Special Ed Eval Types

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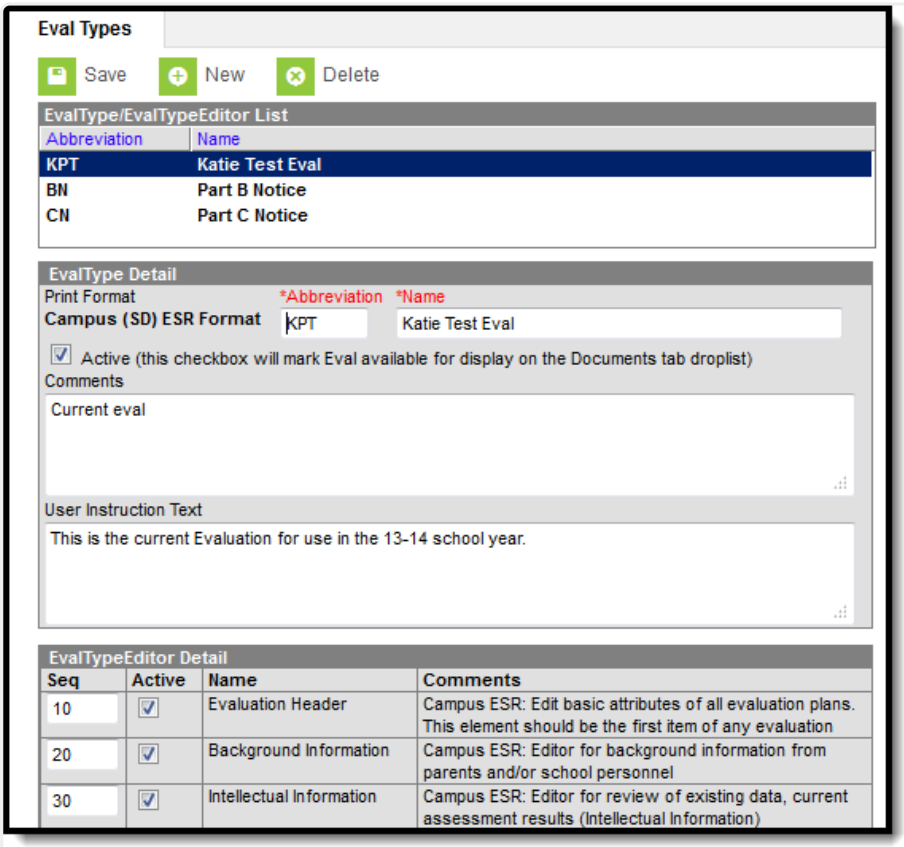
Evaluation Editor | Create a New Evaluation Type

Tool Search: Special Ed Eval Types

Evaluation Types allow districts the ability to specify how special education evaluations are laid out, based on district preference or on state requirements.



Special Ed Eval Types Tool

See the Special Ed Evaluation Setup Tool Rights article for the tool rights needed to use this tool.

Evaluation Editor

The Evaluation Types editor contains three sections.

