

Preview a Sample Evaluation

Last Modified on 10/21/2024 8:21 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

Complete the following steps to view a sample PDF file of the Evaluation.

1. Select the Evaluation in the **Evaluations** column.

The screenshot shows the 'Evaluations' management interface. On the left is a table of evaluations, and on the right is an 'Edit Evaluation' form. The 'Preview Sample Evaluation' button is highlighted with a red box.

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 'Edit Evaluation' form on the right includes fields for Code, Evaluation Type, Description, Evaluation Period, Rating Scale, Evaluation Preferences (Allow File Upload, Evaluation Workflow), Comment Options, and Categories.

2. Click the **Preview Sample Evaluation** button. A PDF of the Evaluation displays.