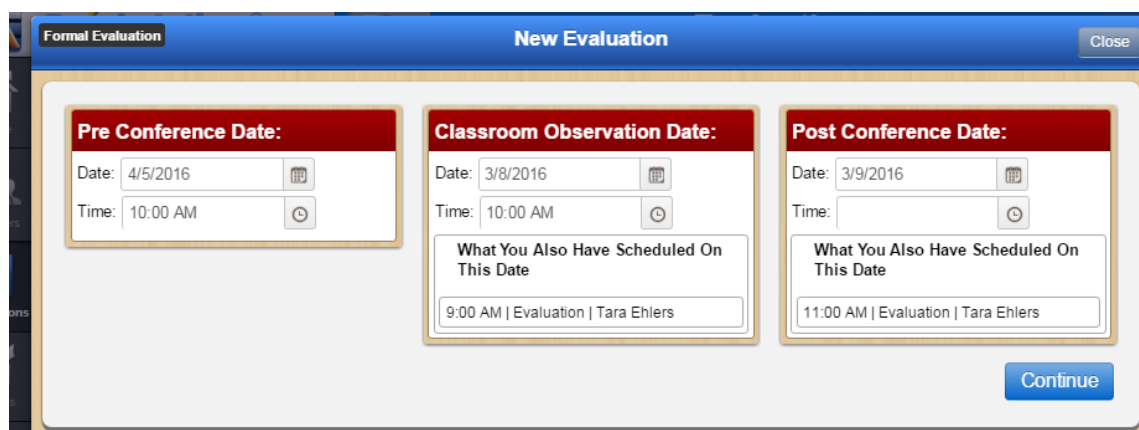


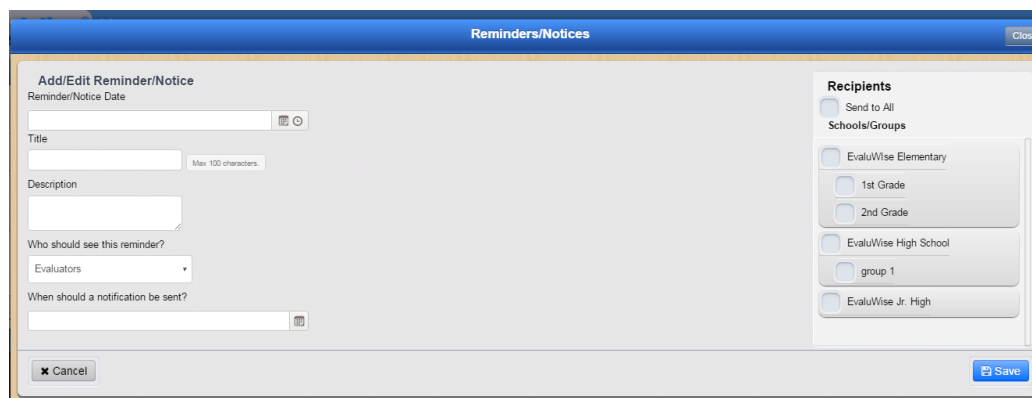
## EvaluWise Update 1.5.0

### Notifications:

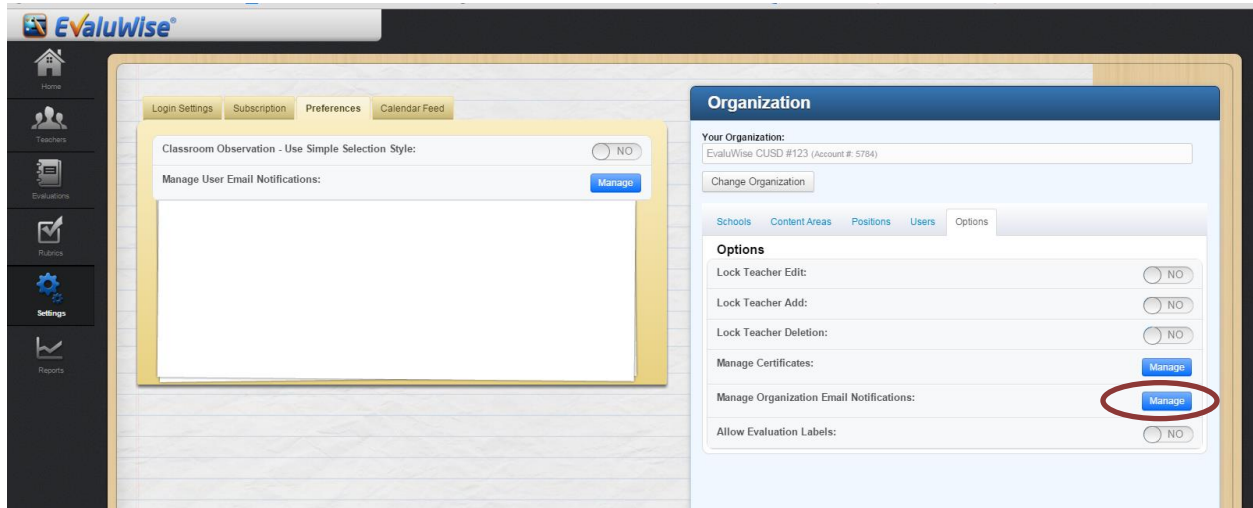
You now have the ability to schedule and notify teachers in EvaluWise. When you start a new Evaluation after selecting the teacher, rubric, form group and content area you now will have a screen that opens and allows you to schedule the Pre Conference – Classroom Observation and Post Conference dates for a formal evaluation. When Scheduling an evaluation the program will