

Element Listing

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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: 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 ☆
Staff Evaluations > Reports > Element Listing

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 to select multiple

Element Listing

All
 CLASS 4.1: Creating an environment
 CLASS 4.2: Establishing a culture of l
 CLASS 4.3: Managing classroom proc

Elements by Category

All
 CL OBS: Classroom Walk Through Ot
 CLASS: 4 Classroom Environment
 CURR: Use of Curriculum (cat, elem, s

Elements by Evaluation Period

Evaluation Period
 All
 Current Evaluation Periods
 Historical Evaluation Periods
 Winter1314: Winter Eval 2013-14 11/23/2020 - 01/22/2021

Category

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**. The report displays in PDF format.

Report Examples

Element	Category	Evaluation Period
<div style="display: flex; justify-content: space-between; border: 1px solid black; padding: 5px;"> <div style="width: 45%;"> <p>100 Plainview Schools District 123 Main Street, Metro City, MN 55555 Generated on 08/07/2024 10:12:02 AM Page 1 of 1</p> </div> <div style="width: 50%; text-align: center;"> <p>Staff Evaluation Element Listing - Summary</p> </div> </div>		
1a: Demonstrating Knowledge of Content and Pedagogy Sub-Element 1a.1: Knowledge of content and the structure of the discipline 1a.2: Knowledge of prerequisite relationships 1a.3: Knowledge of content-related pedagogy	Domain 1: Planning and Preparation	2024: 2023-2024 Teacher Evaluation 08/01/2023 - 05/30/2024
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1b: Demonstrating Knowledge of Students Sub-Element 1b.1: Knowledge of child and adolescent development 1b.2: Knowledge of the learning process 1b.3: Knowledge of students' skills, knowledge, and language proficiency 1b.4: Knowledge of students' interests and cultural heritage 1b.5: Knowledge of students' special needs	Domain 1: Planning and Preparation	2024: 2023-2024 Teacher Evaluation 08/01/2023 - 05/30/2024
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Staff Evaluation Elements - Summary Example