Data Managers, Ed Tech Directors, and LEA Security Coordinators Professional Learning Platform Instructions

February 7, 2024

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Instructors Save Time

Professional Learning Platform

The LDOE will be releasing a Professional Learning Platform this spring for all school system employees at no cost to the school system. This user-friendly, statewide platform will house all professional learning and the Professional Learning Partner Guide in this one platform; professional learning modules and webinars will no longer live on the LDOE website.

System and school level leaders will also be able to create professional learning modules in the platform.

The Professional Learning Platform Overview includes additional information on:

- creating EdLink credentials.
- requesting Canopy permissions.
- participating in Canopy Informational Webinars.
- completing online training in the Professional Learning Platform.

Professional Learning Platform

The new Professional Learning Platform will enhance our Professional Learning systems in three key ways:

1) **Organization** - Participants can find and enroll in all relevant professional learning from a single course catalog and track their progress and certificates across all of their professional learning.

2) **Interactive Learning** - The new PL platform allows instructors to easily leverage 20+ unique engagement tools to ensure an interactive and dynamic learning experience. Instructors create higher-quality learning experiences in less time.

3) **Strategic Analytics** - Administrators can analyze data with custom categories and filters to pull detailed reports on learners, instructors, and courses, and then compare engagement by system, intervention label, teacher subject, and more.

Professional Learning Platform User Roles

The Professional Learning Platform has three main roles: Learner, Instructor, and Administrator.

The **Learner** role allows users to:
- find and enroll in relevant courses.
- participate in coaching through a private course.
- keep track of total time engaged and all certificates earned.
- follow specific resource collections for quick access to new resources.

Learners - All staff should have a 'Learner' role.

Professional Learning Platform User Roles

The **Instructor** role allows users to:
- create new professional learning experiences.
- create coaching courses for mentees.
- publish courses to their audience (ex. A system level instructor can publish a course for all teachers in their system, but it will not be accessible outside of that system. A school level instructor can publish just for their school, but not for the whole system.)
- invite Collaborators to assist with course creation.
- track progress and provide feedback to learners in their courses.

Instructors - Any staff who designs Professional Learning or provides coaching should have an 'Instructor' role in addition to their Learner role. For example, this can include superintendents, system leaders, school leaders, teacher leaders, instructional coaches, mentor teachers, and content leaders.
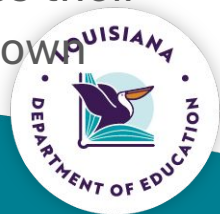
Professional Learning Platform User Roles

The **Admin** role allows users to:
- view data on all courses and learners in their 'Reach'. (Reach can be school, system, or statewide depending on if the admin is at the school, district office, or at the LDOE).
- view 'Quality & Relevance' scores for courses and instructors.
- conduct comparative analysis by school system, intervention label, teacher subject, and more.

