

Copy Categories

Tool Search: Category Bank

Copying a Category allows you to quickly set up a new Category with the same Elements and Sub-Elements from a previously configured Category.

If you choose to keep the Rating Scale from the previously configured Category, Campus automatically copies the Rating Scale to the Evaluation Period you select.

Evaluation Periods Rating Scales	Category Bank	Evaluations
 Prevention (Construction) Prev		
Filter On Evaluation Period	Period SUM 13 Period SUM 13 Period Studen Observ Rate al Cat Elemen Add I	*Evaluation Period SUM 13: 06/17/2013 - 07/01/2013 - ption t Learning ation Only *Rating Scale EFFECT: Effectiveness - Copy Category * Please fill in the options to copy this Category and all associated elements to a new Evaluation Period. Using the current rating scale will automatically copy it over to the new Evaluation Period if it doesn't exist in that period. •

Complete the following steps to copy a Category.

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

Result

The Copy Category window displays.

- 2. Select the Evaluation Period to which you want to assign the Category.
- 3. Select one of the following options.
 - 1. **Use Current Rating Scale**. Copies the Rating Scale to the Evaluation Period you selected in step 2.
 - 2. **Different Rating Scale**. Allows you to select a Rating Scale that is already associated with the Evaluation Period.
- 4. Click the **Complete Copy** button.

Result

A confirmation window displays.

5. Click **OK**.

Result

The new Category displays in the Category group.

