

## Creating Evaluation Folders

---

### Creating an Evaluation Folder

1. Click on Evaluation Folders:



2. Click Add



3. Fill out the name you would like the folder to have

4. Fill out the location - if you plan to use the folders for organizational purposes, this field is more relevant

5. **Users able to see this folder:** This box will allow you to determine who will be able to see the folder

- By using the arrow under the '**Possible Values**' you can add people to the '**Selected Values**' column
- You **MUST** add yourself if you would like to be able to see the folder

---

**Users able to see this folder**

To see this folder, add yourself to this list.

<i>Possible Values</i>	<i>Selected Values</i>
Abernethy, Marjory (McRel130)	
Allen, Toren (McRel216)	
Allen, Toren (McRel240)	
Anderson, Frank (McRel246)	
Angelos, Asa (McRel324)	
Armstrong, Amanda (McRel245)	

Add user → >> Remove User ← <<

---

6. **Users able to add/remove users from this folder:** This box will allow you to determine who can add or remove users from the folder

- By using the arrow under the '**Possible Values**' you can add people to the '**Selected Values**' column
- You **MUST** add yourself if you would like to be able to edit who is in the folder

7. Click Save and Next

---

Created by user

---

Created on

Last modified on

---

You must click "Save and Next" in order for your changes to be saved.

Cancel	Undo	Save and Next
--------	------	---------------