

Adding Users to an Evaluation Folder

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1. Click on the 'Employees' link on the left hand menu or use the '(Principal/Teacher) Search' link



2. Select the individuals you would like to add by placing a check in the box next to their username
3. From the pull down menu, select 'Add to Evaluation Folder'
4. Hit 'Go!'

Active Employees

List of active employees.

Select users you would like to include in the folder by placing a check in the box to the left of their username

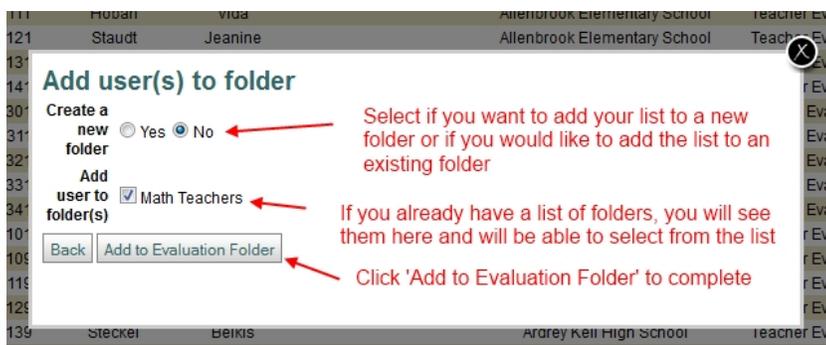
From the pull down menu, select 'Add to Evaluation Folder' and press Go!

Note: There are more results available to view than are shown on this page. Please click one of the links below to view additional results:
1-100 [101-200](#) [201-203](#)

Select All Deselect All Actions performed should affect: Checked records (on this page only) Add to Evaluation Folder Go! (Help)

Add				Username	Last Name	First Name	Email	School	Group
Teacher Evaluation	Principal Evaluation	View	Edit	<input checked="" type="checkbox"/>	McRel111	Hoban	Vida	Allenbrook Elementary School	Teacher Evaluee
Teacher Evaluation	Principal Evaluation	View	Edit	<input checked="" type="checkbox"/>	McRel121	Staudt	Jeanine	Allenbrook Elementary School	Teacher Evaluee
Teacher Evaluation	Principal Evaluation	View	Edit	<input checked="" type="checkbox"/>	McRel131	Burt	Ivonne	Allenbrook Elementary School	Teacher Evaluee
Teacher Evaluation	Principal Evaluation	View	Edit	<input checked="" type="checkbox"/>	McRel141	Peterson	Tova	Allenbrook Elementary School	Teacher Evaluee
Teacher Evaluation	Principal Evaluation	View	Edit	<input type="checkbox"/>	McRel301	Goulet	Sammie	Allenbrook Elementary School	Teacher Evaluator
Teacher Evaluation	Principal Evaluation	View	Edit	<input type="checkbox"/>	McRel311	Otter	Adolph	Allenbrook Elementary School	Teacher Evaluator

5. A pop up will open and you will have to determine if you would like to create a new folder or add users to an existing folder



6. To verify, you can go back to the Evaluation [Folders](#) link and see the evaluees that have been placed in the folder by clicking Evaluates on the left

