

How Categories Display on an Evaluation

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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: Category Bank

The following images are basic examples of what a Category looks like on a Staff Evaluation.

Basic Example

The screenshot displays the 'Category Bank' interface. At the top, there are tabs for 'Evaluation Periods', 'Rating Scales', 'Category Bank', and 'Evaluations'. Below these are buttons for 'New', 'Copy', 'Import', and 'Export to CSV'. A 'Filter On Evaluation Period' dropdown is set to 'FALL 13: 10/01/2013 -'. A table lists categories with columns for 'Code', 'Description', and 'Period'. The row for 'PLN' with description 'Instructional Planning' and period 'FALL 13' is highlighted. A callout box points to this row with the text: 'In this example, only the Category level is rated.' To the right, the 'Edit Category' form shows 'Code' as 'PLN' and '*Evaluation Period' as 'FALL 13: 10/01/2013 -'. The '*Description' field contains 'Instructional Planning'. There are checkboxes for 'Observation Only' and 'Use Checkbox (Overrides rating scale)'. The '*Rating Scale' is set to 'EFFECT: Effectiveness'. Below this, a section '*Rate at the following levels:' has three checkboxes: 'Category' (checked), 'Element', and 'Sub-Element'. The 'Elements' section lists three sub-elements: 'PLN 1.0: Plans time realistically for pacing, content mastery and transitions', 'PLN 2.0: Plans for differentiated instruction', and 'PLN 3.0: Aligns lesson objectives to the school's curriculum and student learning needs'. A blue callout box highlights these three sub-elements. Below the 'Category Bank' is a 'View Evaluation - Brown, George' window. It shows 'Fall 2013' for both 'Fall 2013' and 'Start Date' (11/17/2013). The 'Assignment' is 'Teacher'. A red callout box highlights 'PLN: Instructional Planning' with a 'Hide Details' link. A blue callout box highlights the three sub-elements listed below: 'PLN 1.0 - Plans time realistically for pacing, content mastery and transitions', 'PLN 2.0 - Plans for differentiated instruction', and 'PLN 3.0 - Aligns lesson objectives to the school's curriculum and student learning needs'. At the bottom, there is a 'PLN Evaluator Rating' dropdown menu set to 'Select a Value'.

Example Sub-Elements with optional Rating Scale

View Evaluation - Adams, Amelia Draft X

2013-14 Evaluation Winter 2014 Start Date: 01/01/2014 End Date:

Assignment: High School Teacher

ENV: Learning Environment
[Hide Details](#)

ENV 1.1: Arranges the classroom to maximize learning while providing a safe environment.

ENV 1.2: Establishes clear expectations with student input.
[Hide Details](#)

ENV 1.2.1: Classroom rules and procedures established early in the school year.
[Hide Details](#)

ENV 1.2.1 Evaluator Rating
Select a Value

ENV 1.2.2: Enforces classroom rooms consistently and fairly.
[Show Details](#)

ENV Evaluator Rating

Sub-Elements display beneath the main Element

Rating Scale Definitions

Rating Scales can have unique definitions defined for Categories/Elements/Sub-Elements and display in dropdown lists on the evaluation.

Elements

ENV 1.1: Arranges the classroom to maximize learning while providing a safe environment. X
[Hide Details](#)

Code
ENV 1.1

***Description**
Arranges the classroom to maximize learning while providing a

Rating Scale Definitions

E: Excellent
Exceeds district expectations.

E: Effective
Meets district expectations.

U: Unsatisfactory
Fails to meets district expectations

ENV 1.1: Arranges the classroom to maximize learning while providing a safe environment.
[Hide Details](#)

ENV 1.1 Evaluator Rating
Select a Value

E: Excellent
Exceeds district expectations.

E: Effective
Meets district expectations.

U: Unsatisfactory
Fails to meets district expectations

Use Checkbox to Override Rating Scale

You can choose to use a checkbox instead of a rating scale on Categories, Elements, and Sub-Elements. When the Use Checkbox option is marked, a checkbox named **Meets Requirement** displays instead of the Rating Scale. In the following example, the Category is using the Rating Scale, but the Element has the Use Checkbox option marked.

The screenshot displays the 'New Category' form with the following details:

- *Code:** PLN
- *Evaluation Period:** WINTER1819: 12/03/2018 - 03/15/2019
- *Description:** Instructional Planning
- Observation Only:**
- Use Checkbox (Overrides rating scale):**
- *Rating Scale:** EFFECT: Effectiveness
- *Rate at the following levels:**
 - Category
 - Element
 - Sub-Element

The 'Elements' section shows the following details for 'PLN 1.0: Plans time realistically for pacing, content mastery, and transitions':

- *Code:** PLN 1.0
- *Description:** Plans time realistically for pacing, content mastery, and transitions
- Use Checkbox (Overrides rating scale):**

The detailed view of the 'PLN 1.0' element shows:

- PLN: Instructional Planning**
- PLN 1.0 - Plans time realistically for pacing, content mastery, and transitions**
- PLN 1.0 Evaluator Rating:** Meets Requirement
- PLN Evaluator Rating:** Select a Value
- PLN Evaluator Reflection:** [Empty text area]