

# Copy Evaluation Periods

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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 interface. The 'Copy' button is highlighted with a red box. A 'Copy Evaluation Period' dialog box is open, also highlighted with a red box. The dialog box contains the following fields and options:

- New Evaluation Period**
  - \*Code:
  - \*Description:
  - \*Start Date:
  - End Date:
- Copy the following:**
  - Please Note: Rating Scales must be selected to copy Categories and Evaluations
  - Rating Scales:
  - Categories:
  - Evaluations:

Buttons at the bottom of the dialog box are 'Complete Copy' and '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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