



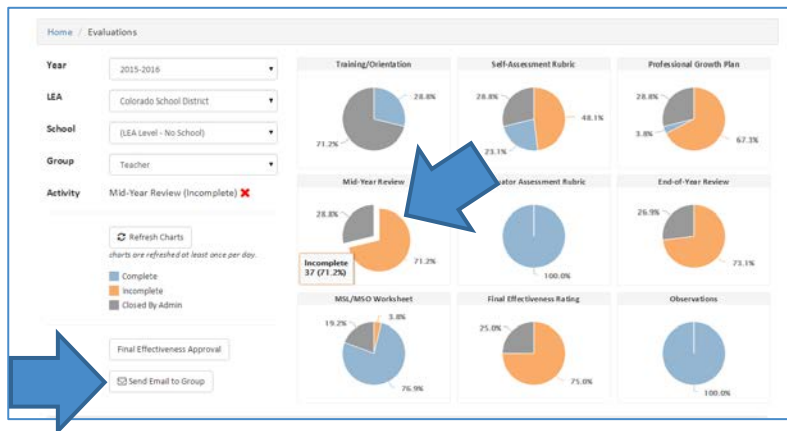
Email Educators - "Nudge"

The Colorado Performance Management System allows emails to be sent in bulk based on the filtering charts on the Evaluations page.

Why use this feature? This can be helpful to "nudge" educators and/or evaluators to complete a specific step of the process.

In the system:

1. Decide the status/step of the process about which you would like to send an email. In the example below, teachers with their mid-year review incomplete have been selected. A button saying "Send Email to Group" will appear on the left. Click on it.



2. Determine which audience you would like to receive your emails. Default messages have been populated and can be updated to provide your users with guidance specific to your building/LEA. You can view the recipient list to confirm it will go to the correct users. If you are satisfied with the email group(s) and message(s), click on Next.

The screenshot shows the 'Group Email Service' configuration page with the following details:

- Step 1:** Define Email
- Step 2:** Review and Send Email(s)
- Selected evaluation activity, status, and recipient group includes 41 users.** (View Recipient List)
- Group:** Teacher
- Evaluation Act:** Mid-Year Review (Incomplete)
- Recipients:**
 - Educator
 - Primary Evaluator
 - Secondary Evaluator(s)
- Reply-to Address:** dwight.schmitt@randasolutions.com
- Sent from address:** cspms-no-reply@randasolutions.com
- Educator Email Information:**
 - Subject:** Evaluation Process Update (Mid-Year Review: Incomplete)
 - Body:** <p>This email is to inform you that your Mid-Year Review is Incomplete.</p><p>Please visit http://www.cde.state.co.us/educatoreffectiveness/randa-to-complete/update-your-Mid-Year-Review.</p><p>Thank you.</p></p><p>Dwight Schmitt</p>
- Evaluator Email Information:**
 - Subject:** Evaluation Process Update (Mid-Year Review: Incomplete)
 - Body:** <p>This email is to inform you that your Mid-Year Review is Incomplete for the educator(s) listed below.</p><p>Users may visit http://www.cde.state.co.us/educatoreffectiveness/randa-to-complete/update-the-Mid-Year-Review.</p><p>Thank you.</p></p><p>Dwight Schmitt</p>

Buttons: Next

3. You will have one more chance to review the email before it is sent. To make additional edits, click the back button. If it meets your needs, click on Finish.