provide you with a list of what you currently have scheduled for that date. This notification also comes up when you create an informal observation and summative evaluation



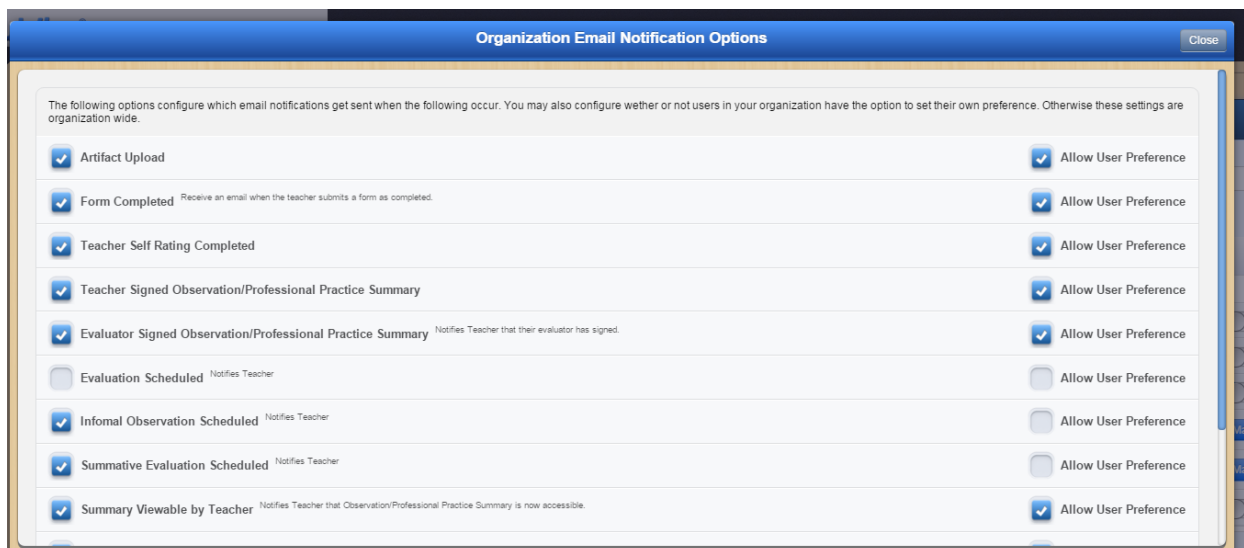
Your EvaluWise Administrator now has the option to set up Custom Notifications or Reminders. On the Home Screen at the very bottom you should see a button **Manage Reminders/Notices**. Click on that button and select Add Reminder/Notice and you will get the following screen that will allow you to create custom notifications.



