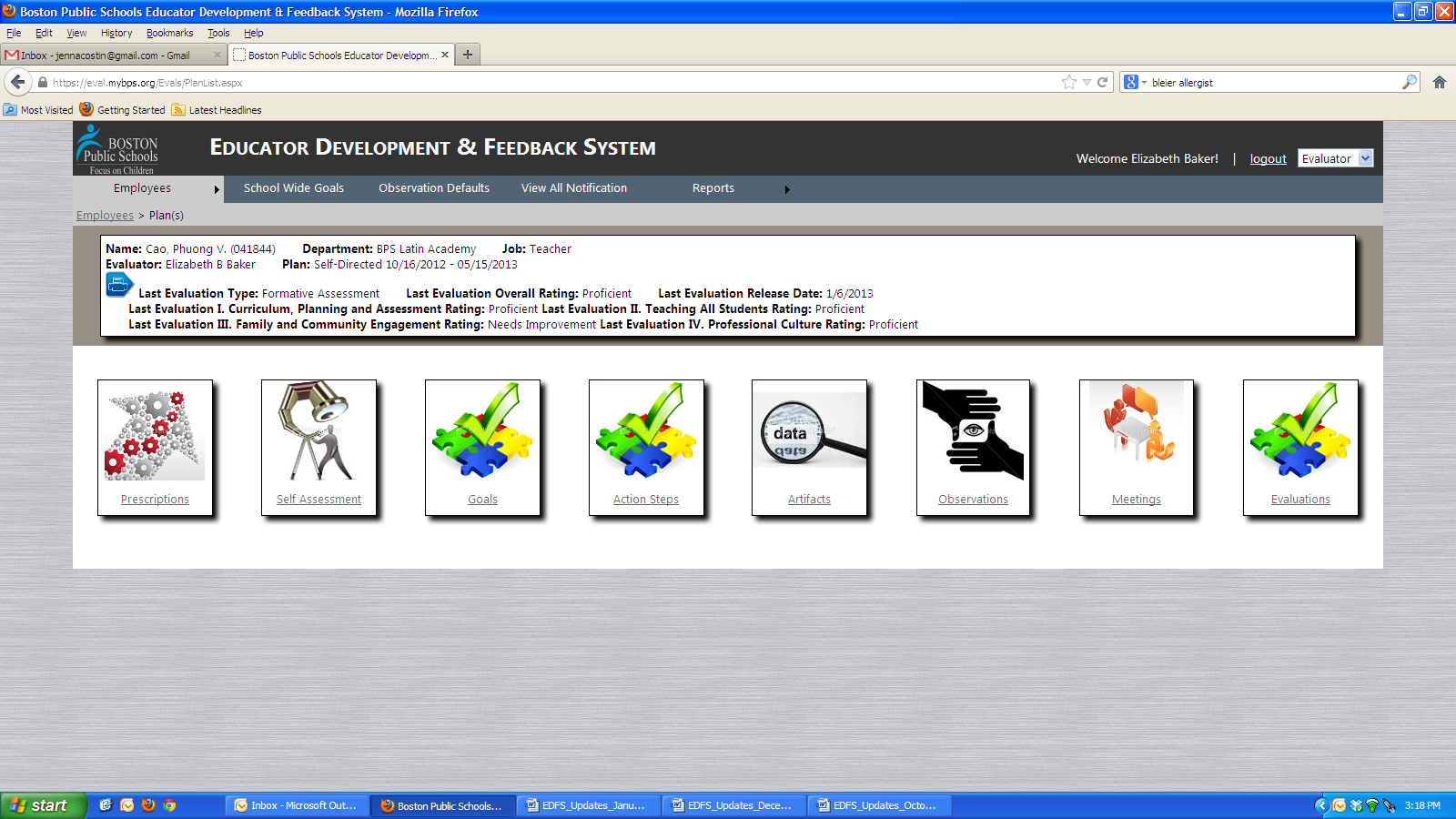
Educator Development and Feedback System (EDFS)

**January 2013 Website Enhancements**

NEW Meeting Tab

* + - *Enhancement:* A new Meeting Icon evaluators can use to **log meetings with teachers** about evaluations.



