Technical Guide

Louisiana Evaluation System (LES)

August 2025

LOUISIANA DEPARTMENT OF EDUCATION

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Technical Guide

Overview

Louisiana Evaluation System (LES) contains functionality and reporting related to educator evaluations and Value-Added Measures (VAM) data results.

A timeline for activities to be completed in LES is located in the LEADS Library.
The 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 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 *Cannot enter data; data is shared with the evaluator. Cannot score the Professionalism Domain.*	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		

Account Login and Registration

The resources and guides below provide step-by-step instructions for account creation in EdLink Security and common troubleshooting tasks, such as resetting your password, changing your email address, and other related tasks. System and school-level leaders may refer to the Permission Descriptors for guidance on which roles to request in the system.

New Users

New users should utilize the EdLink Security Account Creation and Management Guidance for instructions on account creation. ***Note:*** *Some districts may choose not to use the automatic account creation process described in the EdLink Security Account Creation and Management Guidance.*

If you are a **new user** in one of these districts:

- Create a MyLa account by following the MyLa Account Creation Guide.
- Provide your **User ID** (created at My.La.gov) to your District eScholar Staff ID Manager.
  - The District eScholar Staff ID Manager will manually link your Staff ID and User ID through eScholar Staff ID.
  - Do not share your password with anyone.
- Once your account has been manually linked, sign in to EdLink Security to sync your account.

Returning Users
For help accessing a previously created account or keeping accounts active for future use, refer to the EdLink Security User Guide. This guide includes instructions for account recovery and guidance on how to request assistance if problems occur.

LES Administrators, Supervisors, and School Leaders

LES allows school/system supervisors and administrators to track and manage educator evaluation information. Bulletin 130 provides the policy requirements for completing teacher and administrator evaluations for all public and charter schools.

Supervisors and administrators responsible for employee evaluations will periodically review the employee rosters and notify the system leader of any issues. At the school level, the principal and/or designee holds the responsibility for these actions.

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 include the human resources department, district data coordinators, and potentially principals.

The **LES View role** is for users who need to enter evaluations, verify their completion, and access evaluation data. This role is not a "read-only" type role. The view role allows evaluators 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 extract file. **The LES Updater must assign evaluators to begin the data entry process. Once the evaluator is assigned, educators 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**
Updater	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)*

System Leaders

Setting Default Evaluators

- Log in to the Louisiana Educator Portal (LEP) system.
- Click "Evaluation Administration" in the top navigation.
- Click "Evaluator Settings" in the left navigation.
- In the "District" area, click the "Edit" button for each user type.
- A drop-down of names will appear.
- Select the "Default Evaluator" from the drop-down.
- Click "Save" to confirm your selection.
- The modal should close, and your selection should be visible.
- Repeat steps to set school default evaluators in the “School” area.

A Default Evaluator, at some level, must be selected for an Evaluation record to be created.
The Louisiana Evaluation System (LES) looks for an Evaluator in the following order: Educator record, Default School Evaluator, Default District Evaluator.

Adding Additional Evaluators

This feature is only available to the **district updater** and should be used for supervisors who serve as evaluators and are not assigned to a school site.

- Select “Evaluation Administration.”
- School system selection will be displayed to your school system. Enter the first and last name of the person that you want to add. ***Note****: No entry is required for the local site list.*
- Click “Submit.”
- Click “Add Evaluator.”
- The evaluator will now appear as an option when assigning evaluators to a designated school site.

Evaluation Types

It is important to check school rosters to ensure accuracy and proper evaluation type. Once an evaluation type has been assigned, if the evaluation type needs to be adjusted based on a change in position, make sure EdLink 360 data is updated with position codes, locations, and assignments. This can be accomplished by contacting the Human Resources department.
If an evaluation type needs to be changed, follow these steps.

- Locate the employee on the school’s dashboard.
- Click the pencil icon in the required evaluation column for the specific employee.
- Change the evaluation type to the desired type that matches the employee’s role.
- Choose the correct evaluation type that matches the employee’s role.
    - Teacher - for teachers
    - Counselor - for school counselors
    - Leader - for principals or school leaders

Number of Observations (years & counts)

Experience is being pulled from EdLink 360 to automatically define observation count requirements. The EdLink 360 data manager also has the ability to update prior experience if applicable (e.g., private school, out-of-state, etc.).

Incomplete Evaluations

Evaluations should be marked incomplete for any employee who should have been evaluated by LEADS but did not receive an evaluation. Refer to Bulletin 130 for the conditions that allow an evaluation to be marked incomplete.

- Select the pencil icon next to the employee's evaluation type.
- Select "No Evaluation."
- Select the reason for no evaluation from the dropdown list (i.e., resigned, deceased, sabbatical, terminated).
- Enter the reason in the text box for selection by typing in a date or explanation.
- Click "Save."

