**Business Requirements Document**

**Project: eVal Enhancements**

**BRD Title: New workflow for Evaluation Report – Expansion to BRD 8**

**BRD: #8A**

***This Business Requirement Document includes by reference the slides contained in the Powerpoint “BRD 8 - Workflow Screen Design -- lifecycle transitions”***

**Development required by:**

***Washington State’s eVal Team***

**BACKGROUND**

This Business Requirement Document (BRD) is part of a set of business requirement documents that are part of the Seattle School District’s 2015 implementation of Washington State’s online evaluation tool, eVal. eVal is an online tool developed by the State to support teacher professional growth in alignment with Washington State’s mandates for TPEP (Teacher Principal Evaluation Process). The project goal is to successfully integrate this tool into the District’s TPEP activities, adhering to the District’s obligations of its CBA and to the spirit of the TPEP process which is aimed at fostering professional growth through collaborative, face-to-face discussions between teacher and evaluator.

BRDs related to eVal functionality have been submitted to the State’s eVal development team. BRDs related to back-office activities which require District development have been submitted to DOTs (the District’s development team). Where noted, several of these documents require review and collaboration from both teams.

*For further information, please see Excel file “eVal Seattle - Enhancements and BRD Index” which contains listing of each enhancement that has been approved for development and the related BRD and assigned development team.*

| Version No. | Date | Name | Description of Change |
| --- | --- | --- | --- |
| 1 | 2/16/15 | Donna Schmidt | Baseline; submitted to for review to eVal team |
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# High Level Requirement Description

This BRD is an extension of BRD 8, providing narrative details to match the screen mock-ups included in the PowerPoint slides contained in “BRD 8 - Workflow Screen Design -- lifecycle transitions.ppt”

# Business Objective

See BRD 8.

# Business processes impacted by the change

See BRD 8.

# Requirement Details

**The requirements below are narrative supplements to the Powerpoint slides “BRD 8 - Workflow Screen Design -- lifecycle transitions.” These slides must be used with this BRD for full explanation.**

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| --- | --- | --- |
| ID | Requirement | Purpose or expected outcome |
| 8A.1 | New panel through which user can clearly see status of evaluation report through each lifecycle phase |  |
| 8A.2 | Appropriate controls are in place so that evaluator must choose an over-ride if they wish to score the report without student growth scores, including ability to enter explanation. |  |
| 8A.3 | Appropriate controls are in place so that evaluator must choose an over-ride if they wish to submit the report with the teacher’s electronic acknowledgement, including ability to enter explanation. |  |
| 8A.4 | Appropriate controls are in place so that evaluator must choose an over-ride if they wish to complete the process using paper, including ability to enter explanation. |  |
| 8A.5 | If the report has not yet been submitted, the evaluator can move it back to previous phases, including back to Draft |  |
| 8A.6 | Once submitted, evaluators need District Administrator assistance to move it back to Draft. |  |
| 8A.7 | The report’s status is changed to Submitted as soon as the teacher opens the report and receives the “You are now receiving your report” pop-up box | Once the report status is “Submitted”, a PDF copy is created and it is made available for pick-up by the TBD automated transfer process to District’s systems. |
| 8A.8 | The ability to set report settings will be adjusted so that the report settings are *per specific evaluation report* and are considered part of the creation of the report. The settings can only be modified when the report is in Draft. |  |
| 8A.9 | The State Criteria, including Student Growth scores, are the only rubric available on the report |  |
| 8A.10 | There is no longer a distinguish made between “completed” and “uncompleted” observations |  |
| 8A.11 | Final Evaluation Sections (Reflections, Final Notes, Final Recommendations) are no longer options on the report settings, as they are included as default settings. | These sections are included by default; however, the user is not required to enter information. Should the user select not to enter data in any of these sections, that particular section should not appear on the report or be referenced in any way. |
| 8A.12 | Report settings should default to not selected. | If the user did not select any settings at all, their report would consist solely of the criteria scores |
| 8A.13 | The report should be titled “Seattle Public Schools Certified Teacher Summative Evaluation Form” and include the following information:  Teacher  Evaluator  School year  Current year’s evaluation cycle info and next year’s evaluation cycle info  Report status  Audit fields  Final Evaluation Sections (Reflections, Final Notes, Final Recommendations) | (Described in more detail in slide deck) |
| 8A.14 | The report created through this new workflow should either (1) only be available via the Summary panel or (2) if it is included in the Reports panel, it should be named in such a way that the user understands they are about to print the summative evaluation report just as they would if they were printing from the Scoring panel. | (The report is currently titled “Teacher Final Score Report” which could be confusing to users that it exists in both places) |
| 8A.15 | The teacher will have a status screen letting them know what action to take on their report. | See deck for details – Screen T1. The teacher cannot cancel out once they open their report. |
| 8A.16 | The current navigation dashboard that evaluators use to see all scores and select a teacher for further scoring will be replaced by a new navigation dashboard which includes report status | See Screen 5 |
| 8A.17 | New dashboard will be available to all roles except teacher showing work-in-progress summary for lifecycle phases | Users can see how many reports are in Draft, ready for conference, waiting for teacher acknowledgement, dropped to paper or submitted. Dashboard can be further filtered by school or evaluator . (Exploring ability to view by Education Director). See Screen 6. |
| 8A.18 | The Visibility Settings panel will be removed. | (Because visibility is now determined by the report’s stage in the lifecycle) |
| 8A.19 | Here is the blurb to be placed above the report settings panel | If in draft:  “This report is currently in draft. Use the report settings below to determine what elements to include on your report. These settings will be locked after you move from Draft mode.”  If no longer in draft:  “Your report setttings are locked. You must move your report back to Draft mode to modify further.” |
| 8A.20 | Blurb to appear above Preview button | “Click the Preview Report button to refresh the screen below with your changes.” |
| 8A.21 | SIGNATURE BLOCK:  Signature block ONLY to be printed when (1) user creates a PDF file AND (2) user has selected “Drop to Paper”.  Signature block to not print to screen.  Signature block to not print on PDF in any other circumstances. |  |

# Review and Approval

The review/approval for BRD 8 provides formal consent for the workflow general design. The details contained in this document do not need further approval as they are just further details of the approved concept.