

Edit Categories

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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

You can edit a Category as long as evaluations associated with the Category are not assigned to staff members.

If you mark the **Observation Only** checkbox on a Category that was not previously set up for observations, the [rating scale](#) will no longer be required.

If you clear the options for rating at the **Element** or **Sub-Element** level, Rating Scale Definitions for the Element or Sub-Element will be deleted.

The Category **Code** cannot be changed.

Complete the following steps to edit a Category.

1. Select the Category you want to edit.

Result

The Edit Category editor displays.

The screenshot shows the 'Edit Category' interface. On the left, a table lists categories with columns for Code, Description, and Period. The 'PROG' category is highlighted. A red arrow points from this row to the 'Edit Category' form on the right. The form includes fields for Code (PROG), Description (Professional Growth), and Evaluation Period (WINTER1819: 12/03/2018 - 03/15/2019). There are checkboxes for 'Observation Only' (checked), 'Use Checkbox (Overrides rating scale)' (checked), and 'Rate at the following levels' (Category checked, Element and Sub-Element unchecked). A rating scale dropdown is set to 'PERF: Performance'. An 'Element' section shows '1.0: Completed required professional development hours.' with a 'Show Details' link and an 'Add Element' button.

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