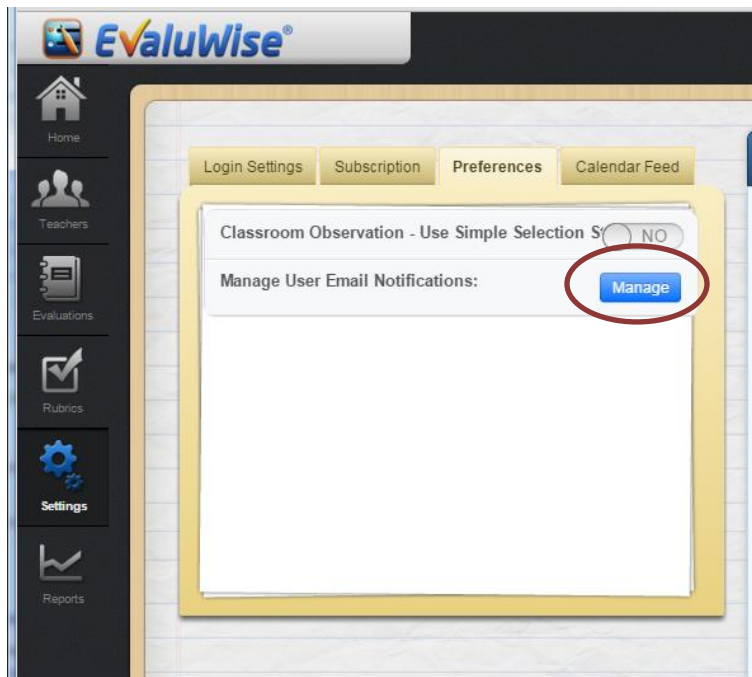
The EvaluWise Administrator has the ability to manage the overall organizations notification settings. Go to Settings and then Select Options under Organization. Next, Select Manage Organization Email Notifications.



Once you click on the Manage Notifications you will get the following screen that will allow you to make specific changes to the entire organization's notification settings. If you select allow user preference your evaluators will be able to manage their own preferences as seen on the next few screen shots.



The Evaluators can manage their specific Email Notifications by going to Settings and Select Preferences. Select the Manage User Email Notifications Button.



The Evaluator will have the options to configure which email notifications get sent when each item occurs or you have the option to receive a daily digest that groups the notifications in one email per day.

 A screenshot of the 'User Email Notification Options' dialog box. The title bar is blue with the text 'User Email Notification Options' and a 'Close' button. The main content area has a light gray background and contains a table of notification settings. The table has three columns: the notification event, the frequency (Yes, No, Org. Default), and a 'Daily Digest' checkbox. The events listed are: Artifact Upload, Form Completed, Teacher Self Rating Completed, Teacher Signed Observation/Professional Practice Summary, Evaluator Signed Observation/Professional Practice Summary, Evaluation Scheduled, Informal Observation Scheduled, Summative Evaluation Scheduled, and Summary Viewable by Teacher. Each event has a description and a note '(Organization Setting: No)'. The 'Daily Digest' checkbox is present for all events except 'Summary Viewable by Teacher'.
 