Admin - Admin roles are for leaders who need to view data across multiple courses led by multiple instructors. This can include superintendents, system supervisors, directors, and school leaders. School level leaders will only be able to access their own school's data and system level leaders will only be able to access their own system's data.
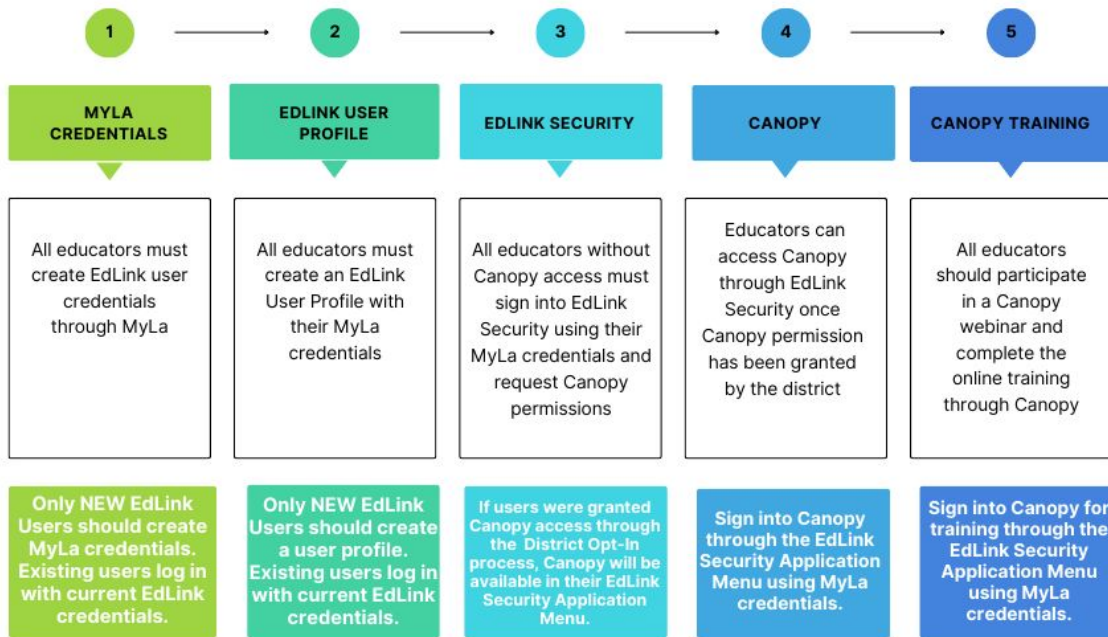
Steps for Professional Learning Platform Access

The following steps must be followed for all Louisiana educators to get access to the Professional Learning Platform.

1. All educators must obtain their EdLink credentials.
2. All PK-12 educators must request their Canopy permissions if they were not granted permission through the Automatic Opt-in process.
3. All educators should participate in a Canopy Informational webinar.
4. All educators should complete online training in Canopy.

Canopy Access

1 → **2** → **3** → **4** → **5**

MYLA CREDENTIALS	EDLINK USER PROFILE	EDLINK SECURITY	CANOPY	CANOPY TRAINING
All educators must create EdLink user credentials through MyLa	All educators must create an EdLink User Profile with their MyLa credentials	All educators without Canopy access must sign into EdLink Security using their MyLa credentials and request Canopy permissions	Educators can access Canopy through EdLink Security once Canopy permission has been granted by the district	All educators should participate in a Canopy webinar and complete the online training through Canopy
Only NEW EdLink Users should create MyLa credentials. Existing users log in with current EdLink credentials.	Only NEW EdLink Users should create a user profile. Existing users log in with current EdLink credentials.	If users were granted Canopy access through the District Opt-In process, Canopy will be available in their EdLink Security Application Menu.	Sign into Canopy through the EdLink Security Application Menu using MyLa credentials.	Sign into Canopy for training through the EdLink Security Application Menu using MyLa credentials.

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Step One: EdLink Credentials-MyLa Account

- EdLink Security streamlines all provisioning rights into one system for all LDOE data systems.
- EdLink Security is a system that allows access to systems and organizations based on their permissions with one user ID and password.
- EdLink 360, SER, and Canopy fall under EdLink Security.

Step One: EdLink Credentials-MyLa Account

All users must create a MyLa account or update their existing MyLa Account.

