

# **Special Ed Eval Types**

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Evaluation Editor | Create a New Evaluation Type

#### Classic Path: System Administration > Special Ed > Eval Types

#### Search Terms: Eval Types

Evaluation Types allow districts the ability to specify how special education evaluations are laid out, based on district preference or on state requirements.

Eval Typ	es								
🕒 Sa	ve 🕀	New	8 Delete						
EvalTvo	e/EvalType	Editor Lie	+						
Abbrevi		Name							
КРТ		Katie Test	Eval						
BN									
CN		Part C Notice							
EvalTyp	oe Detail								
Print For	mat	:	*Abbreviation	*Name					
Campu	s (SD) ESR	Format	КРТ	Katie Test Eval					
Commen Current User Ins	its eval truction Tex	t		lable for display on the Documents tab droplist)					
EvalTyp	beEditor De	etail		3-14 school year.					
Seq	Active	Name		Comments					
10		Evaluation	Header	Campus ESR: Edit basic attributes of all evaluation plans. This element should be the first item of any evaluation					
20		Backgrou	nd Information	Campus ESR: Editor for background information from parents and/or school personnel					
30		Intellectua	al Information	Campus ESR: Editor for review of existing data, current assessment results (Intellectual Information)					
		In	nage 1: Sp	ecial Ed Eval Types Tool					

### **Evaluation Editor**

The Evaluation Types editor contains three sections.

- Evaluation Types List lists all active and inactive evaluation types. This list is populated when evaluation types are created.
- Evaluation Type Detail describes the selected evaluation type, including the name of the evaluation, whether it's an active evaluation, any administration-entered comments about the evaluation and any information that displays when selecting the evaluation for assignment to the student.
- Evaluation Type Editor Detail indicates which editors and in which order those editors



display on the evaluation.

### **Evaluation Type Detail**

Field	Description				
<b>Print Format</b> <i>Required</i>	Selection determines which print format is used when generating a printed view of the selected evaluation.				
Abbreviation Required	Indicates the abbreviation associated with the evaluation. This displays when viewing the Documents tab for a student.				
Name Required	Indicates the name of the evaluation being created.				
Active	When marked, this evaluation can be chosen from the Create New Document list when adding the evaluation to a student's Documents tab.				
Comments	Lists any comments associated with the evaluation.				
User Instruction Text	Text entered in this field appears when creating a new document for a student. It can contain (up to 500 characters) instructions for use, specific rules for case managers, etc. See Image 2 for reference.				



Campus

#### **Evaluation Type Editor Detail**

For each editor to include in an evaluation, mark the Active checkbox and determine the sequence of the editor. By default, the Sequence column is populated in the recommended order beginning with a value of 10 and increasing by intervals of 10 (10, 20, etc.). This value and order can be changed.

Seq	Active	Name	Commen						
10		Evaluation Header	Campus E	ans.					
			This eleme	nt should be the	e first item of any evaluation	n			
20		Background Information	Campus ESR: Editor for background information from parents and/or school personnel						
			· · · · · · · · · · · · · · · · · · ·						
30		Intellectual Information	Campus E	ent					
		Academic Information			ectual Information)	ent			
40		Academic information	Campus ESR: Editor for review of existing data, current assessment results (Academic Information)						
50		Communication Information			,				
50			assess	Summary	Team Members	Documents			
60		Motor Information	Campus						
			assess	Save	Save & Continue	合 Print			
70		Functional Information	Campus	Evaluation 0	Jutline	Evaluation Editor			
		Health Information	assess Canous	Evaluation He		The ability to lock or			
80		Health Information	assess	Background Information		Documents tab, outs			
			Informa	Intellectual Int					
90		Social Information	Campus	Academic Inf	ormation	*Evaluation Date			
			assess	Communicatio	on Information	04/11/2014			
			Develop	Motor Informa	ation	Student Name			
100		Transition Information	Campus	Functional Inf	formation	Student, Devin L.			
	_		assess	Health Inform	ation	School Name			
110		Classroom Observations	Campus	Social Inform	ation	High School			
120		Interpretation of Results	Campus	Transition Inf	ormation				
			results	Classroom O	bservations				
130		Results and Eligibility	Campus	Interpretation	of Results				
				Results and E	Eligibility				
					·				

## **Create a New Evaluation Type**

- 1. Select **New** from action bar.
- 2. Select the **Print Format**. In most cases, the state or district will mandate which print format should be used for official reporting.
- 3. Enter an **Abbreviation** to identify the type.
- 4. Enter a **Name** for the type.
- 5. Mark the **Active** checkbox to make the evaluation type appear when creating a new document for a student.
- 6. Enter any **Comments** regarding the evaluation type.
- 7. Enter any User Instruction Text for the evaluation type.
- 8. Unmark the checkboxes for any **Editors** that should not be included in the evaluation.
  - Modify any Seq(uence) numbers to change the order in which the editors appear in the document.
  - Unmark the **Active** checkbox to remove an editor from the *printed* document.
  - Clear the **Seq**(uence) using the delete key to remove an editor from the plan type itself.
- 9. Click the **Save** button to save the evaluation type.