

# SchoolFront Software Release Notes

March 2023, Release 2 (Month End)

## Release Summary / Table of Contents

---

<b>Substitute Finding &amp; Coordination</b> .....	<b>2</b>
Resolved Issues .....	2
<b>Employee Onboarding</b> .....	<b>3</b>
New Features & Enhancements.....	3
<b>Employee Management</b> .....	<b>3</b>
Resolved Issues .....	3
<b>Employee Personnel Folders</b> .....	<b>4</b>
New Features & Enhancements.....	4
<b>Employee Recruiting</b> .....	<b>5</b>
New Features & Enhancements.....	5
<b>User Interface / Navigation</b> .....	<b>6</b>
New Features & Enhancements.....	6
Resolved Issues .....	7
<b>Employee Performance Assessment</b> .....	<b>7</b>
New Features & Enhancements.....	7
Resolved Issues .....	12
<b>System Support Information</b> .....	<b>14</b>
SchoolFront & RecruitFront Administrators & Candidate Reviewers.....	14
RecruitFront Job Applicants .....	14
Report an Issue .....	14
Request a New Feature / Enhancement .....	14
Request a Demo or More Info About Release Content .....	14
Training Videos.....	14

## Release Details

---

### Substitute Finding & Coordination

#### Resolved Issues

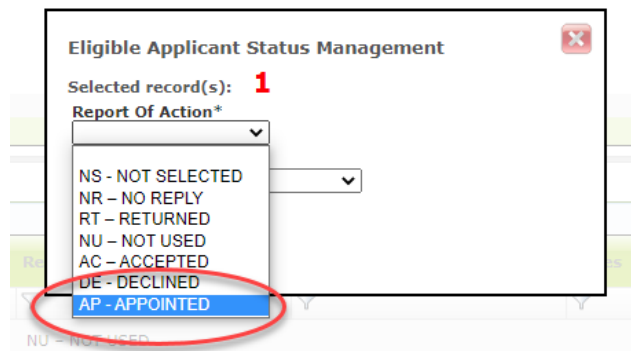
- **#3554 & 4650 – Substitutes Not Being Contacted via the Day of a Job**  
When an absence/sub request was entered the day before a job, the subs were being contacted when the absence was entered but not on the morning of the job.
- **#4707 – System Does not Notify Non-Preferred Subs When Preferred Sub Declines a Job**  
If a preferred sub declined a job, the rest of the subs in the pool were not being notified of a job opportunity (via text, phone call, email, and/or web portal).
- **#4718 – Error When a Sub Tries to Add a Notification Preference that is Missing Time Field(s)**  
Error when submitting a new notification preference that is missing the from and/or to times.
- **#4723 – No Warning When Substitute Schedule Events Have Conflicts**  
If a user created a non-working event that had any form of conflict, there was no warning when the user tried to save the event.
- **#4863 – Usability Issues when Adding Weekly Repeat Non-Working Event**  
When a sub added a new non-working event, the title that was entered was blanked-out when the user changed the repeat from its default "Never" to "Weekly." This required the user to go back and re-enter the title. After the title was blanked-out, the user was also allowed to proceed with a blank title, even though it was supposed to be a required field.

## Employee Onboarding

### New Features & Enhancements

- **#4238 – Add "Appointed" to Civil Service Eligible Applicant Tab**

Ability to assign a "Report of Action" value of "Appointed" to one or many users in the Recruiting > Civil Service Lists > "Civil Service List Management" grid, so that the information can be reported to Civil Service.



