



Final Effectiveness Ratings (Bulk PDF)

The Colorado Performance Management System has the ability to create a “Bulk PDF” of Final Effectiveness Ratings by rubric type.

NOTE: This feature is available for those with the principal, HR, Superintendent, and Executive Director roles.

Why use this feature? This is helpful for districts wishing to upload the Final Effectiveness Rating PDF for each educator into their HR system. This may also be helpful for districts preferring to have hard signatures on file of the Final Effectiveness Rating.

In the system:

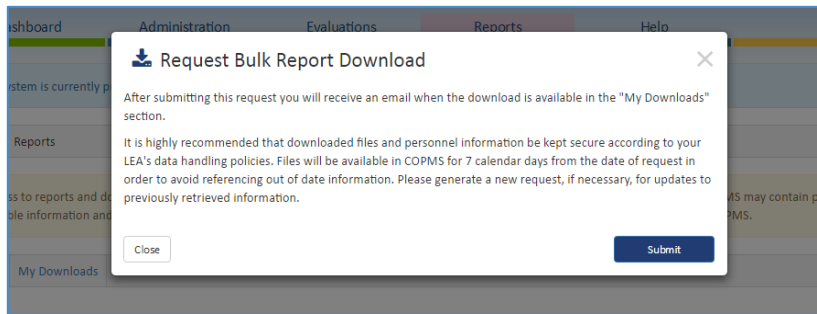
1. Visit Reports→Downloads→ Final Effectiveness Ratings (Bulk PDF).
2. Select the **Group** and click on **Generate**.

The screenshot displays the 'Reports' section of the system. The navigation bar includes 'Dashboard', 'Administration', 'Evaluations', 'Reports', and 'Help'. A notification states: 'The system is currently processing evaluation ratings based on the applied LEA settings; this process is normally completed overnight.' Below this, a warning message reads: 'Access to reports and downloads is dependent on security roles assigned to each COPMS user. The reports and downloads available in COPMS may contain personally identifiable information and data that is exempt from public inspection. Please exercise caution when printing or downloading reports from COPMS.'

The 'Reports' section is active, showing 'My Downloads' as the selected tab. Under 'Report Selections', the 'Academic Year' is set to '2015-2016' and the 'LEA' is 'Colorado School District (8892)'. The 'School(s)' section lists several schools with checkboxes: 'Lea-Wide School Code (9980)', 'Colorado Elementary School (1101)', 'Colorado High School (1103)', 'Colorado Middle School (1102)', and 'Colorado Technical School (1104)'. The 'Report Type' is set to 'Downloads', and the 'Report' is 'Final Effectiveness Ratings (Bulk PDF)'. The 'Group' is set to 'Teacher'. A 'Generate' button is located at the bottom right. Three blue arrows point to the 'Downloads' tab, the 'Report' dropdown, and the 'Generate' button.



3. This file may be quite large, so a message pops up to let the user know they will receive an email once it is ready.



4. Once notified, the user may visit **My Downloads** on the **Reports** tab and download the Zip file.

