# Additional workflow around evaluation submission

Currently an evaluation is in one of two states: not-submitted | submitted. An evaluation cannot be submitted until all of the required summative criteria and summative student growth rubric elements have been scored.

The following enhancements to the current workflow are planned:

1. The evaluator can submit an incomplete evaluation.
2. The evaluator can request that the evaluatee acknowledge receipt of the evaluation before final submission.
3. A PDF version of the Final Report will be automatically generated upon submission and that report cannot be deleted.

To support this we will:

Replace our current two states with the following:

* **In-Progress**: the evaluation is in progress (no distinction will be made between not-started and in-progress).
* **Ready-to-Submit**: The evaluator has completed all of the summative scoring and the evaluation can be submitted.
* **Waiting for Evaluatee Acknowledgement**: The evaluator has submitted the evaluation and has requested that the evaluatee first acknowledge receipt.
* **Submitted w/o Acknowledgement**: The evaluator has submitted the evaluation without requesting acknowledgement.
* **Submitted w/ Acknowledgement**: The evaluatee has acknowledge receipt of the evaluation and the evaluation was automatically submitted.
* **Submitted w/Incomplete**: The evaluator has submitted the evaluation without completing the final evaluation scoring.

Add the following workflow transitions:

* **In-Progress**->evaluator inputs summative scores necessary for the system to automatically detect that the evaluation is in a state where it can be submitted->**Ready-to-Submit**.
* **Ready-to-Submit**->Evaluator clicks button to request acknowledgement from evaluate->**Waiting for Evaluatee Acknowledgement**.
* **Waiting for Evaluatee Acknowledgement**->Evaluatee sees an indication on the Final Evaluation Summary screen that they need to acknowledge receipt. There will be some verbiage for them to acknowledge receipt and a checkbox for them to do so. When they check the checkbox the evaluation will be submitted.->**Submitted w/Acknowledgement**.
* **Ready-to-Submit**->Evaluator clicks button to submit w/o acknowledgement.->**Submitted w/o Acknowledgement**.
* **Submitted w/Acknowledgement|Submitted w/o Acknowledgement**->DA unsubmits evaluation due to some unforeseen issue that has arisen.->**In-Progress.**

Modify the UI Process as follows:

* Provide more detailed UI to support different workflow options available. For example, the evaluator would be presented with two choices when the evaluation is ready to submit: Submit w/Acknowledgement and Submit w/o Acknowledgement.
* Provide a workflow history of each state/transition that has occurred.
* Allow users to input comments when performing a workflow transition. For example, the principal would be able to document why the evaluation is being submitted in an incomplete state, or the DA would be able to document why the evaluation is being returned to the in-process state.
* Upon submission a final report snapshot would be created. It would be titled to indicate that it is the final submission and the final work state would be reflected in the report. The snapshot would be visible to both the evaluator and evaluate and cannot be deleted.