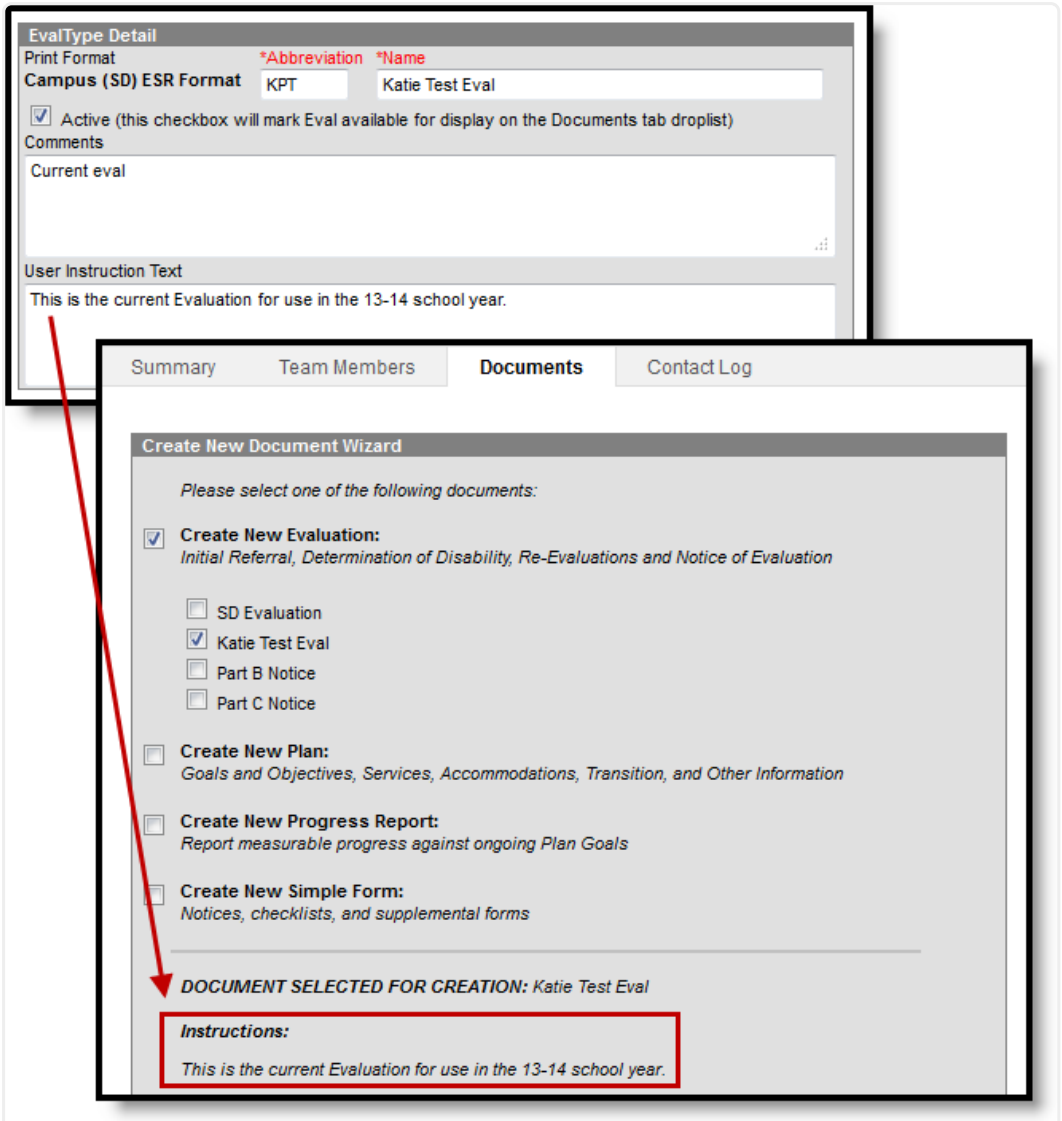
- Evaluation Types List - lists all active and inactive evaluation types. This list is populated

when evaluation types are created.

- Evaluation Type Detail - describes the selected evaluation type, including the name of the evaluation, whether it's an active evaluation, any administration-entered comments about the evaluation and any information that displays when selecting the evaluation for assignment to the student.
- Evaluation Type Editor Detail - indicates which editors and in which order those editors display on the evaluation.

