

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

PATH: Staff Evaluations > Staff Evaluations Setup > Category Bank

PATH: Human Resources > Administration > Staff Evaluations Setup > Category Bank (HRenabled)

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.

Evaluation Periods Rating Scales Category	Bank Evaluations
🕂 New 🗈 Save 🗘 Copy 😣 Delete	→ Import ⊙ Export to CSV
Filter On Evaluation Period SUM 13: 06/17/2013 - 07/01/2013 - Categories Code Description Period LEARN Student Learning SUM 13	Edit Category Code *Evaluation Period LEARN SUM 13: 06/17/2013 - 07/01/2013 • *Description Student Learning Observation Only *Rating Scale *Rate at Copy Category *Cate Please fill in the options to copy this Category and all associated elements to a new Evaluation Period. Using the current rating scale will automatically copy it over to the new Evaluation Period if it doesn't exist in that period. •Evaluation Period • • Use Current Rating Scale • • Different Rating Scale • • Other Copy Close

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.