

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 (HRenabled)

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.

Evaluation Periods Rating Scales Category	Bank	Evaluations	
New 🖺 Save 😥 Copy 😣 Delete	→ Imp	ort Export to CSV 	
Filter On Evaluation Period WINTER1819: 12/03/2018 - 03/15/2019 Categories Code Description Period ENV Learning Environment WINTER1819 LEARN Student Learning WINTER1819 PLN Instructional Planning WINTER1819 PROG Professional Growth WINTER1819	Edit Ca Code PROG *Desc Profes Obsen Use C Vse C V Ca Eleme Add	ategory siption ssional Growth vation Only heckbox (Overrides rating scale) at the following levels: itegory Element Sub-Element nts 1.0: Completed required profe Show Details Element	*Evaluation Period WINTER1819: 12/03/2018 - 03/15/2019 *Rating Scale PERF: Performance t t t t t t t t t t t t t t t t t t

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

