

# How Categories Display on an Evaluation

Last Modified on 10/22/2022 10:11 am CDT

**PATH:** *Staff Evaluations > Staff Evaluations Setup > Category Bank*

**PATH:** *Human Resources > Administration > Staff Evaluations Setup > Category Bank (HR-enabled)*

The following images are basic examples of what a Category looks like on a Staff Evaluation.

## Basic Example

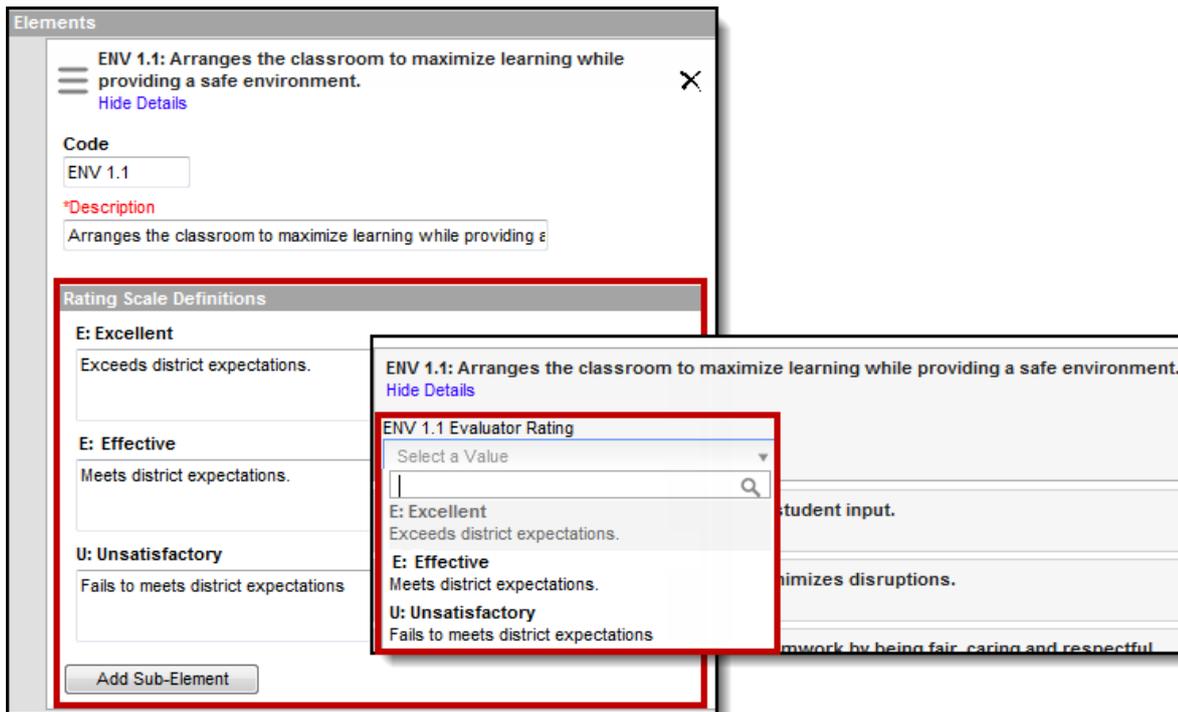
The screenshot displays the 'Category Bank' interface. On the left, a table lists categories with columns for Code, Description, and Period. The entry 'PLN Instructional Planning FALL 13' is highlighted. A red box around this entry has an arrow pointing to a text box that says: 'In this example, only the Category level is rated.' To the right, the 'Edit Category' form shows the selected category details, including the code 'PLN', description 'Instructional Planning', and a rating scale of 'EFFECT: Effectiveness'. Under the 'Rate at the following levels' section, the 'Category' checkbox is checked, while 'Element' and 'Sub-Element' are unchecked. Below this, a list of elements is shown, each with a 'Show Details' link. A blue box highlights these elements: 'PLN 1.0: Plans time realistically for pacing, content mastery and transitions', 'PLN 2.0: Plans for differentiated instruction', and 'PLN 3.0: Aligns lesson objectives to the school's curriculum and student learning needs'. A second screenshot, 'View Evaluation - Brown, George', shows the evaluation form for a 'Teacher' assignment. It features a red box around the category name 'PLN: Instructional Planning' and a blue box around the list of sub-elements, mirroring the elements shown in the 'Edit Category' form. At the bottom, there is a 'PLN Evaluator Rating' dropdown menu.

## Example Sub-Elements with optional Rating Scale

The screenshot shows a web interface for viewing an evaluation for 'Adams, Amelia'. The form is in 'Draft' mode. It includes fields for '2013-14 Evaluation', 'Winter 2014', 'Start Date' (01/01/2014), and 'End Date'. The assignment is 'High School Teacher'. The main category is 'ENV: Learning Environment'. Under this, there are three sub-elements: 'ENV 1.1: Arranges the classroom to maximize learning while providing a safe environment.', 'ENV 1.2: Establishes clear expectations with student input.', and 'ENV 1.2.1: Classroom rules and procedures established early in the school year.'. The 'ENV 1.2.1' sub-element has a rating scale dropdown menu with the text 'Select a Value'. A red box highlights the 'ENV 1.2.1' sub-element and its rating scale, with a callout box stating 'Sub-Elements display beneath the main Element'. A red arrow points from the 'ENV 1.2' main element to the 'ENV 1.2.1' sub-element. At the bottom, there is a field for 'ENV Evaluator Rating'.

## Rating Scale Definitions

Rating Scales can have unique definitions defined for Categories/Elements/Sub-Elements and display in dropdown lists on the evaluation.



## Use Checkbox to Override Rating Scale

You can choose to use a checkbox instead of a rating scale on Categories, Elements, and Sub-Elements. When the Use Checkbox option is marked, a checkbox named **Meets Requirement** displays instead of the Rating Scale. In the following example, the Category is using the Rating Scale, but the Element has the Use Checkbox option marked.

**New Category**

\*Code: PLN      \*Evaluation Period: WINTER1819: 12/03/2018 - 03/15/2019

\*Description: Instructional Planning

Observation Only

Use Checkbox (Overrides rating scale)       \*Rating Scale: EFFECT: Effectiveness

\*Rate at the following levels:  
 Category  Element  Sub-Element

**Elements**

PLN 1.0: Plans time realistically for pacing, content mastery, and transitions  
[Hide Details](#)

\*Code: PLN 1.0

\*Description: Plans time realistically for pacing, content mastery, and transitions

Use Checkbox (Overrides rating scale)

PLN: Instructional Planning  
[Hide Details](#)

PLN 1.0 - Plans time realistically for pacing, content mastery, and transitions

PLN 1.0 Evaluator Rating  
 Meets Requirement

PLN Evaluator Rating  
Select a Value

PLN Evaluator Reflection