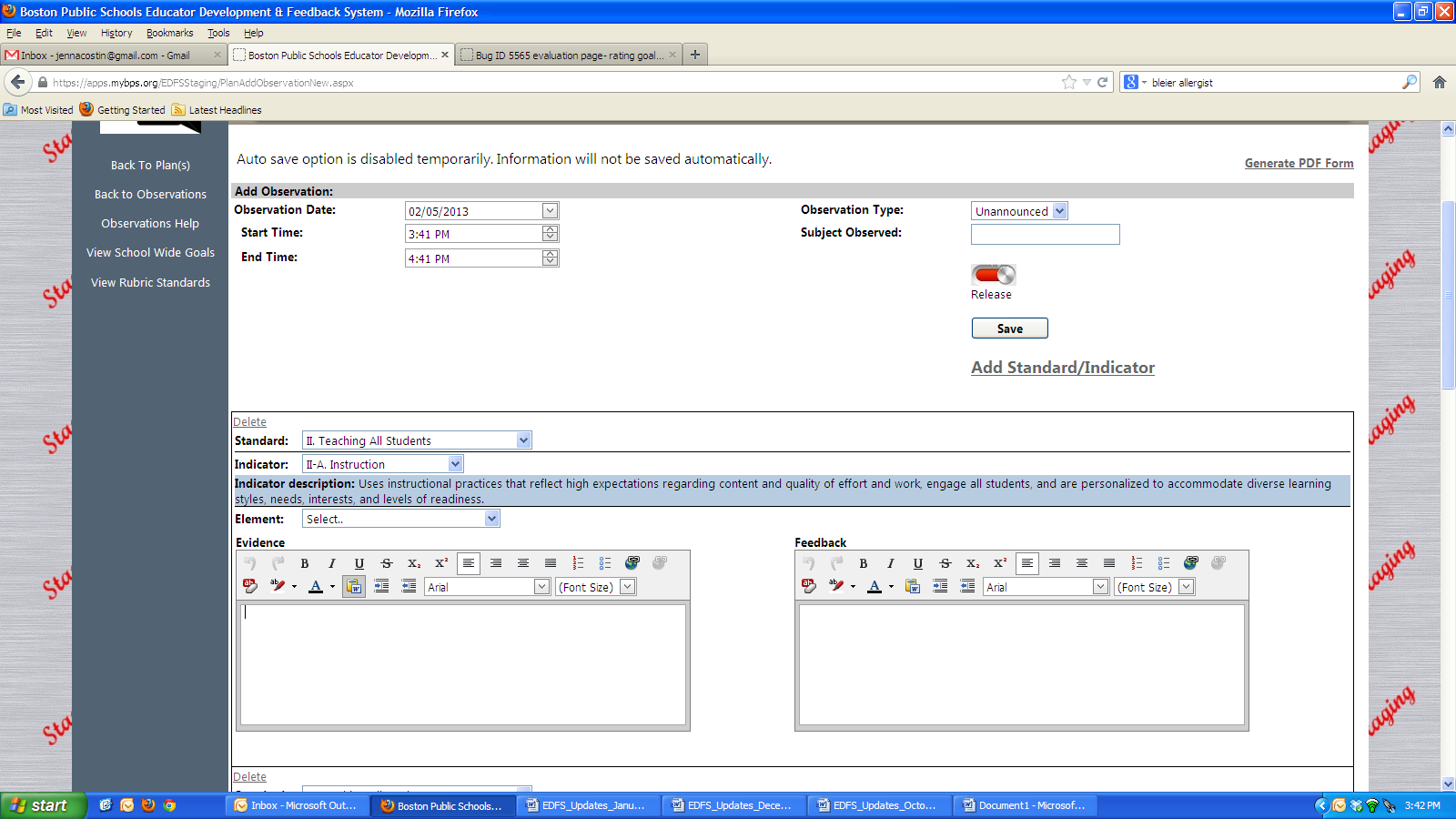
* + - *Why did we make this change?*  EDFS is a place to record a summary of all the hard work evaluators and educators are doing in schools to show their progress. Meetings are a valuable part of the evaluation process, so having a place to plan meetings ahead of time and to store quick notes afterwards should be useful.
    - *Enhancement:* Added **Save and Release functionality** for the meeting tab which works similar to the observation tab.
    - *Why did we make this change?* We heard from evaluators that they wanted to use the Meeting tab to store careful notes from their meeting, not just to schedule the meeting. As a result, we added Save functionality so the evaluator can take notes and release the meeting notes to the educator when they are ready.
  + *Related Enhancements:*
    - * Scheduling a new meeting in EDFS beforehand will send a **Microsoft Outlook calendar invite** to both the evaluator and the educator.
      * Adding a meeting to EDFS after it has taken place will still record what happened at the meeting, and will send an email to the teacher so that he/she is aware you have recorded this meeting on EDFS.

Artifacts

* + - *Enhancement:* We are in the process of **adding a new server to EDFS to make the website larger**.
    - *Why did we make this change?* Adding a new server will allow **artifacts to upload faster and with less trouble**. This will also fix issues some users have been having with opening artifacts. This change is still underway and throughout February will improve the entire website’s functionality and ease.

General Website Enhancements

* + - EDFS now shows a *Please Wait* message when loading a new page, so that users know when EDFS is in the process of completing your request.
    - When a user selects Save, they will know the system is working because the message will change to read **Saving…** In the past, people would select the Save button multiple times because they didn’t know the system was working, which was causing duplications of goals/standard ratings. With the new Saving feature, there will be no more duplication of goals/standards.



* + - **Easier to copy and paste from Microsoft Word** with the new ‘Paste from Word’ function on text boxes! This will prevent additional text (html) from appearing in text boxes.