Principal Survey

This anonymous survey is a vital component of LEADS and provides educators with an important opportunity to share feedback on their principal's leadership and effectiveness. Each professional staff member (supervised under the principal & receiving a LEADS evaluation) may complete one survey. The Principal Survey: A Guide for Educators Completing the Survey can be used and shared with educators to assist in completing the survey. Important submission dates and related details are communicated directly to each system's LES contact. This information is typically released in early spring.

Evaluators

Rosters

It is important to check school rosters frequently to ensure accuracy. Please notify the LES system contact person if an employee is missing from the roster or if someone appears who should not be included.

Years and Observation Count

Observation counts are adjusted according to the years of experience reported in EdLink 360. Experience is being pulled from EdLink 360 to automatically define observation count requirements.

New Teachers (within first three years): Receive three observations, one announced and two unannounced.

Teachers with three or more years of experience:

- Receive an unannounced observation
    - If the observation is below a 3.5, a second observation is required; this one is announced.
    - If the average of the first two observations is below a 2.5, then a third observation is required; this one is unannounced.

Student Learning Targets (SLT)

Reviewing and Accepting the SLT

- Using the dashboard where all employees are listed, click the arrow at the end of the row.
- Click the Student Learning Targets tab.
- Review the employee's SLT information. Expanding the scoring details allows the rationale, baseline data, and scoring categories to be viewed.
- Click "Accept" if the SLT information is accurate and reflects what the evaluator and evaluatee agreed on.
- Enter any comments and submit.

Rating the SLT

- Using the dashboard where all employees are listed, click the arrow at the end of the row.
- Click the Student Learning Targets tab.
- In the designated SLT, click the "Rate" button.
- Click "Result Details" to view the data/results that were entered by the evaluatee. ***Note**: the scoring can also be reviewed in the scoring tab.*
- Select the rating that corresponds to the data. The scoring tab can be viewed for assistance in selecting the proper rating.
- Enter any comments that you would like. Click "Submit."
- Repeat the process for each SLT.
- After rating both SLTs, select the "Submit Completed SLTs" button at the top.
- After submitting both SLTs, the green complete button will be displayed.

Observation Process

Louisiana Evaluation System (LES) is available for use in tracking the professional practice component of educator evaluations. This includes evidence collected during observations, the resulting feedback conversation, and coaching.

Observation Types: Classroom Observations, Informal Observation

Classroom Observations: Evaluator observes professional practice for a full period.

Informal Observation: An informal observation targeted to the specific refinement area shall be conducted at least two weeks, not more than six weeks, following the post-conference.

Creating Observations

- Using the dashboard where all employees are listed, click the arrow at the end of the row.
- Click the observation tab.
- Click the (+) new observation button.
- Enter observation information in all fields. Clicking the rubric field will allow the evaluator to select the appropriate rubric (LEADS rubric, CLASS, or other approved alternate rubric). ***Note**: When the unannounced box is checked, there will not be a preconference field.*
- Click "Next."
- Navigate through each domain tab to complete the scoring for each domain. Click "Save" and proceed through each domain tab. Evidence is optional. ***Note:** If using the CLASS rubric or an approved alternate rubric, domain tabs will not appear. Instead, you will enter a final score only. For CLASS rubrics, refer to the conversion chart to determine the final score.*
- On the Reinforcement/Refinement tab, enter reinforcement and refinement areas from the drop-down list. Evidence is required. Click "Save." ***Note:** If using an alternate rubric, you will need to type in your reinforcement and refinement areas manually. In this case, evidence is optional.*
- The observation can be saved and edited until the post-conference date is entered and the observation is complete.

Completing Observations

- After conducting the post conference, click the "Complete" button within the observation.
- Click and choose the post-conference date.
- Submit the observation.

Coaching Plan/Professional Growth Plan (PGP)

- After the observation is complete, click the Coaching Plan/PGP tab from the left bar of the evaluatee's record.
- ***Note****: Teacher is now ready to insert the link to the coaching plan.* ***This is a teacher's task.*** *Evaluators are not able to place the coaching plan link.*

Creating Informal Observation

- From the coaching plan/PGP evaluatee's tab, click the (+) informal observation button located under the coaching plan link.
- Select the refinement area and any notes from the informal observation. No score is input for the informal observation.

