

Louisiana Believes

Teacher and Principal of the Year
Candidate's Online Portal Guide
2020-2021 School Year

Candidate Online Application Portal

State-level Candidate Applications

- State-level Teacher and Principal of the Year candidate applications-
 - Are due by **February 4, 2021**
 - Must be submitted in the [online application portal](https://webportalapp.com/sp/ldoe-toy-poy-candidate).
(<https://webportalapp.com/sp/ldoe-toy-poy-candidate>)
- The portal works best when using Chrome as your web browser and not Internet Explorer.
- It is recommended that candidates first create each application component as a separate electric document and save in an online folder.
 - This will make for a quick upload in the online portal.
 - This will also ensure candidates have a saved copy of their application for future reference.

Need an Account

- Select “Need an Account” and create a user name and password. Save for future reference.



Sign In/Sign Up Instructions

For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. *Your password must be at least 8 characters in length.* Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign In

Email

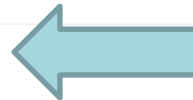
Password

Log In

[Forgot your password?](#)

Need an Account?

Sign Up



Create User Name and Password

- Create user name and password and save details for future login.

Sign Up

Enter an email address and choose a password to create a new account.

Email

Password

- ⊕ Must contain at least one lowercase letter
- ⊕ Must contain at least one uppercase letter
- ⊕ Must contain one number
- ⊕ Must be between 8 and 32 characters
- ⊕ Must not be an email address

Confirm password

- ⊕ Passwords must match

Sign Up

Create a Profile

- Click “Create a Profile to Get Started.”

Basic Instructions:

Please click “+Create a Profile to Get Started” to begin your Profile.

Please click the edit “Pen & Paper” icon to complete/edit your Profile. You can always view your Profile by clicking the “Eye” icon.

The Profile is always editable. You cannot start your application until you have completed the Profile.

[Create a Profile to Get Started](#)

Create a Profile

- Add your information and click “Create Profile.”

Profile ▾

Save Draft

Create Profile



Email Address (Please enter the same email address here you used when you logged in.)

School System/District (please start typing)

Schools (please start typing)

Edit Profile Anytime- Keep Email Current

- Click the “Edit” button to edit your profile at any time.



Welcome, spencer.kiper@bossierschools.org

Logout

Homepage

Profile

Basic Instructions:

Please click "+Create a Profile to Get Started" to begin your Profile.

Please click the edit "Pen & Paper" icon to complete your Profile. You can always view your Profile by clicking the "Eye" icon.

The Profile is always editable. You cannot start your application until you have completed the Profile.

Profile

Complete



Get Started on Your Application

- Begin your application by clicking “Get Started.”

Basic Instructions:

To begin your application, click "+Get Started" on the Submission Card below. This will bring you to the application.

When you return to this Homepage, you can see the status of your application because the Submission Card will have a colored status bar at the bottom.

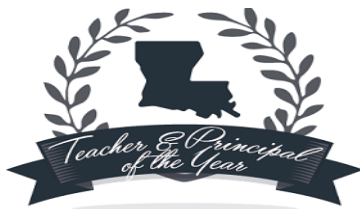
- If the status bar is **grey**, in color, your application is in a review status, and no action needs to be taken at the moment.
- If the status bar is **orange**, that means that there is an action/step that you need to take. A form needs to be filled out, etc.
- If the status bar is **red**, that means that there is an error and you should reach out to an administrator.



+

Get Started

Select Teacher or Principal of the Year



Welcome, spencer.kiper@bossierschools.org

Logout

[Homepage](#) > [Untitled](#) > [Application Round One Input](#) Draft

Basic Instructions:

In order to complete this form, please complete all required fields.

You can save this as a draft and return later to complete by clicking "Save Draft" at the bottom of the page.

When you are ready to submit this section, please click the blue "Save" button at the bottom of the page.

Once you have clicked "Save" you will be redirected to the Submission Page.

Louisiana Department of Education: A Call For Excellent Educators

Which award do you want to apply for?

