

Copy Categories

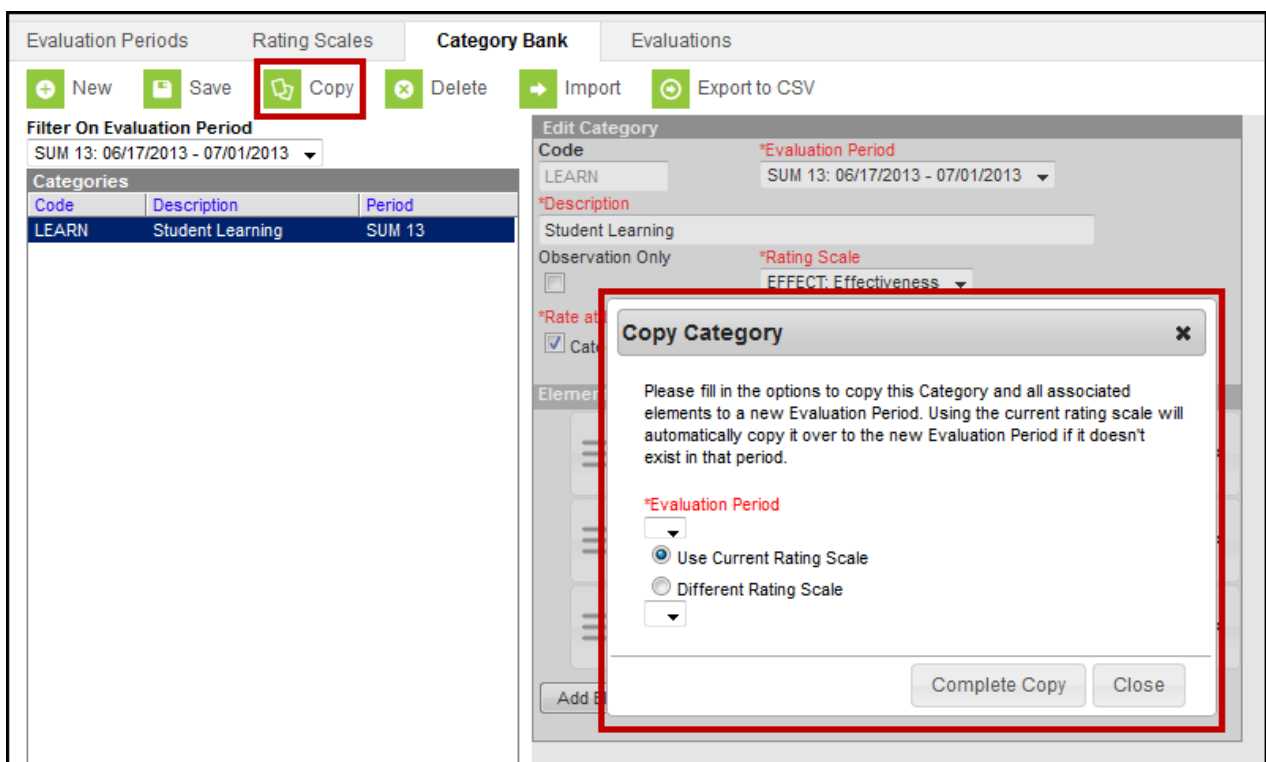
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PATH: *Staff Evaluations > Staff Evaluations Setup > Category Bank*

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

Copying a Category allows you to quickly set up a new Category with the same Elements and Sub-Elements from a previously configured Category.

If you choose to keep the [Rating Scale](#) from the previously configured Category, Campus automatically copies the Rating Scale to the Evaluation Period you select.



Complete the following steps to copy a Category.

1. Select the Category you want to copy and click the **Copy** button.

Result

The Copy Category window displays.

2. Select the [Evaluation Period](#) to which you want to assign the Category.
3. Select one of the following options.
 1. **Use Current Rating Scale.** Copies the Rating Scale to the Evaluation Period you selected in step 2.
 2. **Different Rating Scale.** Allows you to select a Rating Scale that is already associated with the Evaluation Period.
4. Click the **Complete Copy** button.

Result

A confirmation window displays.

5. Click **OK**.

Result

The new Category displays in the Category group.