## Employee Management

### Resolved Issues

- **#4890 – Duplicate Employee Merge Allowed Despite One Employee with Position(s) in Attendance Group(s)**

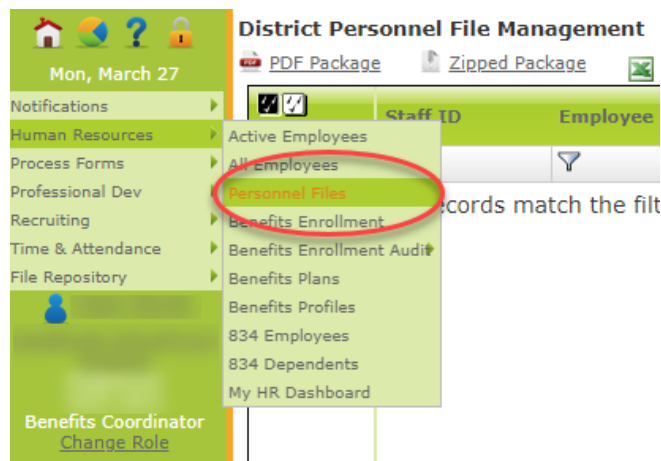
If someone attempted to merge duplicate employee profiles when one of the profiles had one or more positions in attendance group(s), the system allowed the merge but the position(s) did not merge to the single employee, leaving position(s) that required manual deletion. The system now requires that such position(s) be removed from Attendance Group(s) prior to merge.

## Employee Personnel Folders

### New Features & Enhancements

- **#1092 – Menu Option, “Personnel Files,” Added for Users with Limited Personnel Folder Access**

The menu option, “Human Resources > Personnel Files,” has been added for users with limited personnel folder access (e.g., Benefits Coordinators), so that such users can view more than one employee at a time without navigating to each employee individually.



- **#1892 – Additional Data Columns Added to “Personnel Files” Grid**

The following columns have been added to the “Human Resources > Personnel Files” grid for all users with access to the grid:

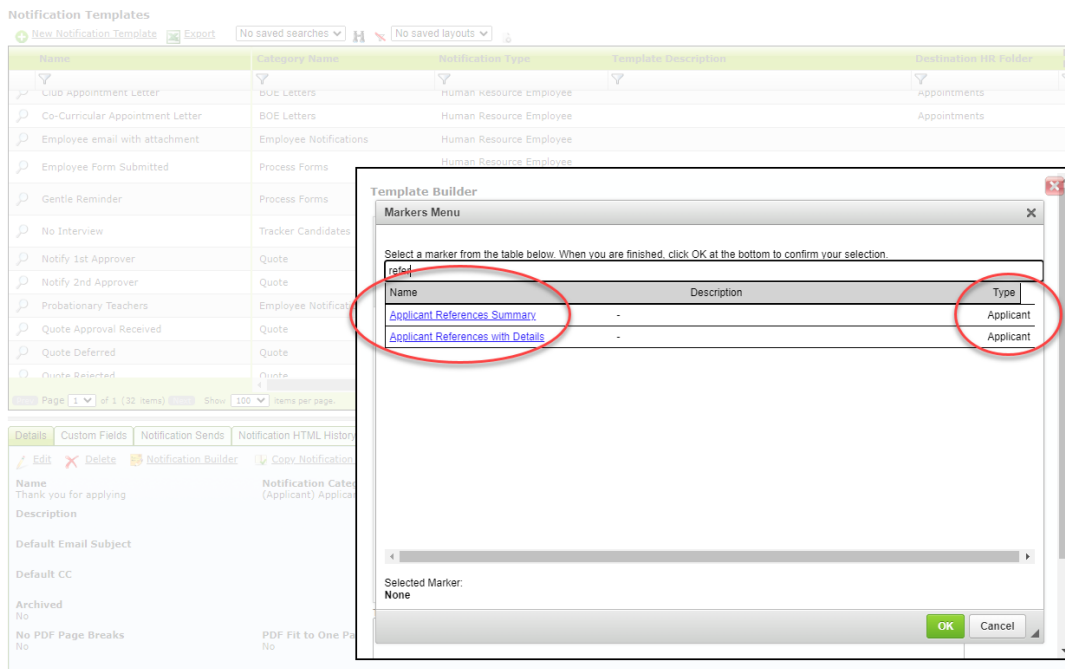
- Active Status
- Bargaining Unit
- Assignment End Date
- Hire Date
- Last Benefits Date
- Longevity Date
- Original Hire Date
- Permanent Date

These columns can be sorted, filtered, and saved in views the same way other columns in data grids can.

