



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 officially launch on **April 29, 2018**. Existing users should experience a seamless transition with no need to create a new account or resend any existing requests.

The previous Evaluator Portal site will be deactivated and all users will automatically be redirected to Letters by Liaison. All data from the previous Evaluator Portal site will be available on the new site; the Evaluator Portal will no longer be accessible.

## 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.

**Letters by LIAISON** Sarath (Liaison Test Account) Bethapudi Help

### Requests

**View:**  Expanded  Collapsed

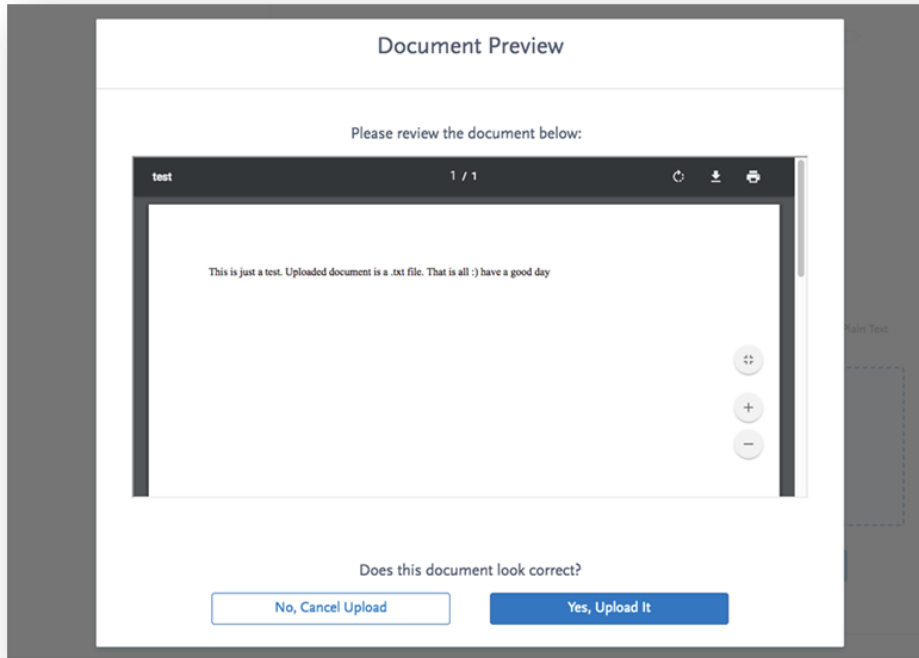
**Sort By:** Requested On    
  Ascending  Descending

**Show:**   
  Accepted (11)   
  Requested (0)   
  Completed (20)   
  Declined (7)   
  Expired (7)   
 [Clear All](#)

<b>James BlueTest - Accepted</b> <span style="float: right;">Decline Continue</span>		
Applicant Email: testcasqa1342+mailinator.com@sync.sendgrid.net	Type: Individual	Requested On: Sep 28, 2016
Applying to: BU-SED	Access: Waived	Requested By: Sep 29, 2016
Programs: Boston University-School Of Education - CACS in Curriculum and Teaching		
<b>Jake Brown - Accepted</b> <span style="float: right;">Decline Continue</span>		
Applicant Email: testcasqa22+mailinator.com@sync.sendgrid.net	Type: Individual	Requested On: Aug 24, 2017
Applying to: ADEA AADSAS	Access: Waived	Requested By: Aug 28, 2017
Programs: University of Iowa College of Dentistry (IOWA) - Doctor of Dental Surgery (+ 8 more)		
<b>Jake Brown - Accepted</b> <span style="float: right;">Decline Continue</span>		
Applicant Email: testcasqa22+mailinator.com@sync.sendgrid.net	Type: Individual	Requested On: Aug 29, 2017
Applying to: BU-SED	Access: Waived	Requested By: Sep 01, 2017

## 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.



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

Upload Letter \* Indicates required field

You may upload up to 1 document.

\* Upload Your File

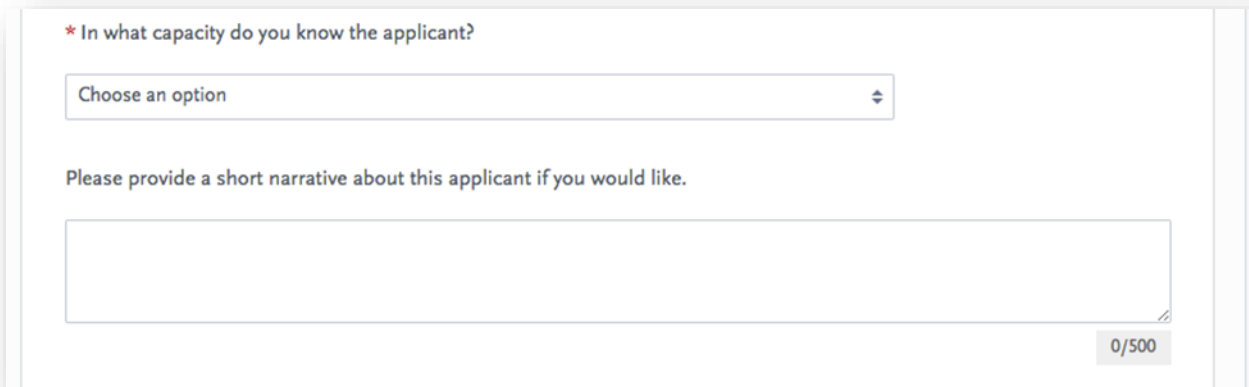
Upload the letter below

**Note:** the file in Microsoft Word (.doc or .docx), Portable Document Format (.pdf), Rich Text Format (.rtf), or Plain Text File (.txt).

