

Copy Rating Scales

Last Modified on 10/21/2024 8:20 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: Rating Scales

Copying a Rating Scale allows you to quickly set up a new Rating Scale with the same Codes from a previously configured Rating Scale. After you copy the Rating Scale, you can edit the new Rating Scale as necessary.

Rating Scales 🏠					Staff Evaluations > Setup > Rating Scales
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Rating Scales Code DF Demo PERF TEACHER WT PARA PERF PRINCIPAL	Description DF Demo Performance Teacher Evaluation Classroom Walk Through Paraprofessional Evaluation Performance Principal Evaluation	Period 20-21 20-21 20-21 20-21 20-21 24-25 24-25 24-25	▼ Edit Cod PAF *Des Par Rati	dit Rating Scale ode "Evaluation Pariod PARA 24-25: 06/24/2024 - 06/24/2025 Paraprofessional Evaluation atings (drag to sort from highest to lowest) "Code "Description "Code	
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Complete the following steps to copy the Rating Scale:

- Select the Rating Scale you want to copy and click the **Copy** button. The Copy Rating Scale window displays.
- 2. Change the Code and Description as necessary. (optional)
- 3. Select the **Evaluation Period** into which you want to copy the Rating Scale.
- 4. Click the **Complete Copy** button. The new Rating Scale displays in the Rating Scales group. Now you can edit the new Rating Scale as necessary.