

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)

Copying an Evaluation Template allows you to quickly set up a new Evaluation Template with the same parameters from a previously configured Evaluation Template. If they do not already exist, the copy process automatically copies Categories, Elements, Sub-Elements and Rating Scales into the Evaluation Period you select. You can change the Categories, Elements and Rating Scales after copying the Evaluation.

Any changes you make to the Category will affect the other Evaluation Templates associated with the Category.

The Evaluation Code will be the same as the original Evaluation and cannot be modified.

Evaluation P	eriods Rating Sca	iles Catego	ry Bank	Evaluations		
🔹 New 😥 Copy 🚖 Preview Sample Evaluation						
Evaluations Edit Evaluation						
Code 📥	Description	Period	Code	*Eva	luation Type	
ANN	Annual Evaluation	SPR 14	ANN	AN	NUAL: Annual 🚽	
FALL13	Fall Interim Review	FALL 13	*Description	on		
FALL2013	Fall 2013 Evaluation	FALL 13	Copy Evaluation ×			
F013	Fall Observation 2013	FALL 13				
F013-B	Fall Observation B	FALL 13				
SEM2	Semester 2 Spring Observation	SPR 14		Please fill in the Evaluation Period that you would like to copy this Evaluation into. This process will automatically copy over any		
SPR14	Annual Spring Evaluation	SPR 14	Categories/Elements/Rating Scales used in these Categories if they			
STUW	Student Learning Winter 2013	WINT 13	-	don't exist in the Evaluation Period already. *Evaluation Period		
STUW	Student Learning Winter 2013	WINT14	*Evalu			
W1314	Winter 2013-14	WINT 13				
W1314	Winter 2013-14	WINT14				
					Complete Copy Close	

Complete the following steps to copy an Evaluation.

1. Select the Evaluation you want to copy and click the **Copy** button.

Result

The Copy Evaluation window displays.

- 2. Select the **Evaluation Period** into which you want to copy the Evaluation.
- 3. Click the **Complete Copy** button.

Result

A confirmation message displays.

4. Click the **OK** button.

Result

The new Evaluation displays in the Evaluations Group. You may edit the Evaluation as



necessary.