

Edit Rating Scales

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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: Rating Scales

Rating scales are used to measure the level of an employee's performance and display as a dropdown list on the evaluation.

You can edit a Rating Scale as long as evaluations that use the Rating Scale are not associated with staff members.

The Rating Scale **Code** cannot be changed.

Complete the following steps to edit a Rating Scale.

1. Select the Rating Scale you want to change. The Edit Rating Scale editor displays.

The screenshot shows the 'Rating Scales' management interface. On the left, a table lists various rating scales with columns for Code, Description, and Period. The 'PARA' rating scale is selected. On the right, the 'Edit Rating Scale' form is displayed, showing the selected rating scale's details and its associated ratings.

Code	Description	Period
DF Demo	DF Demo	20-21
PERF	Performance	20-21
TEACHER	Teacher Evaluation	20-21
WT	Classroom Walk Through	20-21
PARA	Paraprofessional Evaluation	24-25
PERF	Performance	24-25
PRINCIPAL	Principal Evaluation	24-25
SECRETARY	Secretary Evaluation	24-25
EFFECT	Effectiveness	Fall1415
PERF	Performance	Fall1415
PERF	Performance	Spring1314
COMM	Communication Skills	Spring14
EFFECT	Effectiveness	Spring14
PERF	Performance	Spring14
COMM	Communication Skills	spring15
EFFECT	Effectiveness	spring15
PERF	Performance	spring15
COMM	Communication Skills	Spring1617
EFFECT	Effectiveness	Spring1617
EVAL17	Spring Evaluation 2016-2017	Spring1617
PERF	Performance	Spring1617
COMM	Communication Skills	Sum14
EFFECT	Effectiveness	Sum14
COMM	Communication Skills	Winter1314
EFFECT	Effectiveness	Winter1415
COMM	Communication Skills	Winter2016

The 'Edit Rating Scale' form shows the following details for the selected 'PARA' rating scale:

- Code:** PARA
- Evaluation Period:** 24-25: 06/24/2024 - 06/24/2025
- Description:** Paraprofessional Evaluation
- Ratings (drag to sort from highest to lowest):**
 - 1: Unsatisfactory
 - 2: Basic
 - 3: Proficient
 - 4: Distinguished

2. Make the necessary changes.
3. Click the **Save** button.