

# Louisiana Evaluation System (LES)

Evaluation Data Platform - System Leaders



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# Introductions

Arthur M. Joffrion, Jr. Ed. D. - Deputy Assistant Superintendent of Educator Talent & Workforce Development

Rebecca Stephenson - Director of Educator Preparation & Accountability

Lori Pennison - Program Consultant - Evaluation Training & Policy

Keisha Thomas - Program Consultant - Evaluation Platform & Data



# Louisiana Evaluation System (LES)



Home Certification Info Evaluation Info My Educator Profile Evaluation Human Resources OTS 09/25/2024 teacher1 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.



# Louisiana Evaluation System (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.



# LES

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.



# Louisiana Evaluation System (LES)

The LES data system is a part of the larger data system called Louisiana Educator Portal (LEP). LES is a comprehensive data system that will hold all evaluation data.

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.
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



# LES Rostering Process

Staff rosters are derived from e360 site assignments.

There is no manually adding or deleting staff from rosters.

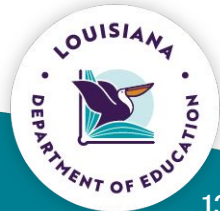


# Common Issues



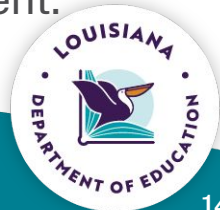
# Common Issues: Data Mismatch

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. Any email can be used to create a MyLA account, staff email is collected in our eScholar staff collections.



# Notes: MyLA Account

- If there is a MyLA account not working or not allowing access to an LDOE system, please reach out [LDOE support](#) to investigate the issue after checking eScholar, 360, and MyLA for any data mismatches.
- The only time a secondary account is needed is if the originally created account is not recoverable. As long as either the account can be signed into or the email tied to the account is accessible, the account is recoverable.
- If a secondary account is needed, the username will need to be edited within eScholar to ensure it matches the new account's username. The first name and last name will also need to match eScholar and 360 just as they did with the original account. Additionally, LDOE will need to disable the original unrecoverable account within Edlink Security to prevent any duplicate records from populating.
- Recovery options and error guidance are provided in the [MyLA FAQ](#) document.



# Permissions and Roles



# 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, 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.

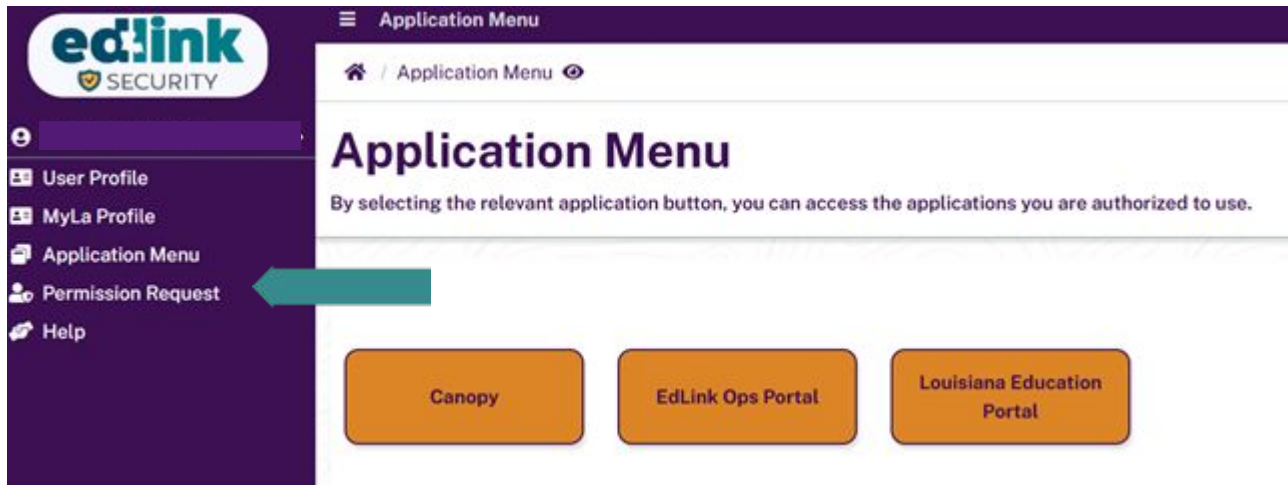
Teachers do not need to request permission, but they must have an active EdLink Security account and be included in both the eScholar staff file and the EdLink 360 staff file extract.