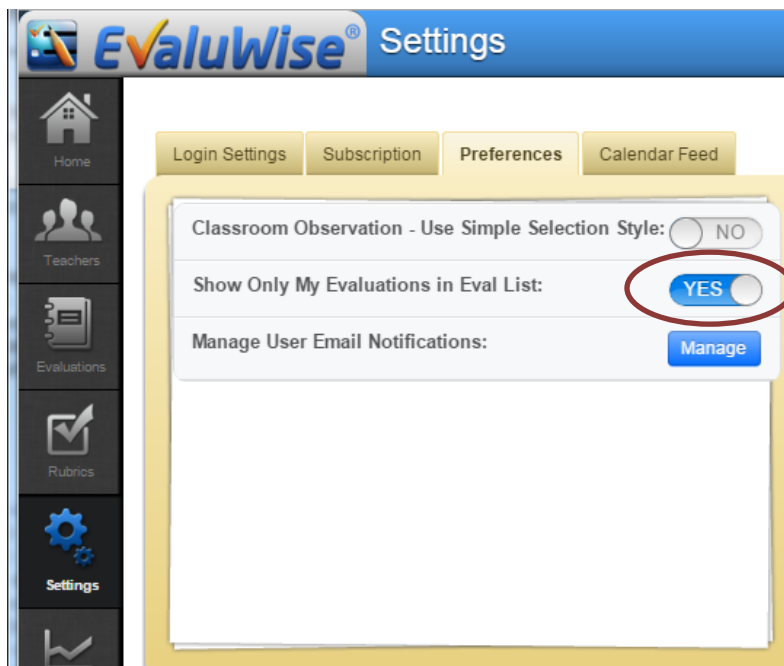
Notification Event	Frequency	Daily Digest
Artifact Upload	Yes No Org. Default	<input type="checkbox"/> Daily Digest
Form Completed <small>Receive an email when the teacher submits a form as completed.</small>	Yes No Org. Default	<input type="checkbox"/> Daily Digest
Teacher Self Rating Completed	Yes No Org. Default	<input type="checkbox"/> Daily Digest
Teacher Signed Observation/Professional Practice Summary	Yes No Org. Default	<input type="checkbox"/> Daily Digest
Evaluator Signed Observation/Professional Practice Summary <small>Notifies Teacher that their evaluator has signed.</small>	Yes No Org. Default	
Evaluation Scheduled <small>Notifies Teacher</small>	Yes No Org. Default	
Informal Observation Scheduled <small>Notifies Teacher</small>	Yes No Org. Default	
Summative Evaluation Scheduled <small>Notifies Teacher</small>	Yes No Org. Default	
Summary Viewable by Teacher <small>Notifies Teacher that Observation/Professional Practice Summary is now accessible.</small>	Yes No Org. Default	

If your EvaluWise administrator has turned on the Evaluation Scheduled option for the different evaluation types then the evaluator has the ability to go to a Specific Evaluation and click on the circle with the date scheduled and be able to notify the teacher of the evaluation date scheduled. It will send an email for all dates scheduled for that evaluation.



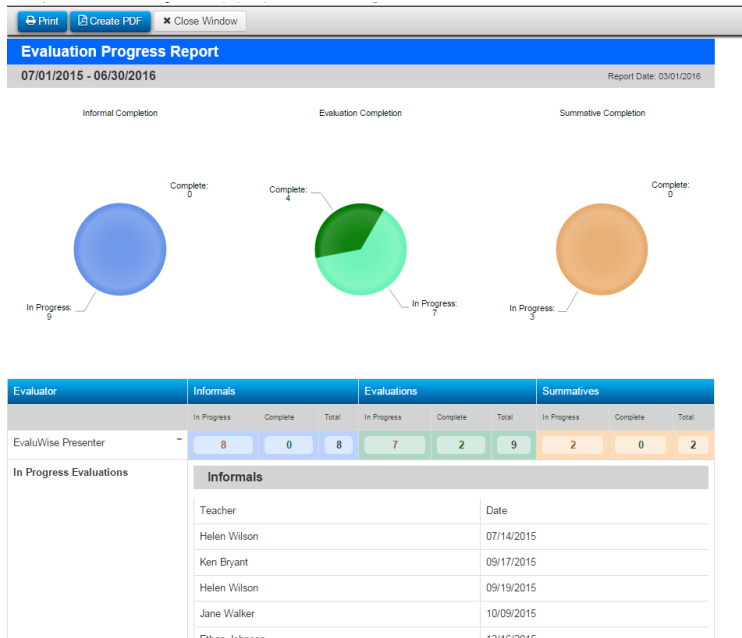
### Show Evaluator's own evaluations in a list:

You also now have the ability to Show only your specific evaluations in the Evaluation List – to Turn on this feature go to Setting – Select Preference and then Turn on – Show Only My Evaluations in Eval List:

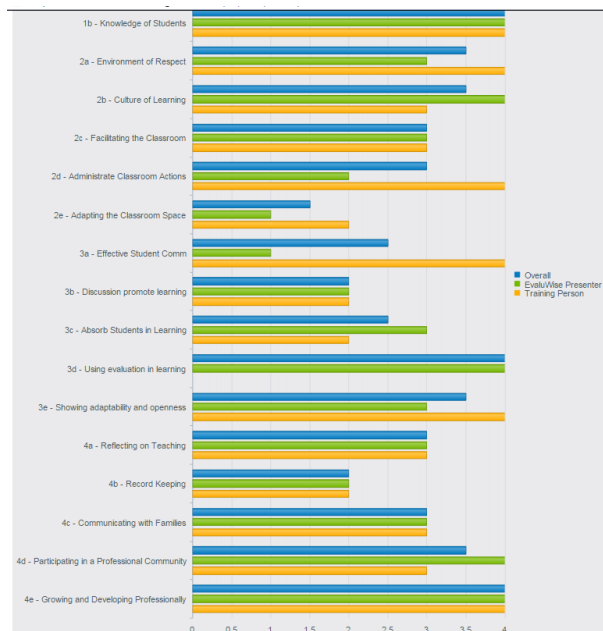


## New Reports:

**Evaluation Progress** – This report allows you to get the progress of each Evaluator, if you click the + next to the Evaluator's name you can get a breakdown of more specific details of their progress.



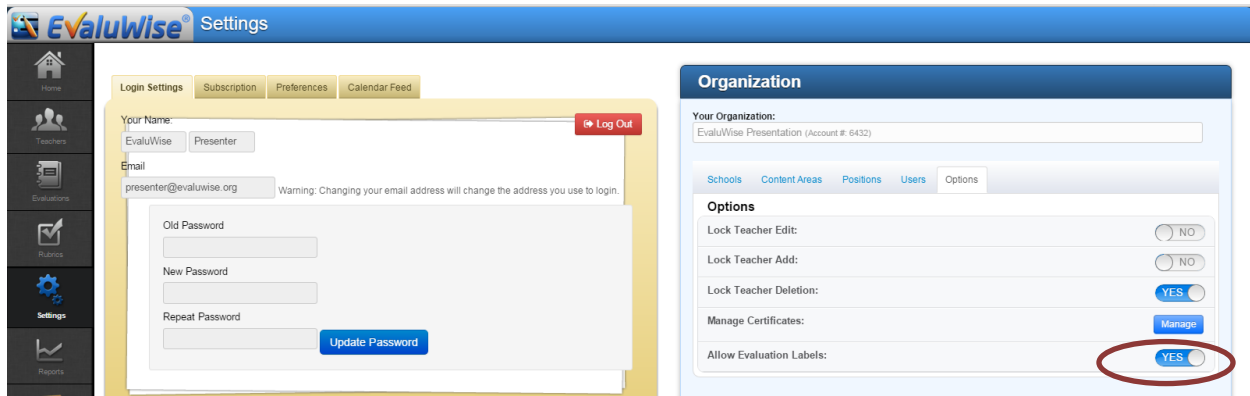
**Performance Averages by Evaluator** – This report allows you to view the different ratings given by each evaluator on your rubric.