New MyLa Users follow the [MyLa Guide](#) for steps to create a MyLa user ID and password for the first time.
- Do not create a new account if you already have a MyLa user ID and password.
- Users will receive a confirmation email that must be confirmed to finalize activating the account.
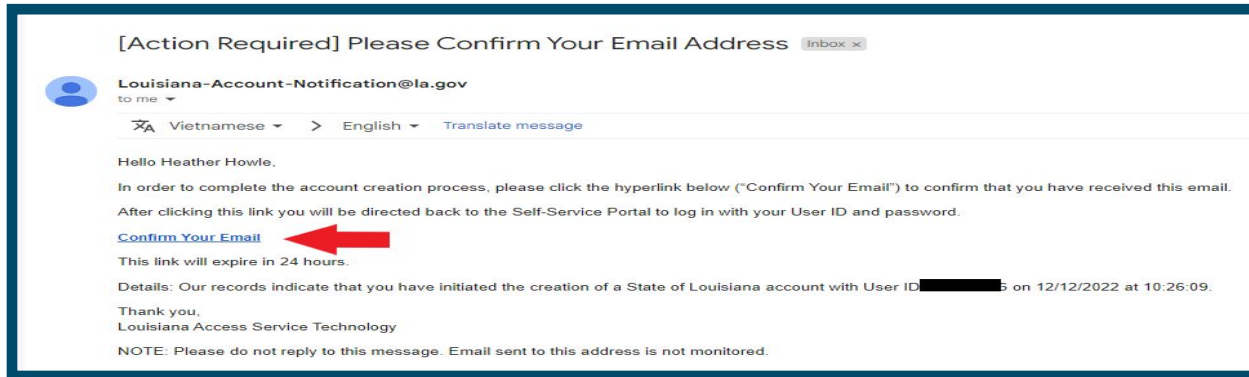
Step One: EdLink Credentials-Update Account

If you have already created a MyLa user ID and password but need to update information, you can manage your profile on the [My.La.gov](My.La.gov) website.

1. Go to [My.La.gov](My.La.gov).
2. Click *Sign In.*
3. Enter the user ID and password that you created. Click *Sign In.*
4. Update profile information as necessary. Users cannot change their User ID.

Step One: EdLink Credentials-Reset Password

If you have forgotten your User ID or password, you can recover your account information on the My.La.gov website.

1. Go to My.La.gov.
2. Click on *Help* in the top right corner.
3. Enter the information for the help you need and follow the steps on the screen.

User Tip: Do not copy and paste the temporary password emailed to you during a password reset. Doing so will result in an error message.

Account help

@ Resend Verification Email

Never got your email verification? Enter your email address and we'll send you a new verification.

* **Email Address**

[   ]

[✓ Send verification Email]

Forgot your password?

Enter your User ID and email and we'll send you a link to reset your password.

User ID

[   ]

Email Address

[   ]

[✓ Send Password Reset Link]

👤 Forgot your User ID?

Enter your email and we'll send you the information.

Email Address

[   ]

[✓ Send User ID Reminder]

❓ Want to know more?

MyLa will replace outdated ways of signing in to Louisiana government websites. Read our Frequently Asked Questions and get to know MyLa

[Read the FAQs →]

Step One: EdLink Credentials-Staff ID Link

Users must then link their MyLA User ID to a staff ID.

1. In the EdLink Ops Portal, click on Sign In (if you have a verified a MyLa account).
2. Click on *Account Settings* in your EdLinks Ops Dashboard.
3. Click on *Personal Profile* and enter requested information. K-12 public school staff **must** enter social security number.
4. Select Early Childhood or K-12 and existing site or sponsor.
5. Select district and school site.
6. Click *Save*.
7. Sign out of the EdLinks Ops Portal.

Step by step instructions can be found in the EdLink User Profile Guide.

The District eScholar Staff ID Manager can manually link users' Staff ID and User ID (or update User ID) through eScholar Staff ID.

Step Two: Canopy Permissions

Step two for all users is to authorize their EdLink Security account unless system level superintendents have opted into the Automatic Teacher Access process.

Users will login to [EdLink Security](#) using their MyLa User ID and password to determine if they have Canopy permission already or if they need to request permission.
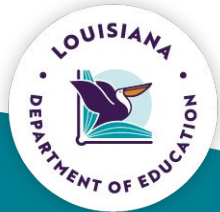
Step Two: Canopy Permissions

Classroom teachers whose system-level superintendents have opted into the Automatic Teacher Access process will not need to request Canopy permission. Canopy permission will already be assigned to them in EdLink Security.

