StaffTrac™

In the continuing effort to provide highly responsive services to our clients, we will be sending out updates regarding product enhancements. Over the past few months, a number of new features have been released within **StaffTrac™**. This first update is focused on the observation process only. We hope you find the following information beneficial.

✓ Scripted text placed in the note section at the bottom of the observation may be easily moved to appropriate domains; simply highlight the text, right click, choose "Move to evidence for…" and select the desired component(s).

✓ Evaluators now have the ability to select frequently used evidence statements from a district-specific check list within each domain. These items may be added under *Preferences → Observation Evidence Options* and may be coded to specific components.

✓ **StaffTrac™** may now send an email notification reminding evaluators that a post observation must be scheduled within a set number of days. This feature may help districts comply with their negotiated APPR agreements.

✓ Teachers now have the ability to add their own evidence directly into domains within each observation. To enable this feature, go to *Preferences → District Settings* and check the box "Add separate evidence box for evaluatees in observations".

✓ Scores on the observation rubric itself may be hidden from view, if needed. This allows districts to choose not to display any observation scores until all observations have been completed. Alternately, districts may specify a date by which all observation scores become visible.

✓ Colors on the Observation Scheduler are now more prominent to visibly highlight the status of your observations.

✓ Evidence boxes in observations now turn green after evidence is entered and saved.

Please do not hesitate to let us know of other enhancements that you would like to see built into **StaffTrac™**. As always, we will do our best to bring those features to you. My next email will focus on enhancements regarding SLO development.