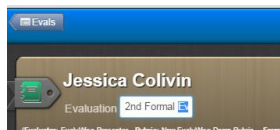
## Label Evaluations:

You now have the ability to add a label to an Evaluation.

To Turn on Labels you need to go into Settings and then select the Options Tab under Organization. Make sure to slide the button to yes – allow Evaluation Labels.



When you go to an Evaluation Double click where it says No Label and enter in a custom label for that Evaluation.

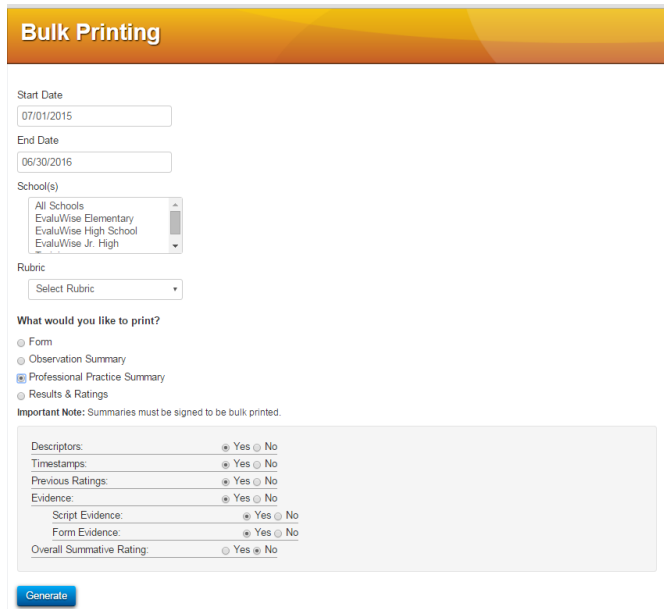


## Bulk Printing:

Bulk Printing allows you to print forms, summaries and final results for a specific school or an entire district. To access Bulk Printing Go to Evaluations and at the very bottom of the screen select Bulk Printing.



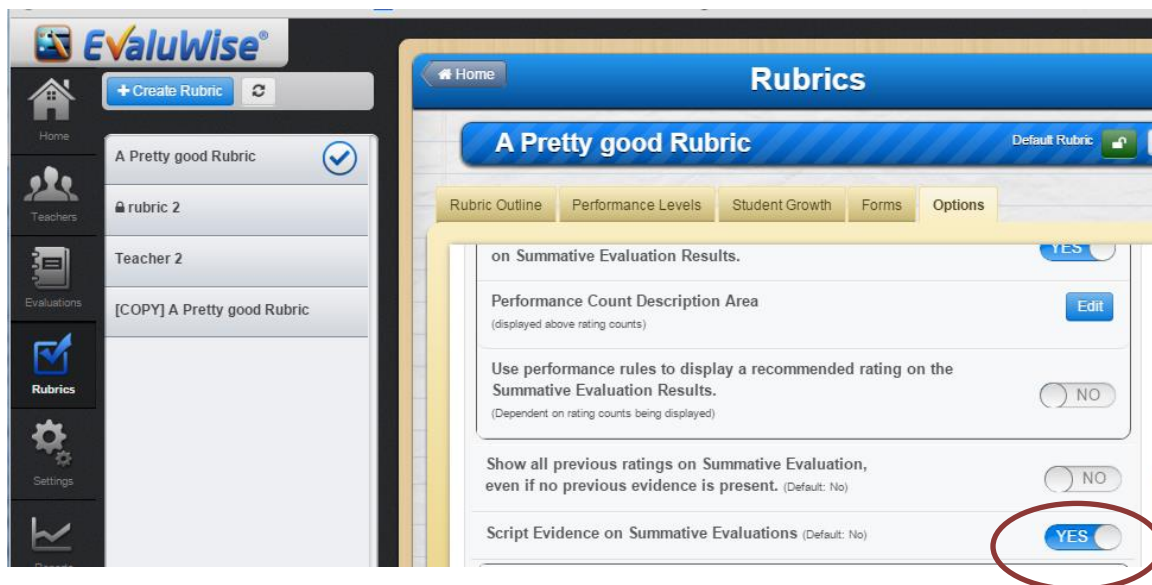
You will receive the following menu; you can select the specific option you want to include in the bulk printout.



