

## Guidance for Evaluating Recordings on Groupaniser

When a recording is allocated to you for evaluation you will receive an email notification automatically from Groupaniser. I've set up all evaluators to receive daily notifications – if you would like to get notifications either more or less frequently, you can change the setting by going into your own member record and clicking on the notifications tab.

You can also see all recordings that are ready for evaluation by choosing **Music Area** from the main menu, then **Recording Assessment**.

I would recommend that we all use Groupaniser for providing feedback, as this way there is a full history of submissions and feedback, making it easy for another evaluator to take over, eg in the event of illness. You can either do this by making your notes directly on Groupaniser, or by attaching a file or including a link to a file in the notes.

If you are happy with the recording that has been submitted, change the status to Performance Ready.

If you want the individual to submit another recording, change the status back to Learning. If you want to make sure that the next recording by that member comes back to you again, then you need to go into “checker assignment”, select the member concerned, and assign yourself as checker. (Otherwise, their next recording may be randomly assigned to someone else to check.) You do this by clicking on the member's name, then choosing “actions” and “assign checker” from the top menu.

*I hope that all makes sense; if you have any questions contact [louise\\_scully@hotmail.com](mailto:louise_scully@hotmail.com)*