Drop files here to attach  
or  
[Click to browse](#)

## Essay Questions

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



\* In what capacity do you know the applicant?

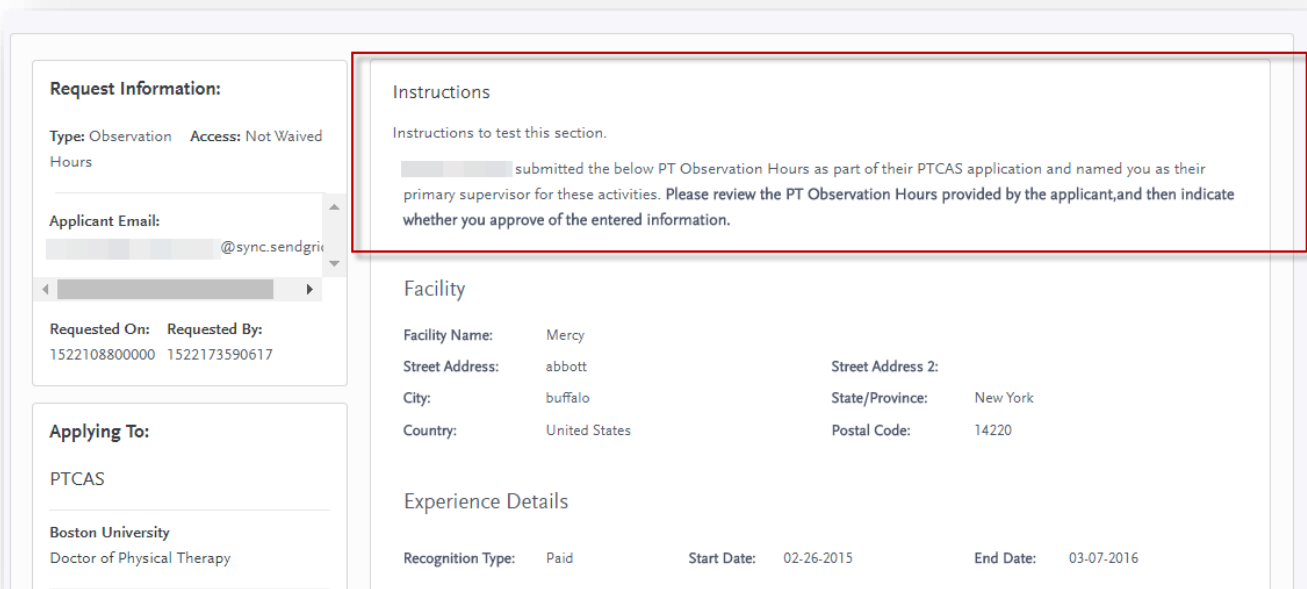
Choose an option

Please provide a short narrative about this 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.



**Request Information:**

Type: Observation Access: Not Waived  
Hours

Applicant Email:  
@sync.sendgrid

Requested On: 1522108800000 Requested By:  
1522173590617

**Applying To:**

PTCAS

Boston University  
Doctor of Physical Therapy

**Instructions**

Instructions to test this section.

submitted the below PT Observation Hours as part of their PTCAS application and named you as their primary supervisor for these activities. Please review the PT Observation Hours provided by the applicant, and then indicate whether you approve of the entered information.

**Facility**

Facility Name: Mercy  
Street Address: abbott  
City: buffalo  
Country: United States  
Street Address 2:  
State/Province: New York  
Postal Code: 14220

**Experience Details**

Recognition Type: Paid Start Date: 02-26-2015 End Date: 03-07-2016

## Likert Sliders

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

**Evaluation Ratings**

Please select from the ratings in the below section.

	Not Observed	Poor (1)	Below Average (2)	Average (3)	Good (4)	Excellent (5)
* Breadth of general knowledge						
* Ability to express self in writing						
* Analytical skills						
* Emotional stability and maturity						
* Responsibility in assignments and undertakings						
* Perseverance and motivation						
* Intellectual ability						
* Ability to engage in independent inquiry						
* Response to constructive criticism						
* Interest in teaching						

## 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.

### Recommendation Preview

Please review James's recommendation:

I waive my right of access to this evaluation:	YES
How long have you known the applicant?	Less than 1 year
How well do you know the applicant?	Very Well
In what capacity do you know the applicant?	Colleague/Coworker

REFERENCE RATINGS	Excellent (5)	Good (4)	Average (3)	Below Average (2)	Poor (1)	Not Observed
Breadth of general knowledge		✓				
Ability to express self in writing					✓	
Analytical skills	✓					
Emotional stability and maturity		✓				
Responsibility in assignments and undertakings			✓			
Perseverance and motivation		✓				
Intellectual ability		✓				
Ability to engage in independent inquiry		✓				
Response to constructive criticism	✓					
Interest in teaching			✓			

RECOMMENDATION CONCERNING ADMISSION
I recommend this applicant with some reservations

Ready to submit?

BackSubmit

## Evaluation/Recommendation Types

Letters by Liaison also offers the ability to have separate evaluation/recommendation types for programs. For more information, see the [Release Notes](#) for Sprint 1.