# Employee Recruiting

## New Features & Enhancements

- **#1893 – Reference Information Can be Added to Notifications Using Mail-Merge Markers**  
 A table of applicant reference information (collected from the applicant’s application) can be displayed in notifications now by placing Applicant Reference mail-merge markers in the notification template builder. New markers added:
  - Applicant References Summary
  - Applicant References with Details

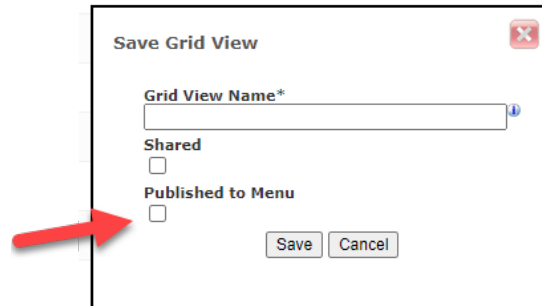


## User Interface / Navigation

### New Features & Enhancements

- **#2236 – Ability to Have a Saved Search as a Submenu Item**

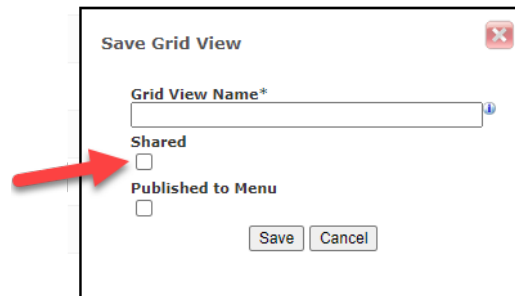
Ability to save a grid search (“view”) and have it be easily accessible from the navigation menu. This functionality was implemented to reduce the clicks required of users to access grid views they use frequently.



The screenshot shows a 'Save Grid View' dialog box with a close button (X) in the top right corner. It contains a text input field for 'Grid View Name\*' with a dropdown arrow on the right. Below this are two checkboxes: 'Shared' and 'Published to Menu'. A red arrow points to the 'Published to Menu' checkbox. At the bottom are 'Save' and 'Cancel' buttons.

- **#3294 – Ability to Share a Grid from the Saved Grid View**

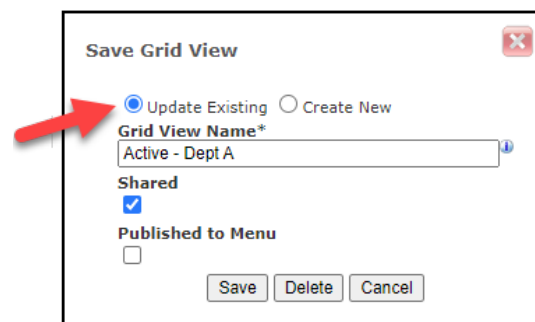
Ability for privileged users (e.g., Administrator, HR Admin, HR Team roles) to share a saved grid view from the Save Grid View pop-up window similar to how they share from the Saved Search Manager. Before this was implemented, this could only be done from the Saved Search Manager.



The screenshot shows the same 'Save Grid View' dialog box. A red arrow points to the 'Shared' checkbox, which is currently unchecked. The 'Published to Menu' checkbox is also unchecked. 'Save' and 'Cancel' buttons are at the bottom.

- **#3295 – Edit the Saved Grid View from the Grid Modal**

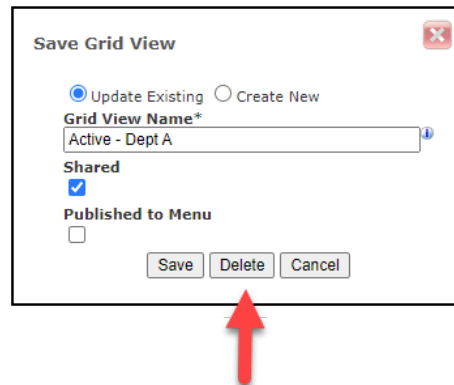
Users can select an existing saved search from the dropdown, then click the binoculars. When clicked, if an existing search is selected, they are be given a radio button to edit the search or create a new one.



