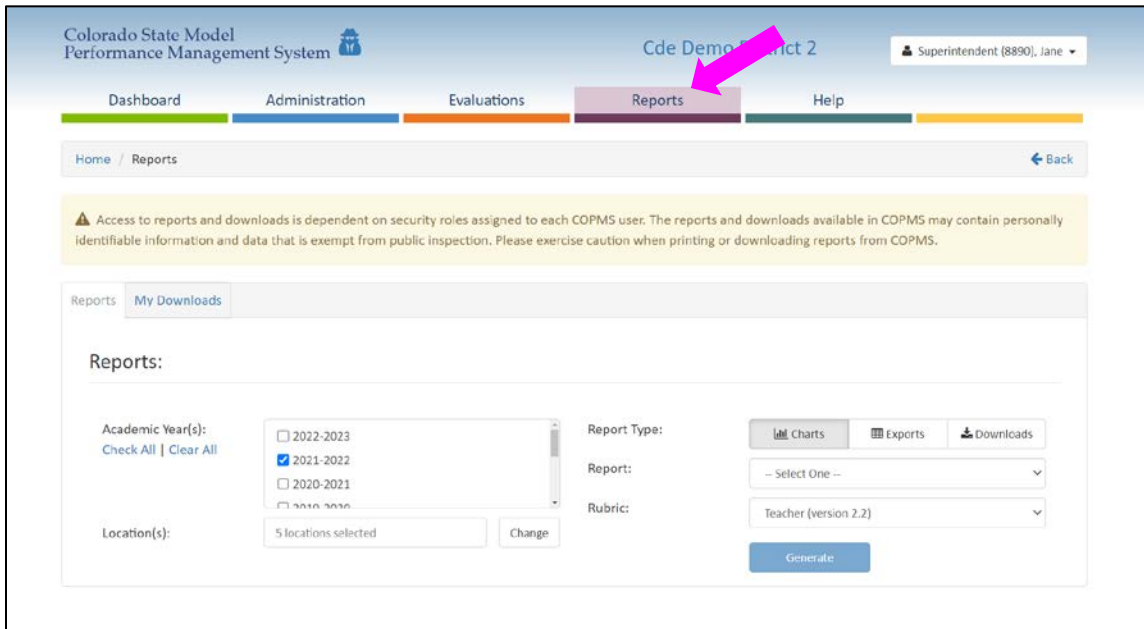


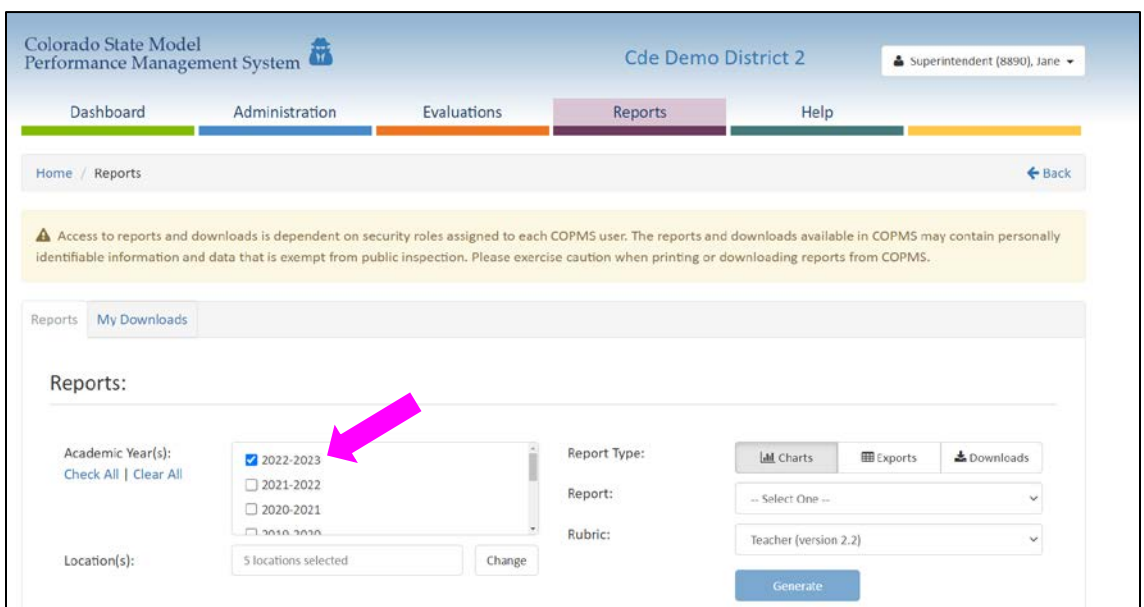
## Steps for Exporting Staff Evaluation file from COPMS

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.

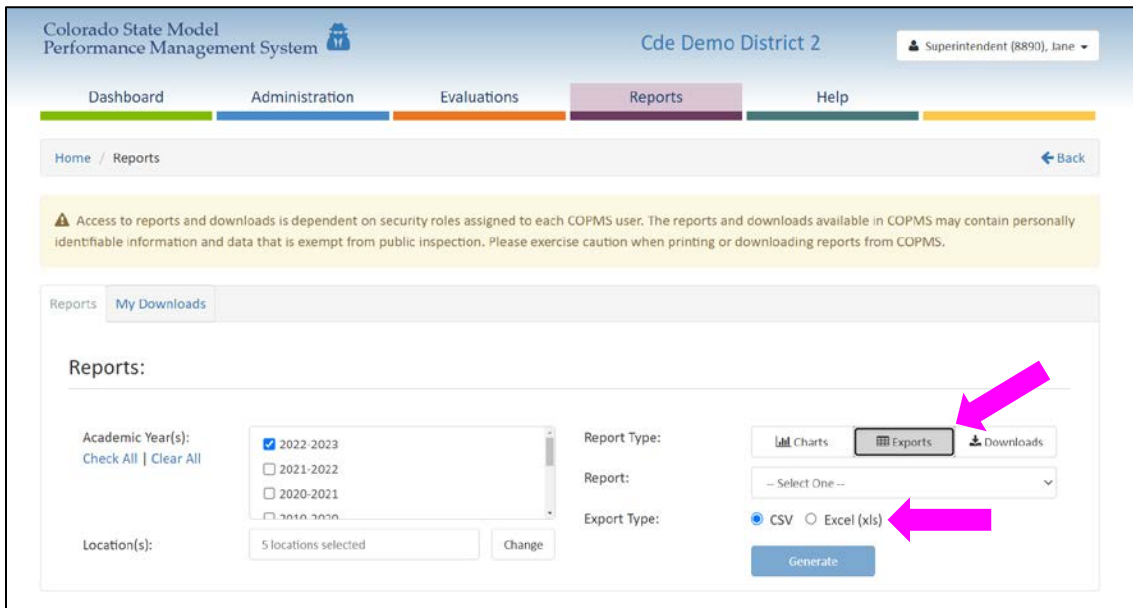
1. Login to COPMS and click on the Reports tab (note this tab is only accessible for staff who have been assigned Superintendent or HR Administrator rights in IdM).



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



- 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.



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

