

CO Staff Evaluation Collection

APTAFUND-3632

Introduction

The Staff Evaluation Collection Report has been separated from the CO December Staff Report and turned into a separate report and export. To access the report, go to Administration > Reports > CDE Staff Evaluation Report.

МУ АРТ	AFUND 🔻			
Home Reports				
Modules Reports	[All] CDE Staff Evaluation [Unnamed Settings]	Report	 7	
Report To Grid C	Accounting Cycle Evaluation FY	FY23-24 FY23-24	•	

Figure 1: CDE Staff Evaluation Report



Fill in the prompts and click on Report To Grid. If the report was previously run, a screen like the one shown below will display. If changes were made to the report, click Continue with Previous Editing so those changes are not lost. If no changes were made to the report, click Delete and Generate New Files and then a prompt will be displayed to confirm the choice to recreate the file.

Generated Data Exists	×
A previously generated data set exi editing the previously generated da report selections. Once data is dele	ists for your report selections. You can choose to continue ta or delete that data set and generate new data for your sted, it cannot be recovered.
Previous data set details:	
Data set name:	FY23-24-20
Created on:	02/22/2024 12:08:58 PM
Created by:	Zenker, Jennifer
Last edited on:	Never
Last edited by:	N/A
Continue with Provide 5	
Continue with Previous E	Cancel

Figure 2: Report Previously Generated Message

A sample of the CO Staff Evaluation Collection Report is shown below. Check the report for Validation Errors. To correct validation errors either click on the employee's last name (blue link) or check the box in front of the employee's record and click the Edit button. Editing the record will go to the Manage Employee screen so changes can be made to correct the validation errors.

	orts -> CDE Staff Evaluation Report											
3-24	-12		Save All Mod	difications 🗘 -						Generate	d: March 14, 2024 8:44 AM by Ka	thy Lester (klester@harriscompute
						Accounting Cycle: F	Y23-24 Evaluation F	f: FY23-24				
FF	EVALUATION											
Sea	arch Q	Job Classification	Code : ALL 🔻 🖡	School Code : ALL - ¥							▼ 5 <i>₽</i> 5	
ag	a column header and drop it here to	group by that colu	mn									
	Validation Error 1	District Code	Educator ID	First Name	Last Name	Gender	Birth Date	Job Classification Code	School Code	Probationary Status	Highly Effective Proce	ss Overall Rating Teach
	'School Code' does not start with a 4-digit number.	1020	46154049	Terry	Grav	01 - Female	09/28/1970	201 - Teacher, Regular	Cafeteria	00	00	00
	'School Code' does not start with a 4-digit number.	1020	51664043	Alan	Lewis	02 - Male	06/15/1994	201 - Teacher, Regular	Roosevelt Elementary	00	00	11
	'School Code' does not start with a 4-digit number.	1020	53406607	Kyle	Howard	02 - Male	04/01/1977	201 - Teacher, Regular	Cafeteria	00	00	00
	School Code' does not start with a 4-digit number	1020	60267083	Ronald	Jefferson	02 - Male	01/27/1998	201 - Teacher, Regular	Hamilton	00	00	00
	School Code' does not start with a 4-digit number	1020	97169509	Тегту	Mever	02 - Male	03/04/1992	201 - Teacher, Regular	Roosevelt	00	00	00
	An Evaluation rating is required, since all rating's values are '00' or empty. Teacher Measures of Student Learning' must not be blank or '00' for Job Class Codes 201, 202, 206, 216, 222, 223.	1020	22030984	Nancy	Wolf	01 - Female	03/03/1990	201 - Teacher, Regular	4489	00	00	00
	An Evaluation rating is required,											

Figure 3: Sample Validation Errors

After the information has been verified and corrected, click on the **Export to File** button in the bottom right-hand corner of the screen to create the export file.

-24-12		Save All Moo	difications 🗢 -						Generated: N	farch 14, 2024 8:22 AM by Kathy Les	ster (klester@harriscomput
					Accounting Cycle F	Y23-24 Evaluation FY	f: FY23-24				
FF EVALUATION											
Search (Job Classification	Code : ALL 👻 🖡	School Code : ALL 👻 🖡							Y 5 + 5 0	
ag a column header and drop it	here to group by that cold	ımn									
Validation Error	District Code	Educator ID	First Name	Last Name †	Gender	Birth Date	Job Classification Code	School Code	Probationary Status	Highly Effective Process	Overall Rating Teach
	1020	68076162	Jeannie	Adams	01 - Female	04/18/1964	201 - Teacher, Regular	2010	02 - Non-Probationary	01 - Yes	11
	1020	96729717	Sherry	Asher	01 - Female	01/22/1988	201 - Teacher, Regular	2010	00	00	00
	1020	79161153	Crystal	Atkinson	01 - Female	11/20/1989	201 - Teacher, Regular	2010	00	00	00
	1020	14383945	Bertha	Barnett	01 - Female	02/24/1972	202 - Teacher, Special Education	2010	01 - Probationary	01 - Yes	11
	1020	65169502	Mona	Barnett	01 - Female	01/26/1993	201 - Teacher, Regular	2010	00	00	05
	1020	88142393	Rebecca	Beck	01 - Female	12/25/1992	201 - Teacher, Regular	2010	00	00	12
	1020	99857708	Betsy	Benson	01 - Female	10/29/1986	201 - Teacher, Regular	2010	00	00	14
	1020	61199074	Penny	Bradley	01 - Female	07/06/1959	201 - Teacher, Regular	2010	00	00	12
	1020	75187729	Ann	Carson	01 - Female	11/07/1971	201 - Teacher, Regular	1950	00	00	14
				and the second s							

Figure 4: Sample Staff Evaluation Collection Report

If there are still errors in the report, a Validation Error(s) message will be displayed. Click No and fix the errors and then try the **Export to File** again, or click Yes to continue and create the file. The employees who have the Validation Errors will be included in the file with their incorrect or missing data.



Figure 5: Validation Error Message