The screenshot shows the 'Save Grid View' dialog box with a new section at the top: 'Update Existing' (selected with a blue radio button) and 'Create New' (unselected with a white radio button). Below this is the 'Grid View Name\*' field, which now contains the text 'Active - Dept A'. The 'Shared' checkbox is now checked with a blue checkmark. The 'Published to Menu' checkbox remains unchecked. At the bottom are 'Save', 'Delete', and 'Cancel' buttons. A red arrow points to the 'Update Existing' radio button.

- **#3296 – Delete Saved Grid View from the Grid Modal**

If a saved filter is selected from the Saved Search dropdown menu at the top of the grid and the user then clicks the binoculars icon, they can now delete the saved filter from the pop-up dialogue window. Before, this could only be done from the Saved Search Manager screen.



## Resolved Issues

- **#4786 – Edit Saved Grid View Not Restricted by Role**

Users of any role could edit saved grid views. Functionality is now restricted by role to appropriately privileged users (e.g., Admin, HR Admin, and HR Team roles)

- **#4787 – Binocular Icon Error**

Clicking on the binocular icon on "Staff" grids resulted in an error message.

- **#4893 – Publish to Menu Does Not Create a Menu Option**

When "Publish to Menu" was selected and a new menu option was not created.

## Employee Performance Assessment

### New Features & Enhancements

- **#NA – Employee Performance Evaluation Module Now Leverages SchoolFront Forms Functionality**

Employee performance assessment functionality has *changed significantly* in SchoolFront with this release. The primary difference is that SchoolFront Digital Forms functionality is now leveraged to finalize evaluations instead of the evaluation-specific workflow used previously.

This approach has been adopted for a number of reasons. Leveraging SchoolFront Digital Forms functionality for the evaluation approval process:

- Reduces the effort required of evaluatees and evaluators by allowing them to approve forms and evaluations in the same locations.
- Increases question customization options beyond the previous limit of 2 reflection questions and includes the option of configuring questions using custom fields.

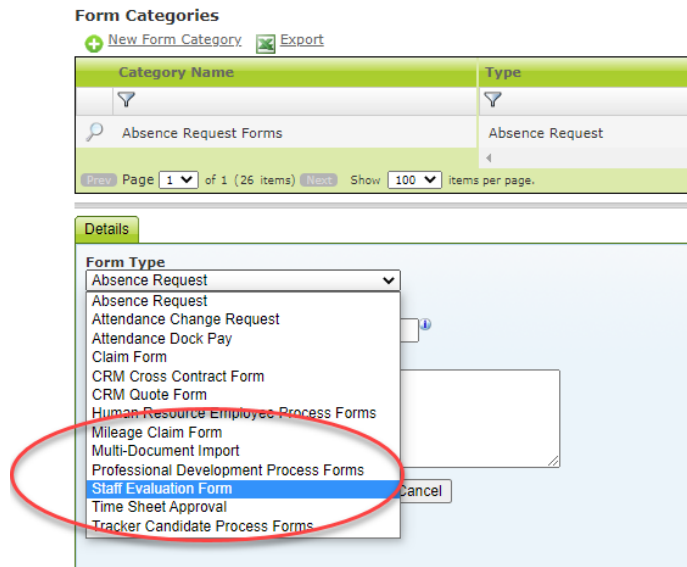
- Allows the deprecation of the “General Expectation Survey Builder” functionality which deviated from other SchoolFront configuration paradigms.
- Supports more complex approval paths.
- Increases the amount of control over/customization customers have of the design of the PDF document that is placed in employee Personnel Folders when evaluations are completed.

What will not change significantly:

- The “Rubric Workspace” where evaluations take place (other than some small layout changes at the top).
- The final PDF output is automatically placed in employee Personnel Folders when evaluations are completed.

All existing groups and evaluations will migrate to the new model without any migration effort on the part of customers.

- **#NA – Evaluation Group Configuration Requires Process Form with the Category, “Staff Evaluation Form”**  
 The setup of the evaluation group now requires the selection of a Process Form Type (Category) of “Staff Evaluation Form” instead of a Template Header and Rubric.



