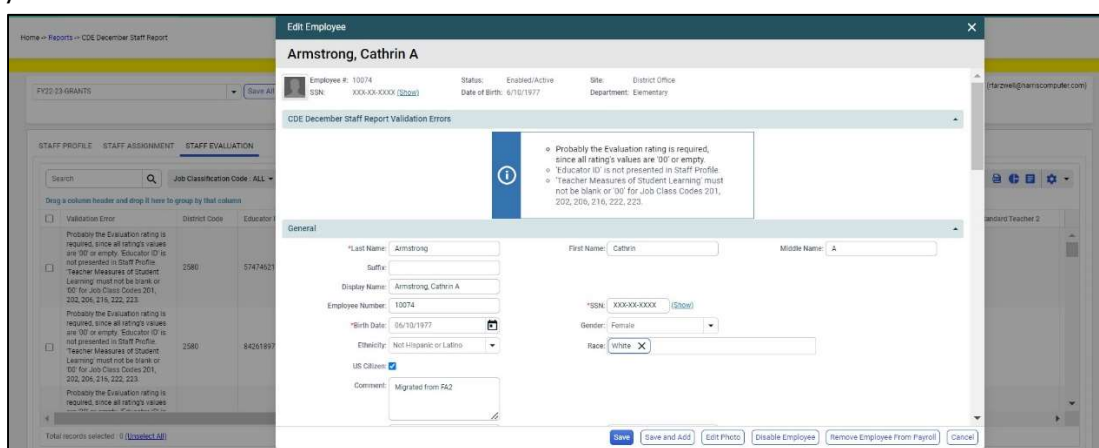# Colorado December Staff Report – Staff Evaluation

*AFD-54*
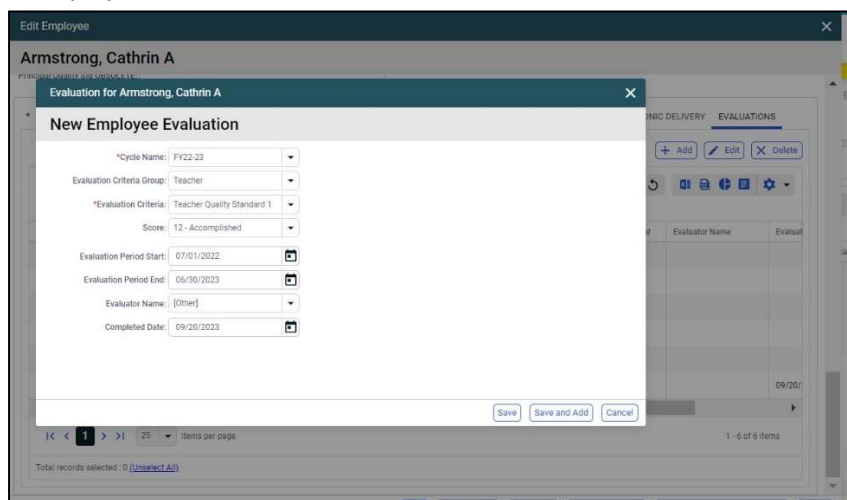
## A Staff Evaluation tab and export are now available

When running the Colorado December Staff Report, a Staff Evaluation tab and export now display. This tab contains the new evaluation data collection that Colorado schools and BOCES have to report to the Colorado Department of Education by October 15 each year.

The Staff Evaluation tab provides validation information. If validation errors show, a user can click the last name of the employee to display the Edit Employee screen from Manage Employees. The errors will display on the screen.
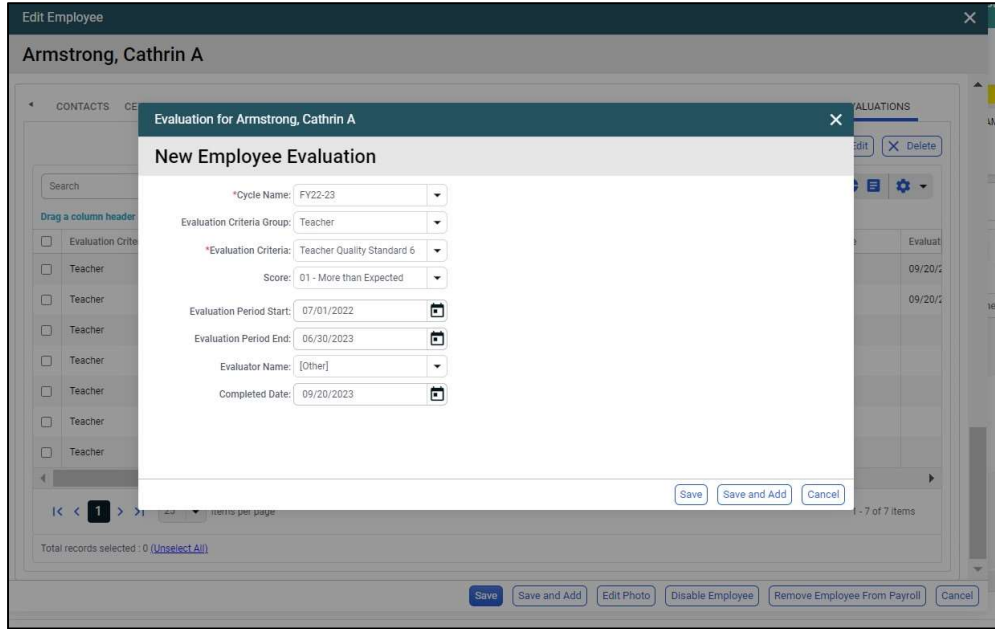


*Caption 1 – Edit Employee*

In this illustration, the employee needed to have evaluations entered. Evaluations are on a tab at the bottom of the Edit Employee screen.



*Caption 2 – New Employee Evaluation*

This employee also needed Measures of Student Learning. These are Evaluation Criteria Quality Standard 6 for Teachers and Quality Standard 7 for Principals.

*Caption 3 – Measures of Student Learning*

After correcting the validation errors, rerun the report and delete and generate new data. No validation errors will show for the employee whose information was corrected.



*Caption 4 – Staff Evaluation after correcting validation errors*

As it is with the Staff Profile and Staff Assignment tabs, an Export to File button is in the lower right corner of the Staff Evaluation tab so that the user can create the Staff Evaluation file to send to CDE.