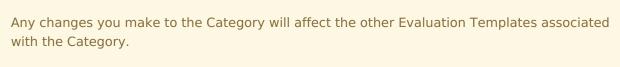


Copy Evaluation Templates

ast Modified on 03/11/2024 8:45 am CDT

Tool Search: Evaluations

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.



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

Evaluation P	eriods Rating Sc	ales Catego	ry Bank Evaluations
🕤 New 🖏 Copy 🚖 Preview Sample Evaluation			
Evaluations Edit Evaluation			
Code 📥	Description	Period	Code *Evaluation Type
ANN	Annual Evaluation	SPR 14	ANN ANNUAL: Annual 👻
FALL13	Fall Interim Review	FALL 13	*Description
FALL2013	Fall 2013 Evaluation	FALL 13	
F013	Fall Observation 2013	FALL 13	FALL 13 SPR 14 SPR 14 SPR 14 WINT 13 Copy Evaluation Please fill in the Evaluation Period that you would like to copy this Evaluation into. This process will automatically copy over any Categories/Elements/Rating Scales used in these Categories if they don't exist in the Evaluation Period already.
FO13-B	Fall Observation B	FALL 13 SPR 14	
SEM2	Semester 2 Spring Observation		
SPR14	Annual Spring Evaluatio	n 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	
			Complete Copy Close

Complete the following steps to copy an Evaluation.

1. Select the Evaluation you want to copy and click the ${\bf Copy}$ 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.