The screenshot shows the 'Form Categories' interface. At the top, there are buttons for '+ New Form Category' and 'Export'. Below is a table with two columns: 'Category Name' and 'Type'. The table contains one entry: 'Absence Request Forms' with 'Absence Request' as the type. Below the table is a pagination bar showing 'Page 1 of 1 (26 items)' and 'Show 100 items per page'. Below the table is a 'Details' section. In the 'Details' section, there is a 'Form Type' dropdown menu. The dropdown menu is open, showing a list of options: 'Absence Request', 'Absence Request', 'Attendance Change Request', 'Attendance Dock Pay', 'Claim Form', 'CRM Cross Contract Form', 'CRM Quote Form', 'Human Resource Employee Process Forms', 'Mileage Claim Form', 'Multi-Document Import', 'Professional Development Process Forms', 'Staff Evaluation Form', 'Time Sheet Approval', and 'Tracker Candidate Process Forms'. The 'Staff Evaluation Form' option is highlighted in blue and circled in red. There is also a 'Cancel' button next to the dropdown menu.



**Evaluation Group**

New Evaluation Group Export No saved searches No saved layouts

Evaluation Group Name	Start Date	End Date	State/SLO or Individual	Local Measure	Rubric Score	Observation & Evidence	Grouped Observations

Page 1 of 3 (260 items) Show 100 items per page.

---

**Details**

Name\*  Self Evaluation

Start Date  End Date  District Year  SLO or Individual Evaluation Display Name

**Rubric Form**  Composite HEDI Table (3012d HEDI matrix) Transition HEDI Table (3012d HEDI matrix) Rubric HEDI Table (3012d HEDI matrix)

**Evaluation Components**

State/SLO or Individual (Not Applicable) Local Measure (Not Applicable) Rubric Score (Not Applicable)

Observation & Evidence  Merit Eligible  Expand Details  Show Total

**Observation & Evidence Options**

Grouped / Event Based Observations  Allow Per Employee Rubric Customization  Dual Submit Comments  Email On Comment (Email available - default off)

Allow One Selection Per Expectation  Display Expectation Comments  Display Per Standard Score

Insert Cancel

- **#NA – Rubric Selection Made When Configuring Process Form**  
 A Rubric is now selected when the process form is defined during evaluation configuration.

**Form Management**

New Process Form Export No saved searches No saved layouts

Form Name	Process Category Name	Form Description	Form Enabled
	Contains eval		

Page 1 of 1 (2 items) Show 100 items per page.

---

**Details** Eligible Groups Approvers Email Rules Custom Fields Read Only Grid Access Submit on Behalf Groups

Edit Delete Template Builder Copy Process Form Template

Archived No **Form Name** First Form **Process Forms Category** (Staff Evaluation Form) Test Eval Forms

Enabled Yes **URL Only** No

**Form Description**

PDF Fit One Page No **Destination Personnel Folder**

**Task Profile On Complete**

**Display Options**

On Available Forms No **On Employee Grid** No **As Task Option** No **As Read Only Grid** No

