Steps for Exporting Staff Evaluation file from COPMS

The following screen shots are taken from the training sandbox within the Colorado Performance Management System (COPMS) in RANDA and depict the steps each district/BOCES will take to export their data report to submit with their Staff Evaluation file.

1. Login to COPMS and click on the Reports tab (note this tab is only accessible for staff who have been assigned Superintendent or HR Administrator rights in IdM).

Destruderu	Administration	Evaluations	Reports	Help	_	
Home / Reports						🗲 Back
A Access to reports and o identifiable information an	downloads is dependent on sec id data that is exempt from pul	curity roles assigned to each blic inspection. Please exercis	COPMS user. The reports se caution when printing	and downloads availab or downloading report	ole in COPMS may s from COPMS.	y contain personally
Reports My Downloads						
Reports My Downloads Reports:						
Reports My Downloads Reports: Academic Year(s): Check All J Clean All	2022-2023	1	Report Type:	Littl Charts	Exports	≛ Downloads
Reports My Downloads Reports: Academic Year(s): Check All Clear All	2022-2023 2021-2022 2020-2021	1	Report Type: Report:	Lint Charts	∰ Exports	& Downloads

2. Ensure the desired school year(s) has been selected on the lefthand side of the page.

inance Managen	ient System 🚥	Cde Den	🌢 Supe	erintendent (8890), Jane 🤜		
Dashboard	Administration	Evaluations	Reports	Help	_	
e / Reports						← Back
ccess to reports and do	wnloads is dependent on sec	curity roles assigned to each	h COPMS user. The report:	and downloads availa	ble in COPMS ma	ay contain personally
tifiable information and	data that is exempt from pui	plic inspection. Please exer	cise caution when printing	or commonding repor		
tifiable information and	data that is exempt from pu	olic inspection. Please exer	cae cauton when printing	or contractions report		
tifiable information and the second s	data that is exempt from pul	olic inspection. Please exert				
tifiable information and tts My Downloads eports: Academic Year(s): Check All J Clear All	data that is exempt from pul	oire inspection, Piease exer	Report Type:	네 Charts	■ Exports	≜ Downleads
tifiable information and tts My Downloads eports: Academic Year(s): Check All Clear All	data that is exempt from pul	oire inspection, Piease exer	Report Type: Report:	Lett Charts	₩ Exports	▲ Downleads

3. On the righthand side of the page, select the "Exports" section and then choose either a CSV or an Excel file, depending on your preference.

Dashboard	Administration	Evaluations	Reports	Help	
Home / Reports					← Bac
Access to reports and do dentifiable information and reports My Downloads	wnloads is dependent on sec data that is exempt from pul	curity roles assigned to each blic inspection. Please exerc	COPMS user. The repor ise caution when printin	ts and downloads available in (ig or downloading reports from	OPMS may contain personally COPMS.
Reports:					
Academic Year(s): Check All Clear All	 ✓ 2022-2023 ❑ 2021-2022 ❑ 2020-2021 	ļ	Report Type: Report:	Lad Charts The	Exports Downloads

- 4. In the Reports dropdown menu, select "Staff Evaluation Snapshot."
- 5. Select the blue "Generate" button for a file to be created.

Dashboard	Administration	Evaluations	Reports	Help	
ome / Reports	downloads is dependent on sec	urity roles assigned to each	n COPMS user. The reports and	- Select One Evaluation Ratings Combo report Evaluator Assessment Shared Evaluation Activity Status by Educator Evaluator Assessment Professional Practices Evaluator Assessment Ratings	Back
entifiable information ar ports My Downloads	d data that is exempt from pu	olic inspection. Please exerc	cise caution when printing or do	Evaluator Assignments Evidence and Artifacts Export Final Effectiveness Ratings Goals and Actions Export HR Collection Template Staff Couldrains Grapeshot	
Reports:				LEA Settings MSL/MSO Measures and Ratings MSL/MSO Template Assignments Observation Notes Export Observation Summary Export	
Academic Year(s): 2022-2023 Check All Clear All		Î	Report Type:	Overdue Evaluation Activities Export Professional Development Assignments Self-Assessment Professional Practices	
	□ 2021-2022 □ 2020-2021 □ 2010-2020		Report: Export Type:	Staff Evaluation Snapshot CSV Cxcel (xls)	~
				and the second second	