- Teacher of the Year
 Principal of the Year



The Louisiana Department of Education recognizes that great teachers and school leaders are critical to student success. Annually, the Department, in partnership with [Dream Teachers](#) and the [Louisiana Association of Principals](#), honors the state's most exceptional educators through the Teacher and Principal of the Year programs.

Add Basic Information

I. Basic Information

First Name:

Last Name:

Title

Phone Number (preferably cell):

Preferred Email Address:

Ethnicity

Division Level

Are you part of a District or a Charter?

Schools (please start typing)

Document Naming Convention

- When uploading all documents, photos, videos, etc., in the online portal, please label each document with the prescribed naming conventions, as follows:
 - TOY or POY_ First Name_ Last Name_ Document Name. For example:
 - TOY_Mary_Smith_ Reflection Response Upload
 - POY_John Doe_ Letter of Rec 1

Reflection Question

- Add Reflection Question (up to 1,200 words) and Optional Upload if desired.

III. Reflection Question Response

2020 has been a year that has pushed educators in new ways. Reflect on how you've transformed your practice as an educator this year. What has worked? What hasn't? What changes have you made this year that you'll bring into next year and beyond? In your response, tie your reflection to the ways you have and will continue to:

- Meet the needs of all students
- Implement innovative practices in and outside of the school building walls to achieve success
- Collaborate with colleagues, students, families, and community to achieve success
- Lead or involve yourself in work in and/or outside of the school building walls that is relevant, impactful and making pathways for students and/or teachers to succeed.

Add Your Reflection Response Here: *

Word Count: 0 / 1200

Reflection Response- Optional file upload: (Use this feature if you wish to upload a document, video, photo, etc., to accompany your reflection response. Please label document accordingly, such as, "TOY_Mary_Smith_ Reflection Response Upload")

Use this feature if you wish to upload a document, such as a chart or graph, to accompany your essay response.

+ Select a file

?

Video and Education Issue

- Add your video URL and Education Issue.

IV. Video Response

Nathalie Roy, the 2021 State Teacher of the Year, is passionate about STEM integration and diversity in the classics. Alanta Dione Bradford, the 2021 State Principal of the Year, leads work that focuses on social emotional support for leaders and teachers. What is an issue within education that you are passionate about? In your video, give some background on why you care about that issue, what work you've already done to respond to that issue, and what work you hope to do in the future to respond to that issue. Include evidence of the impact to support your response.

Add your YouTube video URL in the textbox below. Note: Your YouTube video link visibility must be "Public" so the application reviewers may view your video. Before adding your link, please send it to a friend and have them check it to make sure it is viewable

Add your YouTube video URL Here: *

V. Education Issue

What is an education issue you are most passionate about? Add your response in the textbox below in five words or less, Ex: Equity or Student Voice/Student Choice.

Education Issue- Optional file upload: Use this feature if you want to upload an item, such as a photo, newspaper article, etc., which relates to your education issue topic/work. Please label document accordingly, such as, "TOY_Mary_Smith_Education Issue Upload."

+ Select a file



Upload Documents

Resume

 Choose File **required**

2020-2021 student learning targets

 Choose File **required**

This upload should be a document (no photo or video, for example)- i.e., the doc may be pdf, doc, docx

2018-2019 student learning targets, with results (or another form of recent student success data)

 Choose File **required**

This upload should be a document (no photo or video, for example)- i.e., the doc may be pdf, doc, docx

Letter of Recommendation #1.

 Choose File **required**

This upload should be a document (no photo or video, for example)- i.e., the doc may be in pdf, doc, docx

Letter of Recommendation #2:

 Choose File

This upload should be a document (no photo or video, for example)- i.e., the doc may be in pdf, doc, docx

Letter of Recommendation #3:

 Choose File

This upload should be a document (no photo or video, for example)- i.e., the doc may be in pdf, doc, docx

Add Teaching Video (Teachers Only)

- Add teaching video URL and upload lesson plan.

