

Edit Categories

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)*

You can edit a Category as long as evaluations associated with the Category are not assigned to staff members.

If you mark the **Observation Only** checkbox on a Category that was not previously set up for observations, the [rating scale](#) will no longer be required.

If you clear the options for rating at the **Element** or **Sub-Element** level, Rating Scale Definitions for the Element or Sub-Element will be deleted.

The Category **Code** cannot be changed.

Complete the following steps to edit a Category.

1. Select the Category you want to edit.

Result

The Edit Category editor displays.

Code	Description	Period
ENV	Learning Environment	WINTER1819
LEARN	Student Learning	WINTER1819
PLN	Instructional Planning	WINTER1819
PROG	Professional Growth	WINTER1819

2. Make the necessary changes.
3. Click the **Save** button.

