

Element Listing Report

Last Modified on 03/11/2024 8:45 am CDT

PATH: *Staff Evaluations > Reports > Element Listing*

PATH: *Human Resources > Reports > Element Listing*

You can divide a [Category](#) into specific features called **Elements** and **Sub-Elements**. The **Element Listing Report** provides a comprehensive list of these Elements and optionally reports Sub-Elements. A Detail option is also available and includes Ratings and Rating Definitions.

You can select Filter Options so the report only returns specific Elements, Elements from a specific Category or Elements from a specific Evaluation Period.

- **Element Listing.** This option displays the selected elements in alphabetical order.
- **Elements by Category.** This option displays the Elements from the selected Categories in alphabetical order.
- **Elements by Evaluation Period.** This option displays the Elements based on the Evaluation Period selected. If multiple Evaluation Periods are selected, the Elements display by Evaluation Period Dates followed by the Category (alphabetically).

Element Listing Report

This report generates a listing of Elements and where they are used in the Staff Evaluations Module. Users can select to run the report in Summary or Detail and define the filter criteria. Report output sorts in the order of filter options selected:

- Element Listing will display data in alphabetical order for the Elements selected.
- Elements by Category will display data alphabetically by the Category values.
- Elements by Evaluation Period will display data based on the Evaluation Period selected. If multiple periods are selected, data will sort by Evaluation Period Dates followed by the Category alphabetically.

View Options

Summary Detail

Filter Options: CTRL-click or SHIFT-click for multiple

Element Listing

All
 ED: Additional Education
 ENV 1.1: Arranges the classroom to
 ENV 1.2: Establishes clear expectati

Elements by Category

All
 ENV: Learning Environment
 LEARN: Student Learning
 PLN: Instructional Planning

Elements by Evaluation Period

Evaluation Period	Category
<div style="border: 1px solid gray; padding: 2px;"> All Current Evaluation Periods Historical Evaluation Periods SUM 13: Summer 2013 06/17/2013 - </div>	

Other Options

Include Sub-Elements

Shade Alternate Rows

Element Listing Report Editor

Generating the Report

1. Select one of the following View Options:
 - **Summary**
 - **Detail** (includes Ratings and Rating Definitions)
2. Select one of the following Filter Options.
 - **Element Listing**. This option displays the selected elements in alphabetical order.
 - **Elements by Category**. This option displays the Elements from the selected Categories in alphabetical order.
 - **Elements by Evaluation Period**. This option displays the Elements based on the Evaluation Period selected. If multiple Evaluation Periods are selected, the Elements display by Evaluation Period Dates followed by the Category (alphabetically).
3. Select any of the following options. (Optional)
 - **Include Sub-Elements**

- **Shade Alternative Rows**

4. Click **Generate**.

Result

The report displays in PDF format.

Report Examples

100 Plainview Schools District Generated on 10/15/2013 10:50:59 AM Page 1 of 1		Staff Evaluation Elements by Evaluation Period - Summary	
Element	Category	Evaluation Period	
ED: Additional Education	PROG: Professional Growth	FALL 13: Fall 2013 10/01/2013 -	
ENV 1.1: Arranges the classroom to maximize learning while providing a safe environment.	ENV: Learning Environment	FALL 13: Fall 2013 10/01/2013 -	
ENV 1.2: Establishes clear expectations with student input. Sub-Element ENV 1.2.1: Classroom rules and procedures established early in the school year. ENV 1.2.2: Enforces classroom rooms consistently and fairly.	ENV: Learning Environment	FALL 13: Fall 2013 10/01/2013 -	
ENV 1.3: Maximizes instructional time and minimizes disruptions.	PROG: Professional Growth	FALL 13: Fall 2013 10/01/2013 -	
ENV 1.4: Establishes a climate of trust and teamwork by being fair, caring and respectful.	ENV: Learning Environment	FALL 13: Fall 2013 10/01/2013 -	
LEARN 1.1: The teacher uses a variety of informal and formal assessments.	LEARN: Student Learning	FALL 13: Fall 2013 10/01/2013 -	
LEARN 1.2: Teaches students how to monitor their own academic progress.	LEARN: Student Learning	FALL 13: Fall 2013 10/01/2013 -	
PLN 1.0: Plans time realistically for pacing, content mastery and transitions.	PLN: Instructional Planning	FALL 13: Fall 2013 10/01/2013 -	
PLN 2.0: Plans for differentiated instruction.	PLN: Instructional Planning	FALL 13: Fall 2013 10/01/2013 -	
PLN 3.0: Aligns lesson objectives to the school's curriculum and student learning needs.	PLN: Instructional Planning	FALL 13: Fall 2013 10/01/2013 -	
LEARN 1.1: The teacher uses a variety of informal and formal assessments.	LEARN: Student Learning	SUM 13: Summer 2013 06/17/2013 - 07/01/2013	
LEARN 1.2: Teaches students how to monitor their own academic progress.	LEARN: Student Learning	SUM 13: Summer 2013 06/17/2013 - 07/01/2013	

Staff Evaluation Elements - Summary Example

100 Plainview Schools District Generated on 10/15/2013 11:05:18 AM Page 1 of 1		Staff Evaluation Elements by Evaluation Period - Detail		
Element	Category	Evaluation Period	Rating	Rating Definition
LEARN 1.1: The teacher uses a variety of informal and formal assessments.	LEARN: Student Learning	SUM 13: Summer 2013 06/17/2013 - 07/01/2013	E: Excellent S: Satisfactory U: Unsatisfactory	Exceeding expectations Meeting expectations Not meeting expectations
LEARN 1.2: Teaches students how to monitor their own academic progress.	LEARN: Student Learning	SUM 13: Summer 2013 06/17/2013 - 07/01/2013	E: Excellent S: Satisfactory U: Unsatisfactory	Exceeding expectations Meeting expectations Not meeting expectations

Staff Evaluation Elements - Detail Example