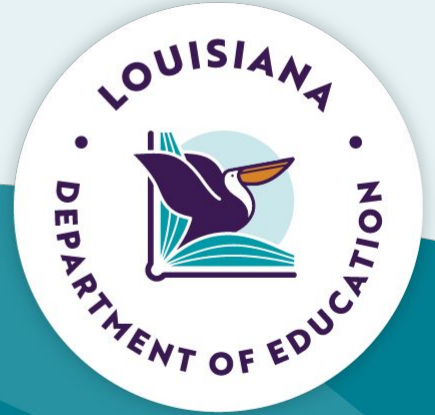


# LES Permissions and Roles

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.



# Assigning Evaluators



# Assigning Default Evaluators

LEP Educator Portal

Home Certification Info My Educator Profile Evaluation Administration LES Admin OTS

School Year  
2024

School Evaluations  
Evaluator Settings

### Evaluator Settings

School System:  
1001 Acadia Parish School System

#### District

Location Name	Default Evaluator	Teacher Evaluator	Counselor Evaluator	Leader Evaluator	Principal Evaluator	Rollover Reset
Acadia Parish School System		Edit	Edit	Edit	Edit	false

#### Schools

Location Name	Default Evaluator	Teacher Evaluator	Counselor Evaluator	Leader Evaluator	Rollover Reset	
Special Education Support-NonPublic/Homeschooled		Edit	Edit	Edit	Edit	false
Ross Elementary School		Edit	Edit	Edit	Edit	false
South Crowley Elementary School		Edit	Edit	Edit	Edit	false
South Rayne Elementary School		Edit	Edit	Edit	Edit	false
AP Church Point Head Start Center		Edit	Edit	Edit	Edit	false
AP Ross Head Start Center		Edit	Edit	Edit	Edit	false