Evaluation Type Detail

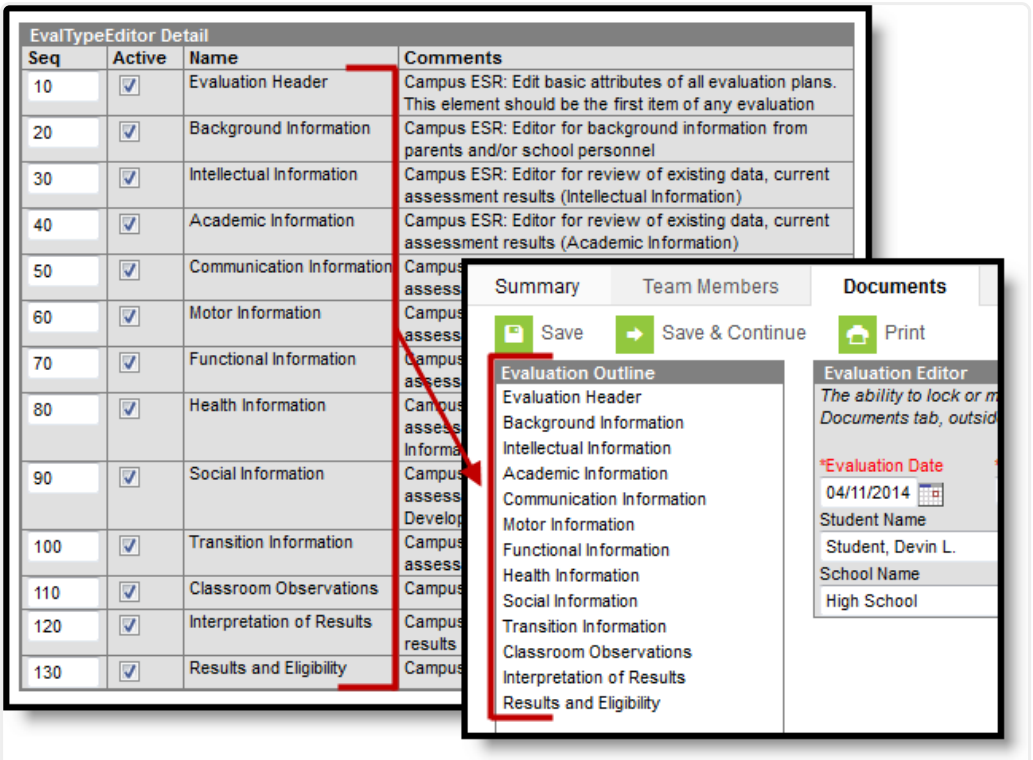
Field	Description
Print Format *Required*	Selection determines which print format is used when generating a printed view of the selected evaluation.
Abbreviation *Required*	Indicates the abbreviation associated with the evaluation. This displays when viewing the Documents tool for a student.
Name *Required*	Indicates the name of the evaluation being created.
Active	When marked, this evaluation can be chosen from the Create New Document list when adding the evaluation to a student's Documents tool.
Comments	Lists any comments associated with the evaluation.
User Instruction Text	Text entered in this field appears when creating a new document for a student. It can contain (up to 500 characters) instructions for use, specific rules for case managers, etc. See Image 2 for reference.



Eval Type Detail - Instructions

Evaluation Type Editor Detail

For each editor to include in an evaluation, mark the Active checkbox and determine the sequence of the editor. By default, the Sequence column is populated in the recommended order beginning with a value of 10 and increasing by intervals of 10 (10, 20, etc.). This value and order can be changed.



Evaluation Editors

Create a New Evaluation Type

1. Select **New** from action bar.
2. Select the **Print Format**. In most cases, the state or district will mandate which print format should be used for official reporting.
3. Enter an **Abbreviation** to identify the type.
4. Enter a **Name** for the type.
5. Mark the **Active** checkbox to make the evaluation type appear when creating a new document for a student.
6. Enter any **Comments** regarding the evaluation type.
7. Enter any **User Instruction Text** for the evaluation type.
8. Unmark the checkboxes for any **Editors**that should not be included in the evaluation.
    - Modify any **Seq**(uence) numbers to change the order in which the editors appear in the document.
    - Unmark the **Active** checkbox to remove an editor from the *printed* document.
    - Clear the **Seq**(uence) using the delete key to remove an editor from the plan type itself.
9. Click the **Save** button to save the evaluation type.