VII. Teaching Video

You may view the Teaching Video Guide here: https://www.louisianabelieves.com/docs/default-source/awards/teaching-video-guide.pdf?sfvrsn=76d8911f_8

Add the URL for your teaching video as a YouTube video link in the textbox below. For example, add a link such as, “<https://www.youtube.com/watch?v=VExnQrRxGzQ&feature=youtu.be>.”

Note: Your YouTube video link visibility must be “Public” so the application reviewers may view your video. Before adding your link, please send it to a friend and have them check it to make sure it is viewable.


Add your teaching video URL in the textbox below.

Upload Photos (Optional)

- Upload headshot and photos with students. (optional)


VIII. Photos

Headshot (optional in initial application) - upload photo

 Choose File

This file should be a photo, such as jpg

Photo with Students (optional in initial application) - upload photo

 Choose File

This file should be a photo, such as jpg

Consent Forms

- Complete candidate and student consent forms.

(If possible), please upload your signed (state) Candidate Consent Form here.

 Choose File

This upload should be a document (no photo or video, for example)- i.e., the doc may be a pdf, doc, docx

Please type your name below to confirm your signature on the state's Candidate Consent Form. This will serve as your electronic signature.

Candidate Consent Form Signature:

required

Student Consent Forms Student consent forms are needed for each student included in your state-level application, such as in photos, videos, etc.

Link to Student Consent Forms: https://www.louisianabelieves.com/docs/default-source/awards/student-consent-form.docx?sfvrsn=98d9911f_4

Are students included in your state-level application, such as in photos and/or in your teaching video, etc.? Select yes or no below.

Additional Uploads (Optional)

- Add additional uploads if desired.

You may add up to three additional uploads to your application. These uploads can be in any format, such as photos, documents, video, etc. Please label using the prescribed naming convention.

Additional Upload 1

📎 Choose File

Additional Upload 2

📎 Choose File

Additional Upload 3

📎 Choose File

Final Signature

- Add signature and save or submit.

XI. Signatures

By typing your name below, this will act as your electronic signature. Your submission should be supported by your school system.

Applicant: *

Date: *

Questions

- Visit the [Awards page](#) on the Louisiana Believes website.
- Email excellenteducators@la.gov

Select "Save Draft" when you have not completed all of the required fields and want to save work and return later to complete. Select "Save" when all required fields have been completed and that step is done. Before submitting your application, save all components of your application electronically for future reference.

Last saved at 3:29:36 PM

Save Draft

Mark Complete

Close

Submit

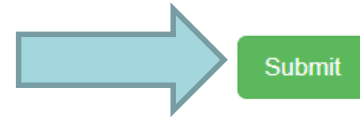
- When you have completed your application and are ready to submit, press the "Submit" button.

Application

Basic Instructions:

When you have completed every section of the application, the "Submit" button to the right will become green and clickable.

Your submission is not fully submitted until you click the green "Submit" button.



Application Round One

Complete

Edit

Basic Instructions:

Please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.

Successful Submission Verification

- After submitting your application, you will see the “This has been submitted” message.

Application

Basic Instructions:

Thank you for submitting your application.

Your application is now in the process of being reviewed and you will be contacted if any additional information is needed.



Application Round One

[View](#)

Basic Instructions:

Please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.

After Submitting

- After submitting your application, you may edit your profile at any time. You will not be able to edit your application and it will display as under review.

Profile

Complete

Edit

Basic Instructions:

To begin your application, click "+Get Started" on the Submission Card below. This will bring you to the application.

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First Name Last
Name

The background of the slide is a watercolor-style illustration. It features a central white area that tapers towards the top and bottom, creating a sense of depth. This white area is surrounded by various shades of blue, from light, airy washes to darker, more saturated tones. The overall effect is soft and artistic, resembling a hand-painted background.

Questions

Teacher and Principal of the Year Materials and Questions

All application materials may be found in the [library](#) on the Teacher and Principal of the Year [website](#).

Join an [informational webinar](#) for tips and pointers on creating a strong state-level application and to view a tutorial of the online application portal.

For questions related to the Teacher and Principal of the Year programs email: excellenteducators@la.gov.