To determine if Canopy permission has already been assigned, classroom teachers can log into EdLink Security and look for the Canopy button on the Applications Menu or if Canopy has been approved on their Request Permission screen.

Teachers can click on the Canopy button to log into Canopy if they have access.

Step Two: Canopy Permissions

Steps for users to request Canopy permission if their system level superintendents did not opt into the Automatic Teacher Access process.

1. Go to https://registration.edlink.la.gov/
2. Log in with your user ID and password from your MyLa account.
3. After logging in, you will see the applications menu screen with your personal information (Name, Email, User ID, and Staff ID). Direct links to your approved applications will appear below your personal information.
4. Click Request Permission.
5. Click on Canopy Admin, Instructor, or Learner Permission.
6. Complete requested information.
7. Click *Submit Request.*

School Systems that have opted-in

School systems that have opted-in as of February 2

|		
Ascension	Red River	Winn
Assumption	Sabine	Zachary Community
Caddo	St. Charles	Central Community
Calcasieu	St Landry	Avoyelles Charter
DeSoto	St. Martin	University View Academy
Grant	Terrebonne	Collegiate Academies
Jackson	Webster	Hynes Charter School Corporation
Jefferson	West Baton Rouge	Homer Plessy Community
Morehouse	West Carroll	Prescott K-8 Academy

Steps for EdLink Automated Classroom Teacher Access

Steps for Superintendent Opt-In

- Select the *Partially Automated Teacher Access* tab in their [EdLink Security](#) dashboard.
- Click Opt-In button for the school system and school year. Superintendents must opt-in to the process each school year.
- Classroom teachers must then create an EdLink account through this [portal](#).
- District Data Managers must submit teacher emails with the staff records through [EdLink 360](#).

Please follow this [guide](#) for the steps for automatic teacher access.
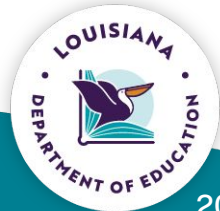
Steps Three and Four: Canopy Informational Webinars and Online Training

In the spring of 2024, all users are encouraged to

- attend a Canopy Professional Learning Platform webinar to get an overview of the PL Platform and how to get access.
- login to the platform and take the training for the Canopy role (Administrator, Instructor, Learner) that has been assigned to them.

Data Managers/Security Coordinators/EdTech Directors Next Steps

Next Steps:

1. Encourage superintendents to opt-in.
2. Meet with system level leaders to determine plan of action for implementation and Canopy roles.
3. Begin process of having users get their MyLA and EdLink-encouraged to wait until the end of February for EdLink updates to start process or data managers can begin manually linking the staff ID through eScholar.

Manually Link ID and Staff ID

The eScholar Staff ID and MyLa User ID must be linked for users to access EdLink Security.

- The District eScholar StaffID Manager can manually link users' Staff ID and User ID (or update User ID) through eScholar Staff ID. The District eScholar Staff ID Manager will need each user ID (not the password) created at My.La.gov. DO NOT share your password with anyone.
- 24 hours after the User ID and Staff ID are linked in eScholar, users may sign in to EdLink Security with their MyLa credentials.
- Users must sign in to EdLink Security with their MyLa credentials to sync their account if manually linked.

Additional resources

- [Creating MyLa User ID and Password](#)
- [EdLink Security Coordinator Access Guide](#)
- [EdLink Superintendent Access Guide](#)
- [EdLink Educator Access Guide](#)
- [EdLink Permission Descriptors](#)
- [EdLink 360 Permission Guides](#)
- [Useful Links for Data Managers](#)
- [EdLink Security K-12 User Guide Manual eScholar Process](#)

District Security Coordinators needing assistance for themselves or their users should contact LDOE at SystemSupport@la.gov.

Please contact amanda.slaughter@la.gov with any questions.