator and the plan has been developed.

Our school system is using a legacy rubric or an alternate approved rubric. Should the scores be entered into LES?

For 2024-2025, even if you are using legacy systems (COMPASS or approved alternate observation tools) rather than transitioning to LEADS, data will be entered into LES. There will be no spreadsheet uploads, nor will Eepass roll into the new data system.

How do I convert CLASS® to the LDOE Levels of Effectiveness?

To align the CLASS® measurement tool with the COMPASS 4-point scale, evaluators should use the Converting CLASS® to LDOE Levels of Effectiveness [conversion chart](#).

How are staff rosters populated for each school in LES?

In order for teachers to populate in the LES roster, the following conditions must be met:

- The teacher has created an EdLink Security account by following the instructions in this [guide](#).
- The teacher must be included in the district's 2024-2025 staff extract file.

The staff information in the user's EdLink Security account, 2025 eScholar staff record, and 2024-25 EdLink 360 staff file must be accurate. For example, the teacher's name must match exactly in their MyLa account, eScholar account, and EdLink 360 account.

How do educators create an account in order to access the Professional Learning (PL) Platform?

All educators can begin registering this spring to obtain access to the platform Canopy. There are three Canopy permission types: Learner, Instructor, and Admin. We recommend that all system and school leaders request the access levels of Learner, Instructor, and Admin. Educators will need Learner access to the platform.

To access Canopy, new users must create a [MyLa](#) account. Existing eSER and EdLink 360 users will use their current EdLink Security credentials for access. Step-by-step instructions can be found in the [Creating your EdLink Security Account](#) guide. Users will receive a confirmation email that must be confirmed to finalize activating the account.

Individuals may contact local data managers for assistance with this process.

Why is the permission selection blank when assigning permissions in Edlink Security?

The main reason for this error is that the user ID and the Staff ID are not matching. Check the user ID in eScholar.

Why does the system time out when I am working?

The system times out to protect personal security information. It is encouraged to click the save button as you progress through the various tasks. This will allow your activity to remain active.

Will reports be available for LES?

Some of the reports will include information such as analyzing teacher observation data across grade levels, content areas or by reinforcement or refinement areas, etc. Reports will be available in January.

Helpful Links

[LES Phased Rollout Plan](#)

[LES Timeline](#)

[Creating your EdLink Security Account](#)

[MyLa](#)

[LEP Permissions Guide](#)

[LES Overview Webinar](#)