On Kiosk No **On Employee Tab** No **On Submitter Tab** No

**Introduction Paragraph**

**Email Approval Introduction Paragraph**

**Email Approval Completion Paragraph**

**Content Template**

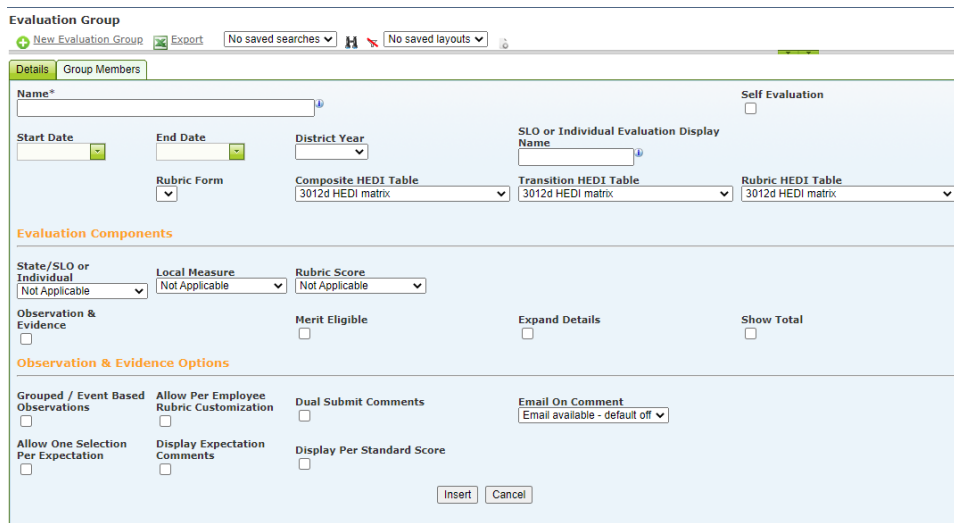
**Template**  
ff---Staff Assessment Observation and Evidence Table---

**Text Notification**

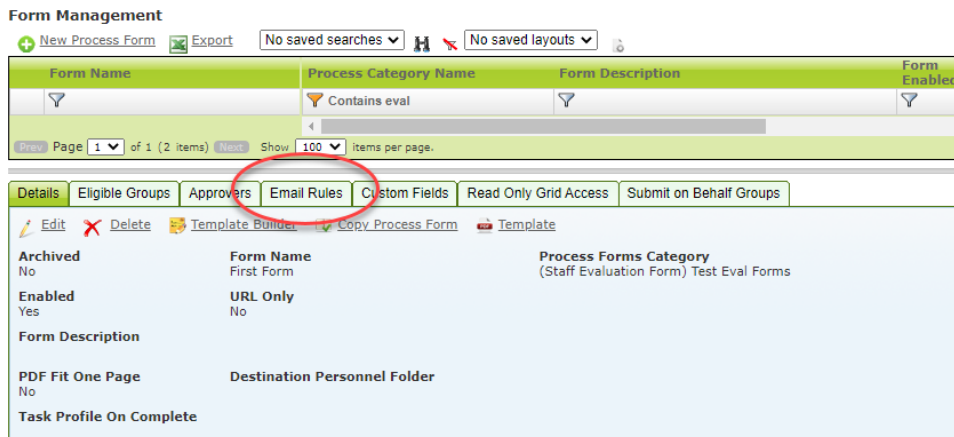
**Phone Notification**

**Rubric Name**  
Rubric Testing

- **#NA – Options Increased in the Evaluation Group**



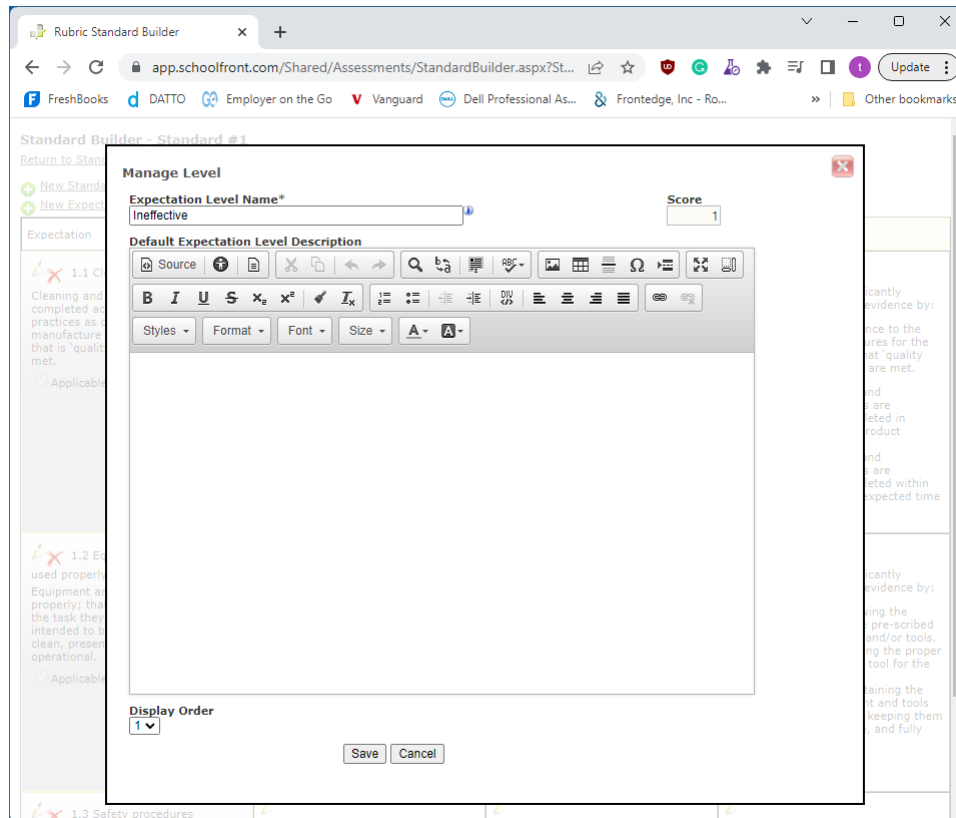
- **#NA – Notifications Related to Evaluation Configured Using SchoolFront Forms Email Rules**  
 Email notifications (optional) automatically triggered during the evaluation process are now configured using SchoolFront Forms Email Rules.