The screenshot shows the 'Bulk Printing' interface. It includes fields for 'Start Date' (07/01/2015) and 'End Date' (06/30/2016). A 'School(s)' dropdown menu is set to 'All Schools'. The 'Rubric' dropdown is set to 'Select Rubric'. Under 'What would you like to print?', the 'Professional Practice Summary' option is selected. An 'Important Note' states: 'Summaries must be signed to be bulk printed.' Below this, there are checkboxes for 'Descriptors', 'Timestamps', 'Previous Ratings', 'Evidence', 'Script Evidence', 'Form Evidence', and 'Overall Summative Rating', all of which are currently set to 'No'. A 'Generate' button is at the bottom.

### Script in Summative:

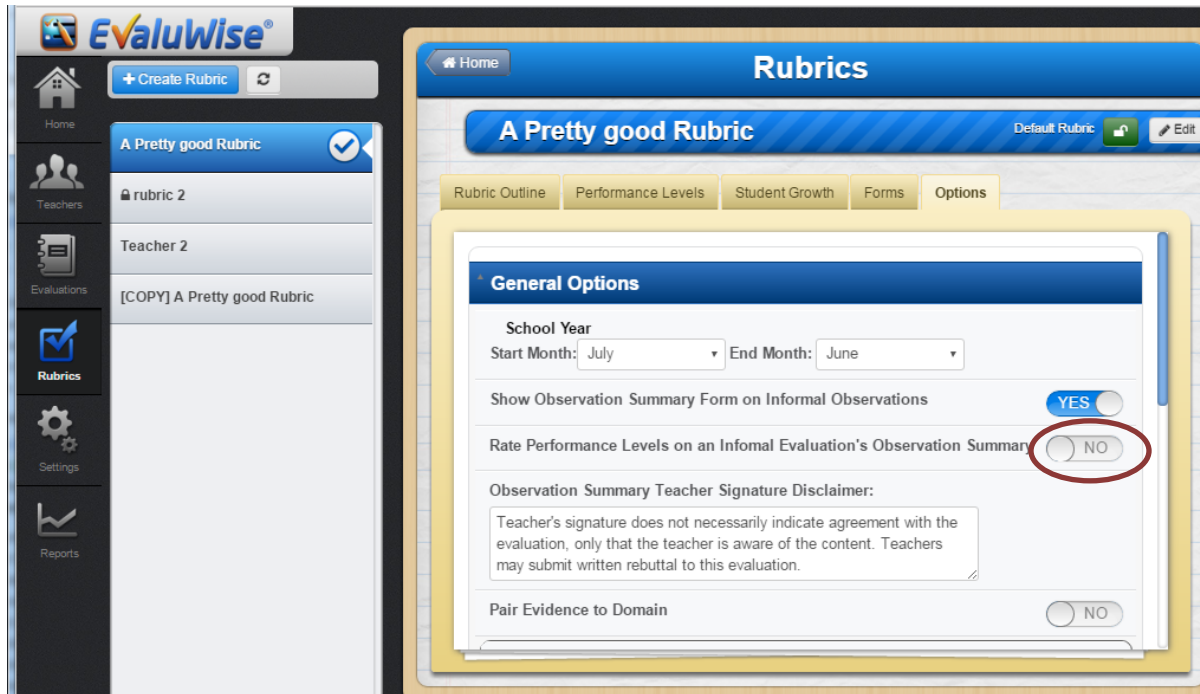
You now have the ability to turn on script evidence in the summative evaluation. This feature will need to be turned on for the entire rubric. To do this go to rubric tab and select the rubric for which you want this feature enabled. Select the Options Tab and Under Summative Evaluation Options go to the selection Script Evidence on Summative Evaluations and Slide the option to Yes.



