

How Categories Display on an Evaluation

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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 the tabs are buttons for 'New', 'Copy', 'Import', and 'Export to CSV'. A filter dropdown is set to 'FALL 13: 10/01/2013 -'. A table lists categories with columns for 'Code', 'Description', and 'Period'. The row for 'PLN' and 'Instructional Planning' in 'FALL 13' is highlighted. A red box surrounds this row, and a red arrow points from it to the 'View Evaluation' window below. In the 'View Evaluation' window, the 'PLN: Instructional Planning' category is selected and highlighted with a red box. Below it, three sub-elements are listed: '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 box surrounds these sub-elements, and a blue arrow points from this box back to the 'Edit Category' window above. The 'Edit Category' window shows the 'Code' as 'PLN', the 'Description' as 'Instructional Planning', and the 'Rating Scale' as 'EFFECT: Effectiveness'. It also has checkboxes for 'Observation Only', 'Use Checkbox (Overrides rating scale)', and 'Rate at the following levels:'. The 'Rate at the following levels' section has 'Category' checked, 'Element' unchecked, and 'Sub-Element' unchecked. A red box surrounds this section, and a red arrow points from it to the 'View Evaluation' window.

In this example, only the Category level is rated.

PLN: Instructional Planning
Hide Details

- PLN 1.0 - Plans time realistically for pacing, content mastery and transitions
- PLN 2.0 - Plans for differentiated instruction
- PLN 3.0 - Aligns lesson objectives to the school's curriculum and student learning needs

PLN Evaluator Rating
Select a Value

Example Sub-Elements with optional Rating Scale

View Evaluation - Adams, Amelia Draft ✕

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

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. ✕
[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 meet district expectations

ENV 1.1 Evaluator Rating
Select a Value

E: Excellent
Exceeds district expectations.

E: Effective
Meets district expectations.

U: Unsatisfactory
Fails to meet 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' and 'Elements' configuration screens. In the 'New Category' section, the 'Use Checkbox (Overrides rating scale)' option is checked, and the 'Rating Scale' is set to 'EFFECT: Effectiveness'. In the 'Elements' section, the 'PLN 1.0: Plans time realistically for pacing, content mastery, and transitions' element is shown with the 'Use Checkbox (Overrides rating scale)' option checked. A red box highlights the 'Meets Requirement' checkbox in the element details, which is also indicated by a red arrow from the 'Use Checkbox' option in the category settings.