Alerts

A way for principal/teachers and district evaluators/principals to notify each other of changes in content that they want the other to look at. The user is able to send a message from screens where they are entering new content and the recipient will view these messages in their inbox. Additionally, evaluators see indications of alerts on their dashboard.

On the screens that support it, the user will have a button that allows them to send an alert. For example, on the Self-Assessments screen the teacher will have a button titled “Notify Principal of Changes”. When clicked, it will present a textbox to allow them to input the message to send to the principal. The message will be sent to the principal and appear in the principal’s Inbox.

The user receiving the alert will see an indication of new alerts on the mail icon in the upper right of the screen when there are new alerts that they have not yet viewed. Alerts are considered viewed when the user views their inbox or when the user goes to the screen from which the alert was sent. For example, when the principal goes to the Artifacts screen for the teacher, then the Artifacts alert will be considered viewed and the red indicator on the letter icon will no longer appear.

Types of Alerts

* Observation Session – Settings – Evaluator
* Observation Session – Pre-Conference – Evaluator/Evaluatee
* Observation Session – Scoring – Evaluator
* Observation Session – Post-Conference – Evaluator/Evaluatee
* Observation Session - Lock – Evaluator
* Observation Session – Request Unlock – Evaluator/Evaluatee
* Observation Session – Cancel Request Unlock – Evaluator/Evaluatee
* Observation Session – Accept Unlock – Evaluator/Evaluatee
* Observation Session – Decline Unlock – Evaluator/Evaluatee
* Self-Assessment – Evaluatee
* Artifacts – Evaluatee
* Goals – Evaluatee/Evaluator
* Practice Sessions – Notification to all participants – Session administrator

Things to pay attention to when testing

* Make sure notify button is present on all expected screen
* Make sure the terminology on the button is correct for the user viewing the button. For example, it should say “Notify Principal of Changes” for a teacher and “Notify District Evaluator of Changes” for a principal.
* Make sure All notifications are received by the recipient in their inbox and:
  + All columns in the inbox grid are correct
  + All information within the details are correct
  + Pasting the url within the details goes to the correct page and the navigation bar is visible and correct.
  + Unread messages are indicated by a red box with unread number on the mail icon in upper right of screen and viewing the inbox removes the red box.
  + Going to the page where the message originated also removes the red box.

Recording – Alerts - [www.goview.com](http://www.goview.com), [achinn@nwlink.com/coeadmin!1](mailto:achinn@nwlink.com/coeadmin!1)!