The screenshot shows the 'Rubrics' management interface. The left sidebar has a 'Rubrics' tab selected. The main area shows a rubric named 'A Pretty good Rubric'. The 'Options' tab is selected, showing various settings. Under 'Summative Evaluation Results', the 'Script Evidence on Summative Evaluations' option is highlighted with a red circle and set to 'YES'.

### Turn Off Ratings on Informal Evaluations:

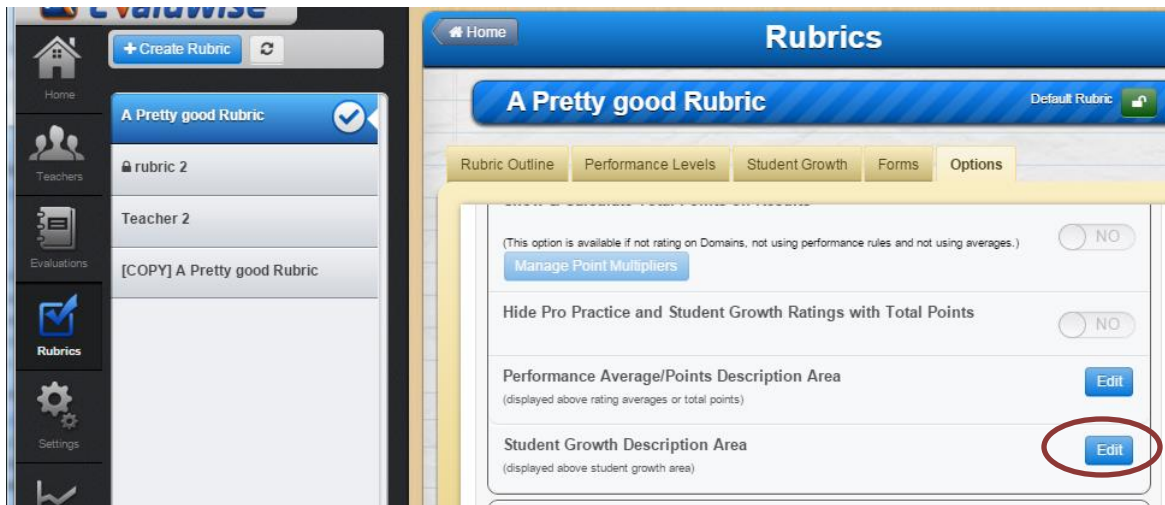
In this new release you also have the option to turn off the ability to provide a rating on the informal evaluation. This feature will need to be turned off for the entire rubric. To do this go to rubric tab and select the rubric for which want this feature disabled. Select the Options Tab and under General Options go to the selection – Rate Performance Levels on an Informal Evaluation's Observation Summary and slide the option to no.





### Student Growth Text Area:

You can enter in text that shows your district's specific documentation on how student growth ratings are calculated and it will be listed in the View Results and Set rating section. To add this text go to the Rubric tab and select the rubric you want this added into and Select the Options Tab and Under Summative Evaluation Options go to the option Student Growth Description Area and click edit. Enter your documentation and select Save & Close.



### Hide Professional Practice and Student Growth Rating on Summative Evaluation:

You have the Option to hide Professional Practice and Student Growth Ratings on Summative Evaluation when using Total Points to calculate a Summative Rating. To add this option go to the Rubric tab and select the rubric you want this added into and Select the Options Tab and Under Summative Evaluation Options go to the option Hide Pro Practice and Student Growth Ratings with Total Points and slide the option to yes.



