

# Edit Evaluation Templates

Last Modified on 10/21/2024 8:22 am CDT

**Staff Evaluations will no longer be available after June 30th, 2025. For more information, visit the [Human Resources and Staff Evaluation Deprecation FAQ](#).**

## Tool Search: Evaluations

Evaluation Templates provide the format from which staff evaluations are created. Any changes you make to Categories on the template will affect the other Evaluation Templates associated with the Category.

The Evaluation **Code** cannot be changed.

You may change any of the details for an associated **Category** as long as the Category is not associated with an evaluation that is assigned to staff members.

Complete the following steps to edit an Evaluation Template.

1. Select the Evaluation Template you want to change. The **Edit Evaluation** editor displays.

The screenshot shows the 'Edit Evaluation' editor. On the left, there is a table of evaluation templates:

Code	Description	Period
Demo	Demo Full Evaluation	20-21
Demo-CB	Demo Evaluation - Checkbox	20-21
EVAL	Evaluation	20-21
WT	Observation Evaluation	20-21
Demo	Full Evaluation	24-25
TCHR FULL	Teacher Evaluation Full Process	Fall1415
TCHR	Teacher Evaluation (Full Process - Annual)	Spring1314
TCHR ACK	Teacher Evaluation (Staff Acknowledgement - Annual)	Spring1314
TCHR	Teacher Evaluation (Full Process)	Spring14
TCHR	Teacher Evaluation (Full Process)	spring15
TCHR 17	Spring Teacher Evaluation 16-17	Spring1617
TCH-A	Annual Evaluation - Teachers	Sum14
TCHR	Teacher Evaluation (Full Process)	Winter1314
TCHR ACKNO	Teacher Evaluation No Reflection	Winter1415
TCHR FULL	Teacher Evaluation Full Process	Winter1415
TCHR OBSER	Teacher Observation	Winter1415
TCHR YRLY	Teacher Yearly Full	Winter1415

The right-hand side of the editor shows the 'Edit Evaluation' form for the selected 'Demo' template. Fields include:

- Code:** Demo
- Evaluation Type:** ANNUAL: Annual
- Description:** Full Evaluation
- Evaluation Period:** 24-25: 06/24/2024 - 06/24/2025
- Rating Scale:** PERF: Performance
- Evaluation Preferences:** Allow File Upload: Yes, Evaluation Workflow: Staff Reflection and Acknowledgement (Full Process)
- Comment Options:** Evidence and Reflection Boxes
- Categories:** D1:PP: Planning and Preparation

2. Make the necessary changes.
3. Click the **Save** button.