

Edit Evaluation Templates

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

PATH: *Staff Evaluations > Staff Evaluations Setup > Evaluations*

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

Evaluation Templates provide the format from which staff evaluations are created. Any changes you make to Categories on the template will affect the other Evaluation Templates associated with the Category.

The Evaluation **Code** cannot be changed.

You may change any of the details for an associated **Category** as long as the Category is not associated with an evaluation that is assigned to staff members.

Complete the following steps to edit an Evaluation Template.

1. Select the Evaluation Template you want to change.

Result

The **Edit Evaluation** editor displays.

Code	Description	Period
ANN	Annual Evaluation	SPR 14
FALL13	Fall Interim Review	FALL 13
FALL2013	Fall 2013 Evaluation	FALL 13
FO13	Fall Observation 2013	FALL 13
FO13-B	Fall Observation B	FALL 13
SEM2	Semester 2 Spring Observation	SPR 14
SPR14	Annual Spring Evaluation	SPR 14
STUW	Student Learning Winter 2013	WINT 13
STUW	Student Learning Winter 2013	WINT14
W1314	Winter 2013-14	WINT 13
W1314	Winter 2013-14	WINT14

Edit Evaluation

Code SPR14 ***Evaluation Type** ANNUAL: Annual

***Description** Annual Spring Evaluation

***Evaluation Period** SPR 14: 04/01/2014 -

***Rating Scale** MN-Ratings: MN Rating Scale

Evaluation Preferences

***Allow File Upload** Yes ***Evaluation Workflow** Staff Reflection and Acknowledgement (Full Process)

***Comment Options** Reflection Box

Extra Text (optional) - Will show at the top of the evaluation

Categories

- D1: Planning Show Details
- D2: Classroom Environment Show Details
- D3: Classroom Instruction Show Details
- D4: Professionalism

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