- **#2661 – Evaluator Can Edit Ratings After Entry**  
 Before, Evaluators could not make changes to ratings after they were entered. Now Evaluators can make changes to their ratings in the Rubric Workspace.

- **#1917 – Add Point Value and Weight Field to Header of Column**

Ability to have a final score when evaluating employees. This score is added to Expectation Level Definition. It is optional.



- **#3259 – Checkbox to Add Expectation Comments in Final Comments PDF**




Evaluations have been converted to leverage the SchoolFront Process Form Framework. Notification markers have been added to allow customers to have greater flexibility over the final rendering of the evaluation.

Rubric display options include:

- *Staff Assessment Observation and Evidence Table* - Displays the Standards and expectations and places an X in the final level for the expectation
- *Staff Assessment Observation and Evidence Table with Comments* - Displays the Standards and expectations and places an X in the final level for the expectation. The expectation comments are also displayed below the corresponding expectation.
- *Staff Assessment Observation and Evidence Table with Rubric* - Displays the standards and expectations with the rubric details in each cell and the final level has a highlighted background.
- *Staff Assessment Observation and Evidence Table with Rubric and Comments* - Displays the standards and expectations with the rubric details in each cell and the final level has a highlighted background. The expectation comments are also displayed below the corresponding expectation.

- **#3405 – Allow One Selection Per Expectation**

Administrators can select an option to allow one selection per expectation, so that they do not get two selections per criteria.

Domain 2 & 3				
Applicable	Expectation	Unsatisfactory	Satisfactory	Effective
Yes	Component 2a - Creating an Environment of Respect and Rapport Teacher Interaction with students	 Teacher Interaction with at least some students is negative, demeaning, sarcastic, or inappropriate to the age or culture of students. Students exhibit disrespect for the teacher.  Submissions: 1 Weighting: 1	 Teacher- student interaction are generally appropriate, but may reflect occasional inconsistencies, favoritism, or disregard for students' culture, students exhibit only minimal respect for the teacher.  Submissions: 1 Weighting: 1	 Teacher-student interactions are friendly and demonstrate general caring and respect. Such interactions are appropriate to the age cultures of the students. Students exhibit respect for the teacher.  Submissions: 1 Weigh

- **#3407 – Hide “Show All Expectations”**

When “No” is selected by an evaluator in the evaluation group for “Allow per Employee Rubric Customization,” the “Show All Expectations” box in the Rubric Workspace is hidden.

- **#3408 – Remove “Submit” Button and Change to “Evaluation Complete”**

When the evaluator clicks Evaluation Complete, an email will be sent to the evaluatee. The evaluator and evaluatee are not required to enter comments. Comments are optional. Notifications follow form rules.