Conferences (Leader & Counselor)

The evaluation process for leaders (principal and non-principal) and counselors consists of a minimum of three formal meetings (conferences) at the beginning of the school year (BOY), middle of the school year (MOY), and end of the school year (EOY). ***Note:*** *The Beginning of the Year (BOY) is a time for reviewing the rubric and for the leader to share goals for the upcoming year in order to develop an action plan. The BOY is not scored.*

- Using the dashboard where all employees are listed, click the arrow at the end of the row.
- Click the conference/performance review tab.
- Click the (+) new conference/performance review button.
- Enter information in all fields.
- Click "Next."
- Navigate through each domain tab to complete the scoring for each domain. Click "Save" and proceed through each domain tab. Evidence is optional. ***Note:*** *If using an approved alternate rubric, domain tabs will not appear. A final score will be entered.*
- On the Reinforcement/Refinement tab, enter the refinement and reinforcement areas from the drop-down list. Evidence is required. Click "Save." ***Note:*** *If using an alternate rubric, type in the reinforcement and refinement areas manually. In this case, evidence is optional.*
- Continue to save and edit the conference until the post-conference date is entered and the conference is marked as complete.

Final Evaluation

Evaluations can be finalized (including VAM teachers) if all components of the evaluation are complete and data is available to report for SLTs. VAM scores will be added on the backend when available. A statement is displayed indicating that the score is based on the factors available.

- Using the dashboard where all employees are listed, click the arrow at the end of the row.
- Click "Final Evaluation" in the employee's record.
- The employee's evaluation summary is displayed, including observation and SLT data.
- Click the "Complete Evaluation" button in the top right.
- Enter any comments or feedback for the employee (optional).
- Click "Submit" to finalize the evaluation.

Evaluatees

Student Learning Targets (SLT)

SLTs allow educators to describe students, their academic areas, and the identified target set for them to achieve when setting goals.

Entering the SLT

- After logging into LES (in the Evaluation Summary), select the SLT arrow in the actions column.
- In the top right-hand corner ***or*** in the middle of the screen, click the "Add/+" SLT button.
- Enter SLT information in all fields in the Student Learning Target tab. Upon completion of the meeting with your evaluator, click the box indicating you have met and discussed SLT information/details with your evaluator.
- Click the "Scoring" tab to enter scoring details in all fields.
- Define the achievement ranges that will correspond to your ultimate score.
- Select "Save" to save changes. You will be prompted, via red text, to complete any required fields that were left blank. Please complete all required fields before attempting to save your SLT.
- Click the box indicating you have met and discussed SLT information/details with your evaluator.
- Select "Submit" to submit your SLT for evaluator review.
- Repeat the process to add a new SLT.

Reporting Results

- After logging into LES (in the Evaluation Summary), select the SLT arrow in the actions column.
- Click the report results tab.
- Enter results for the SLT, including all specific data, and press "Submit."
- Repeat the process to report results for additional SLTs.

Observations

Enter Self-Assessment

- After logging into LES, on the Evaluation Summary, select the observation arrow in the actions column.
- Click the "Self Assessment" button.
- The start screen will contain information from the lesson provided by the evaluator.
- Score each domain tab. Evidence is optional for each domain. ***Note:*** *If using an approved alternate rubric, domain tabs will not appear. Instead, a final score will be entered only.*
- When you get to the Reinforcement/Reinement tab, enter the refinement and reinforcement areas from the drop-down list. **Note***: If using an alternate rubric, type in the reinforcement and refinement areas manually. In this case, evidence is optional.*
- Place evidence in the field boxes. Notes and Next Steps are optional fields.
- Click "Submit."

Coaching Plan/PGP

- After logging into LES (in the Evaluation Summary), select the Coaching Plan/PGP arrow in the actions column.
- Place the link to the Coaching Plan/PGP in the box and click "Save."

Conferences (Leader & Counselor)

The evaluation process for leaders and counselors consists of a minimum of three formal meetings (conferences) at the beginning of the school year (BOY), middle of the school year (MOY), and end of the school year (EOY). Self-assessment ratings are completed for the MOY conference and EOY conference.

Enter Self-Assessment

- After logging into LES, in the Evaluation Summary box, select the Observation arrow in the actions column.
- Click the Self-Assessment button.
- The start screen will contain information from the lesson provided by the evaluator.
- Score each domain tab. Evidence is optional for each domain.
- When you get to the Complete tab, enter the refinement and reinforcement areas from the drop-down list.
- Place evidence in the field boxes. Notes and Next steps are optional fields.
- Click “Submit.”

Coaching Plan/PGP

- After logging into LES (in the Evaluation Summary), select the Coaching Plan/PGP arrow in the actions column.
- Place the link to the coaching plan/PGP in the box and click “Save.”

Resources

Helpful Links

MyLA Troubleshooting Guide
LEADS Library
Louisiana Evaluation System Timeline
LEADS FAQ
Louisiana Educator Evaluation Process Sequence and Timeline
Louisiana Leader Evaluation Process Sequence and Timeline
Louisiana Counselor Evaluation Process Sequence and Timeline