# 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.

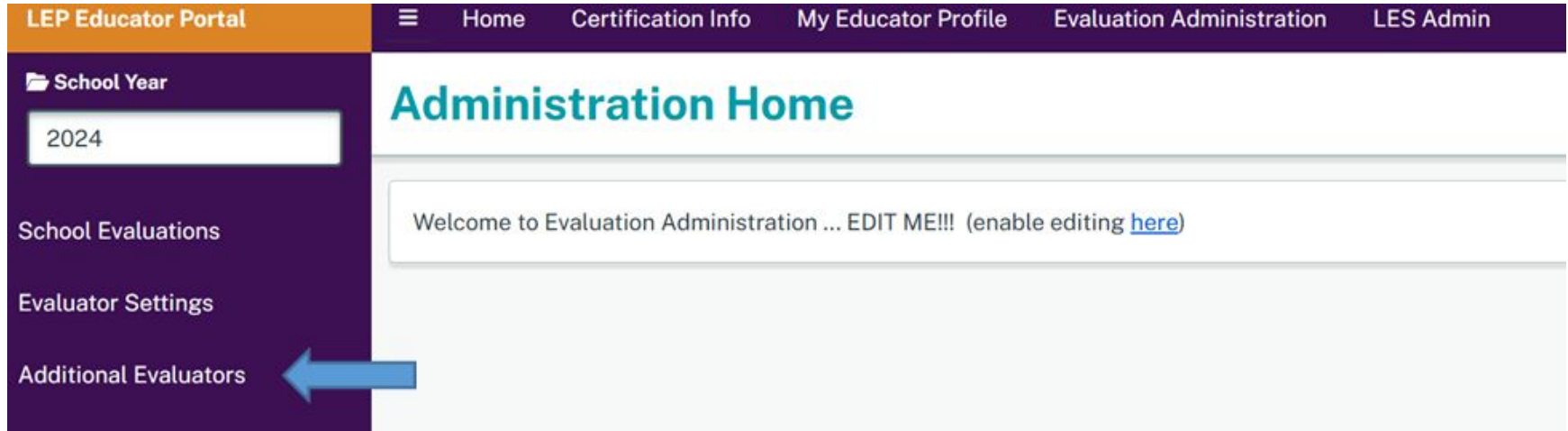


# Additional Evaluators



# Adding Additional Evaluators

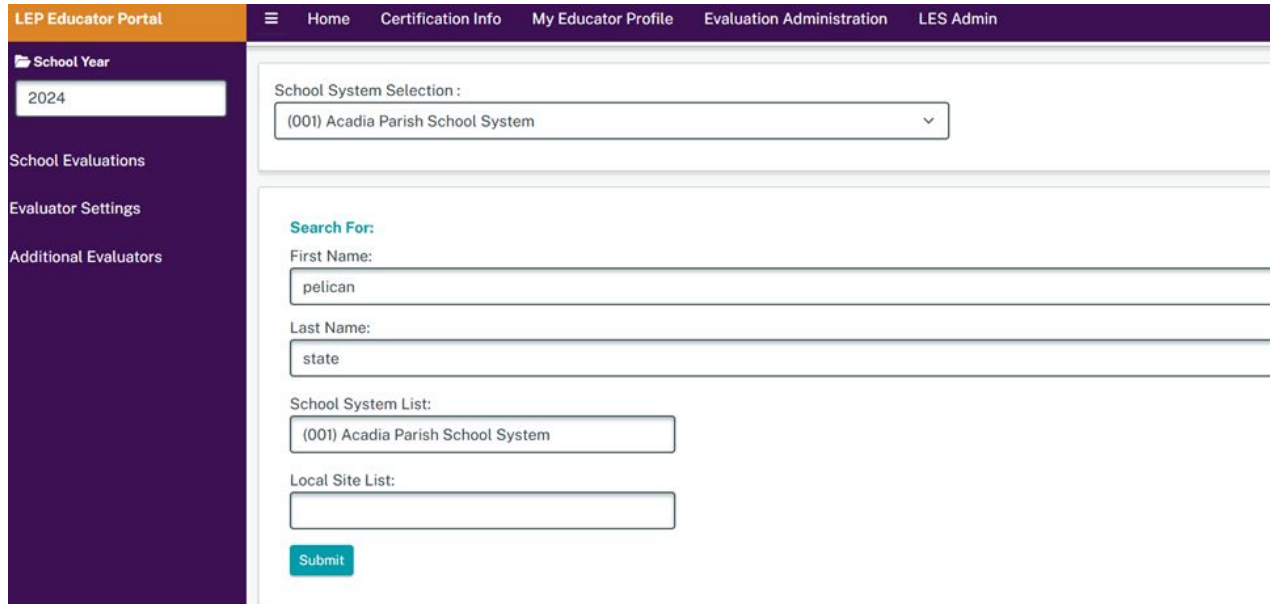
Select Evaluation Administration after signing into the system. Click additional evaluators tab.



The screenshot displays the LEP Educator Portal interface. At the top, a dark purple navigation bar contains the following items: a hamburger menu icon, 'Home', 'Certification Info', 'My Educator Profile', 'Evaluation Administration', and 'LES Admin'. Below this, a light blue sidebar on the left is titled 'LEP Educator Portal' and includes a 'School Year' dropdown menu set to '2024'. The sidebar lists several options: 'School Evaluations', 'Evaluator Settings', and 'Additional Evaluators', which is highlighted with a blue arrow pointing to it. The main content area is titled 'Administration Home' and features a welcome message: 'Welcome to Evaluation Administration ... EDIT ME!!! (enable editing [here](#))'.

# Adding Additional Evaluators

School system selection will be displayed to your school system. Place the first and last name of the person that you are wanting to add.




The screenshot displays the LEP Educator Portal interface. The top navigation bar includes 'Home', 'Certification Info', 'My Educator Profile', 'Evaluation Administration', and 'LES Admin'. The left sidebar contains 'School Year' (set to 2024), 'School Evaluations', 'Evaluator Settings', and 'Additional Evaluators'. The main content area is titled 'Additional Evaluators' and features a 'School System Selection' dropdown menu currently set to '(001) Acadia Parish School System'. Below this is a 'Search For:' section with input fields for 'First Name' (containing 'pelican') and 'Last Name' (containing 'state'). There are also input fields for 'School System List' (containing '(001) Acadia Parish School System') and 'Local Site List' (which is empty). A 'Submit' button is located at the bottom of the form.

# Adding Additional Evaluators

Click “add evaluator.” That person should then populate when adding as an evaluator for a designated site.

Results:

Full Name	User Email	Staff Email	School System	Local Code	
					Add Evaluator



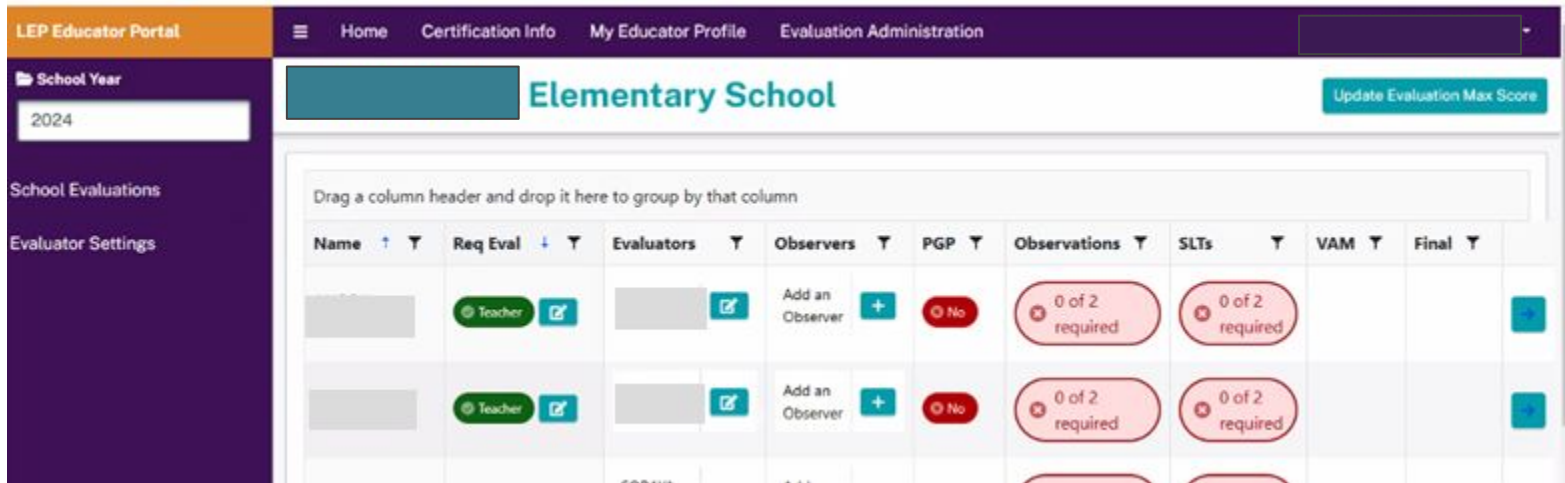


# Changing the Max Score Legacy Systems



# For Legacy Rubrics - Changing the Max Score

Click the update evaluation max score button. This will allow you to select multiple educators at one time.



The screenshot shows the LEP Educator Portal interface. The top navigation bar includes 'Home', 'Certification Info', 'My Educator Profile', and 'Evaluation Administration'. The left sidebar contains 'School Year' (set to 2024), 'School Evaluations', and 'Evaluator Settings'. The main content area is titled 'Elementary School' and features a teal 'Update Evaluation Max Score' button. Below this is a table with columns: Name, Req Eval, Evaluators, Observers, PGP, Observations, SLTs, VAM, and Final. The table contains two rows of data, each with a 'Teacher' icon, an 'Add an Observer' button, a 'No' button, and two '0 of 2 required' indicators.

Name	Req Eval	Evaluators	Observers	PGP	Observations	SLTs	VAM	Final
	Teacher		Add an Observer	No	0 of 2 required	0 of 2 required		
	Teacher		Add an Observer	No	0 of 2 required	0 of 2 required		

# For Legacy Rubrics - Changing the Max Score

LEP Educator Portal

Home Certification Info My Educator Profile Evaluation Administration

School Evaluations

Evaluator Settings

## Update Evaluation

By Submitting you are understanding this will cause all evaluation data to be erased for the selected user(s).

Select Users To change Max Score

Select All

- SAMANTHA
- BROWN
- MEGAN
- CHARLES
- PAULA

Save Cancel

# For Legacy Rubrics - Changing the Max Score

LEP Educator Portal

Home Certification Info My Educator Profile Evaluation Administration

School Evaluations

Evaluator Settings

## Update Evaluation

By Submitting you are understanding this will cause all evaluation data to be erased for the selected user(s).

Select Users To change Max Score

SAMANTHA ROWN CHARLES C

Select Max Score

4

By Confirming this submission you are understanding that this will clear any Evaluation data currently inside this evaluation

Type "Update" to confirm

Save Cancel

# Reports



# Helpful Links

[LES Timeline](#)

[LES Getting Started](#)

[Creating your EdLink Security Account](#)

[MyLa](#)

[LEP Permissions Guide](#)



# Thank You

Please see the [Compass/LEADS Library](#) for additional resources.

If you have error related issues for MyLa or Edlink, please contact [systemsupport@la.gov](mailto:systemsupport@la.gov) with a detailed explanation of the error, a screenshot, and the name and site code of the individual experiencing the error.

Please email [leads@la.gov](mailto:leads@la.gov) with any additional questions or to schedule a support call.

