

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. Once Evaluation Templates are created, administrators can [Generate Evaluations for Supervisors to Use](#) and supervisors can [Generate New Evaluations for Employees](#).

When you create an Evaluation Template, you can define which components of the Evaluation are required by the district. Supervisors can mark additional components as required when they generate the employee evaluation.

You can complete the following tasks on the Evaluations tab.

- [Create Evaluation Templates](#)
- [Preview a Sample Evaluation](#)
- [Edit Evaluation Templates](#)
- [Copy Evaluation Templates](#)

The screenshot displays the 'Evaluations' tab in the Infinite Campus system. It features a navigation bar with 'Evaluation Periods', 'Rating Scales', 'Category Bank', and 'Evaluations'. Below the navigation bar are three buttons: 'New', 'Copy', and 'Preview Sample Evaluation'. The main content is split into two panels. The left panel is a table listing various evaluation templates, with 'FALL2013 Fall 2013 Evaluation FALL 13' selected. The right panel is the 'Edit Evaluation' form, which includes fields for 'Code' (FALL2013), 'Evaluation Type' (INTERIM: Interim), 'Description' (Fall 2013 Evaluation), 'Evaluation Period' (FALL 13: 10/01/2013 -), and 'Rating Scale' (EFFECT: Effectiveness). Below these are 'Evaluation Preferences' for 'Allow File Upload' (Yes) and 'Evaluation Workflow' (Staff Reflection and Acknowledgement (Full Process)). There is also a 'Comment Options' dropdown set to 'Reflection Box'. An 'Extra Text' field contains the text: 'The ratings for each performance standard are based on multiple sources of information and are completed only after pertinent data from all sources is reviewed.' At the bottom, there are three expandable categories: 'ENV: Learning Environment', 'LEARN: Student Learning', and 'PLN: Instructional Planning', each with a 'Show Details' link.

Code	Description	Period
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
ANN	Annual Evaluation	SPR 14
SEM2	Semester 2 Spring Observation	SPR 14
SPR14	Annual Spring Evaluation	SPR 14
STUW	Student Learning Winter 2013	WINT 13
W1314	Winter 2013-14	WINT 13
STUW	Student Learning Winter 2013	WINT14
W1314	Winter 2013-14	WINT14