- **#3410 – Comments Displayed Under Standard Criteria**

When an evaluator comments on a particular standard, the comment is now displayed on the finished evaluation. When the evaluation is viewed or printed as a PDF by the evaluatee, the evaluatee will also see the comments under associated standards.

- **#3416 – Ability to Add Different Weights to Different Standards within a Rubric**

When associating standards to rubrics, the standards can be weighted differently within the rubric. For example:

- Staff Communication 20%
- Safety 30%
- Parent / Student Communication 30%
- Work Standards 20%
- Total 100%

## Resolved Issues

- **#1240 – Evaluation Group Does Not Copy Rubric**

When using the copy feature in Evaluation Groups, the rubric and general expectations did not copy over. This caused new employees added to the Evaluation Group to be missing some tabs, including the Evaluation Team tab. Multiple Evaluators could not be added for such employees.

- **#2863 – Error on Rubric Workspace Link**

Error thrown when you click the Rubric Workspace on an active staff evaluation.

- **#3284 – Empty Screen When Visiting /Shared/Assessments/EvaluatorSummary**  
An empty screen (i.e., no content to the right of the left menu area) is returned when the user accesses /Shared/Assessments/EvaluatorSummary.aspx. This was removed from navigation.
- **#3285 – Empty Screen When Visiting /Shared/Assessments/ExpectationSummary**  
An empty screen (i.e., no content to the right of the left menu area) is returned when the user accesses /Shared/Assessments/ExpectationSummary.aspx.
- **#3286 – Empty Screen When Visiting /Shared/Assessments/StandardSummary**  
An empty screen (i.e., no content to the right of the left menu area) is returned when the user accesses /Shared/Assessments/StandardSummary.aspx
- **#3409 – Unused Links Removed from Menu**  
The “Staff Evaluation” menu has been condensed and unused links have been removed.
- **#4247 – Error When Navigating to “View General Expectations”**  
Error received when navigating to View General Expectations page after Staff Evaluations functionality is enabled.

## System Support Information

### SchoolFront & RecruitFront Administrators & Candidate Reviewers

If you are a SchoolFront/Recruiting Administrator or Candidate Reviewer, you can access our SchoolFront Support Center by going to the following link: <https://support.schoolfront.com>

By typing in a question or key words, you will be linked directly to articles related to your issue. If you are unable to find an article to address your issue you can request help from the SchoolFront Support Team by “submitting a ticket.” (i.e., see the “SUBMIT TICKET” link in the upper-right corner of the screen in the Support Center.)

### RecruitFront Job Applicants

If you are a RecruitFront Job Applicant (i.e., someone applying for jobs on RecruitFront), you can access the RecruitFront Applicant Support Center by going to the following link: <https://support.recruitfront.com>

By typing in a question or key words, you will be linked directly to articles related to your issue. If you are unable to find an article to address your issue you can request help from the SchoolFront Support Team by “submitting a ticket.” (i.e., see the “SUBMIT TICKET” link in the upper-right corner of the screen in the Support Center.)

### Report an Issue

If you discover bugs or would like to receive assistance from a member of the SchoolFront/RecruitFront Support Team you can submit a request for help (or “ticket”) by clicking the “SUBMIT TICKET” link in the upper-right corner of the screen in the SchoolFront and RecruitFront Support Centers.

See above for links to the Support Centers.

### Request a New Feature / Enhancement

If you would like to request new SchoolFront features, enhancements, or reports you can submit your request (or “ticket”) by clicking the “SUBMIT TICKET” link in the upper-right corner of the screen in the SchoolFront and RecruitFront Support Centers.

See above for links to the Support Centers.

### Request a Demo or More Info About Release Content

If you are interested in learning more about any SchoolFront functionality or module(s) you can request a demo by contacting your SchoolFront Solutions Architect (if you are a current customer) or by completing our online sales engagement forms located here: <https://www.schoolfront.com/contact>

Please mention the reference number(s) listed in this Release document when you initiate your request for a demo or more information.

### Training Videos

SchoolFront has created various training videos that can be accessed via the following link: [Video Library](#)