Letters by Liaison



We are pleased to introduce **Letters by Liaison**, a newly-updated, streamlined version of the Evaluator Portal. The new site – developed based on feedback from both internal and external users – offers a redesigned user experience, simpler workflows, a 508-compliant interface, and more customization options. It's easier to create accounts, review requests, and upload documents.

Release Plan

Letters by Liaison will soft launch on **February 4, 2018**. Existing users should experience a seamless transition with no need to create a new account or resend any existing requests. All data available on the existing Evaluator Portal site will be available on the new Letters by Liaison site.

For the time being, users will continue to be routed to the existing Evaluator Portal, but can opt to use the new Letters by Liaison site instead. A splash message will explain the new site and how to access it.

In the future, the Evaluator Portal will be deactivated, and all users will be redirected to Letters by Liaison. Note that both sites will continue to be available for at least thirty days after the initial soft launch.

Key Improvements

Based on your feedback, we're excited to introduce several key improvements available in Letters by Liaison.

Updated Dashboard

Users log in to a redesigned dashboard that lists all new, in-progress, and completed requests. Improved filtering and sorting capabilities allow users to filter the requests list by status and sort by Last Name, First Name, Requested By, and Requested On Dates.

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Improved Document Uploads

If a request requires an uploaded document, users can now preview the document before they upload it to ensure that it is correct.

	Please review t	he document below:			
test		1/1	¢ 1	2 8	
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	This is just a test. Uploaded document is a .txt file. That	is all :) have a good day			
					fair Test
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	Does this doo	ument look correct?			
	No, Cancel Upload	Yes, Upload It			

Users can also now drag and drop files directly into the form to upload them.

ou may upload up t	o 1 document.	
Upload Your File		
Upload the letter be	low	
Note: the file in Mid	crosoft Word (.doc or .docx), Portable Document Format (.pdf), Rich Text Format (.rtf), or Plain	Text
File (.txt).		
	Drop files here to attach	
	or	

Essay Questions

An Essay question type is now available. Users enter their response in a resizable text box which indicates the maximum character count.

Choose an option		\$
Please provide a short narrative about thi	s applicant if you would like.	
		0/500

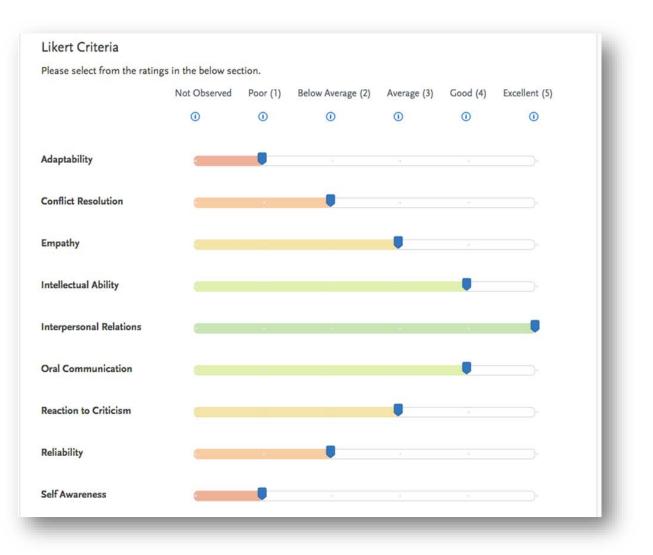
Instructions

It is now possible to add custom instructions that appear at the top of the request form. These instructions have a 1000-character limit.

ck to Requests	Brown
Request Information: Type: Individual Access: Waived	The committee would appreciate you answering the questions below in a specific and candid manner, illustrate the student's maturity, initiative, and academic potential to succeed in college. If your relationship with the applicant does not allow you to make an evaluation of any item, please indicate "N/A". Please understand that your recommendation may be available for
Applicant Email: test@sync.sendgrid.net	inspection, request pursuant to the Family Educational Rights and Privacy Act of 1974 and related laws and regulations. Note from Jake:
Requested On: Requested By: Aug 25, 2017 Aug 29, 2017	Hi, Please complete this form. I am applying to this program hoping to pursue my graduate degree.
Applying To:	
ADEA AADSAS	
University of Iowa College of Dentistry (IOWA)	

Likert Sliders

New sliders in the Likert and Rubric scales allow users to easily click or drag to their desired rating.



New Preview and Submit Workflow

Prior to submitting a form, users now see a preview of the information they entered and, if applicable, the uploaded document.

I waive my right of access to this evaluation: YES How long have you known the applicant? 1-2 years How well do you known the applicant? Minimally In what capacity do you know the applicant? Instructor/Professor applicant? REFERENCE RATINGS Escellent of do you known the applicant? REFERENCE RATINGS Istructor/Professor applicant? Conflict Resolution Image: Conflict Resolution Emapthy Image: Conflict Resolution Intellectual Ability Image: Conflict Resolution Interpersonal Relations Image: Conflict Resolution Relability Image: Conflict Resolution Interpersonal Relations Image: Conflict Resolution Relability Image: Conflict Resolution Interpersonal Relations Image: Conflict Resolution Relability Image: Conflict Resolution Interpersonal Relations Image: Conflict Resolution Relability Image: Conflict Resolution Interpersonal Relations Image: Conflict Resolution Interpersonal Relations Image: Conflict Resolution Relability Image: Conflict Resolution Image: Conflict Resolution Image: Conflict Resolution	ou known the applicant? 1-2 years I know the applicant? Minimally I know the applicant? Minimally I know the applicant? I high structor/Professor IATINGS IATI	nt? 1-2 years Minimally Instructor/Professor Excellent Good Average Below Poor Not (5) (4) (3) Average (2) (1) Obsen	How long have you know the applicant? 1-2 years How well do you know the applicant? Minimally Instructor/Professor Instructor/Professor REFERENCE RATINGS Excellent Conflict Resolution - Impath - Instructor/Professor - Reference RATINGS - Excellent Good Average Below Poor Not Adaptability - - - - - Conflict Resolution - - - - - - Intellectual Ability -	www.long.have.you known the applicant? 1-2 years www.ell do you know the applicant? Minimally what capacity do you know the Instructor/Professor plicant? FFEEENCE RATINGS FEEENCE RATINGS EEXEMENT Good Average Below Poor Not (5) (4) (3) Average (2) (1) Observed aptability	wing have you known the applicant? 1-2 years windel do you known the applicant? Minimally what capacity do you known the Instructor/Professor IFERENCE RATINGS FERENCE RATI
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Evaluation/Recommendation Types

Letters by Liaison also offers the ability to have separate evaluation/recommendation types for programs. For more information, see the <u>Release Notes</u> for Sprint 1.