

Copy Evaluation Periods

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Tool Search: Evaluation Periods

Copying an Evaluation Period allows you to quickly set up a new Evaluation Period with the same Rating Scales, Categories and/or Evaluation templates from a previously configured Evaluation Period.

Campus does not *require* copying Rating Scales, Categories and Evaluation templates. However, Rating Scales must be selected in order to copy Categories and Categories must be selected in order to copy Evaluations.

Image: New Save Image: Copy Image: Delete Evaluation Period Code Code Summer 2014 10/01/2014 SUM 14 Summer 2014 Office Code SUM 14 SUM 14 SUM 10/01/2014 WINT 13 Winter 2014 Office Code SUM 13 Copy Evaluation Period Copy Evaluation Period WINT 14 Winter 2014 Office Period WINT 13 Winter 2014 Office Period WINT 13 Winter 2014 Office Period WWINT 13 Winter 2014 Office Period SUM 13 Summer 2013 Office Period SUM 13 Summer 2013 Office Period Summer 2013 Office Period Summer 2013 Office Period Summer 2013 <td colspan="</th> <th colspan="2">Evaluation Periods</th> <th>Rating Scales</th> <th>Category Ba</th> <th>nk Evaluations</th>	Evaluation Periods		Rating Scales	Category Ba	nk Evaluations
*Description *Start Date End Date *Start Date End Date Copy the following: Please Note: Rating Scales must be selected to copy Categories and Evaluations Rating Scales V Categories Evaluations V Categories Evaluations V	Evaluation F New Evaluation F Code FALL14 SUM 14 SPR 14 WINT 13 WINT 14 FALL 13 SUM 13	Periods Save Period Description Fall 2014 Summer 2014 Winter 2014 Winter 2014 Fall 2013 Summer 20	Rating Scales	Category Bar Delete Date End Da /2014 10/15/20 /2014 06/27/20 /2014 /2014 01/15/20 /2013 07/01/20	Edit Evaluation Period Code 14 *Description Copy Evaluation Period X 14 New Evaluation Period 13 *Code
Complete Copy Close					*Description *Start Date *Start Date *End Date * *Copy the following: Please Note: Rating Scales must be selected to copy Categories and Evaluations Rating Scales * Categories Evaluations * Complete Conv Close

Complete the following steps to copy an Evaluation Period.

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

Result

The Copy Evaluation Period window displays.

- 2. Enter a unique **Code** to identify the Evaluation Period.
- 3. Enter a **Description** of the Evaluation Period.
- 4. Enter the first date of the Evaluation Period in the **Start Date** field.
- 5. Enter the last day of the Evaluation Period in the End Date field. (optional)
- 6. Mark the checkbox next to the item(s) you want to copy: **Rating Scales**, **Categories** and/or **Evaluations**.



Rating Scales must be selected in order to copy **Categories** and **Categories** must be selected in order to copy **Evaluations**.

7. Click the **Complete Copy** button. **Result**

A confirmation window displays.

8. Click **OK**.

Result

The new Evaluation Period displays in the Evaluation Period group.