

Copy Evaluation Periods

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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: Evaluation Periods

Copying an Evaluation Period allows you to quickly set up a new Evaluation Period with the same [Rating Scales](#), [Categories](#) and/or [Evaluation templates](#) from a previously configured Evaluation Period.

Campus does not *require* copying Rating Scales, Categories and Evaluation templates. However, Rating Scales must be selected in order to copy Categories and Categories must be selected in order to copy Evaluations.

The screenshot shows the 'Evaluation Periods' tab in the Infinite Campus system. The 'Copy' button is highlighted in the top toolbar. The 'Copy Evaluation Period' dialog box is open, showing the following fields and options:

Code	Description	Start Date	End Date
FALL14	Fall 2014	10/01/2014	10/15/2014
SUM 14	Summer 2014	06/16/2014	06/27/2014
SPR 14	Spring 2014	04/01/2014	
WINT 13	Winter 2014	01/01/2014	
WINT14	Winter 2014	01/01/2014	01/15/2014
FALL 13	Fall 2013	10/01/2013	
SUM 13	Summer 2013	06/17/2013	07/01/2013

The 'Copy Evaluation Period' dialog box includes the following fields and options:

- New Evaluation Period**
 - *Code: [Text Field]
 - *Description: [Text Field]
 - *Start Date: [Date Picker]
 - End Date: [Date Picker]
- Copy the following:**
 - Rating Scales:
 - Categories:
 - Evaluations:

Buttons: Complete Copy, Close

Complete the following steps to copy an Evaluation Period.

1. Select the Evaluation Period you want to copy and click the **Copy** button.

Result

The Copy Evaluation Period window displays.

2. Enter a unique **Code** to identify the Evaluation Period.
3. Enter a **Description** of the Evaluation Period.
4. Enter the first date of the Evaluation Period in the **Start Date** field.

5. Enter the last day of the Evaluation Period in the **End Date** field. *(optional)*
6. Mark the checkbox next to the item(s) you want to copy: **Rating Scales, Categories** and/or **Evaluations**.

Rating Scales must be selected in order to copy **Categories** and **Categories** must be selected in order to copy **Evaluations**.

7. Click the **Complete Copy** button.
Result
A confirmation window displays.
 8. Click **OK**.
Result
The new Evaluation Period displays in the Evaluation Period group.
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