MADISON METROPOLITAN SCHOOL DISTRICT
Educator Effectiveness
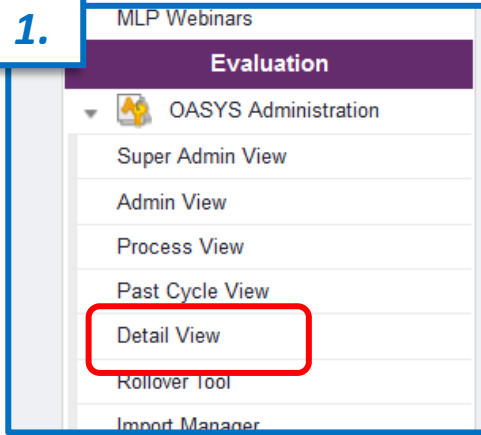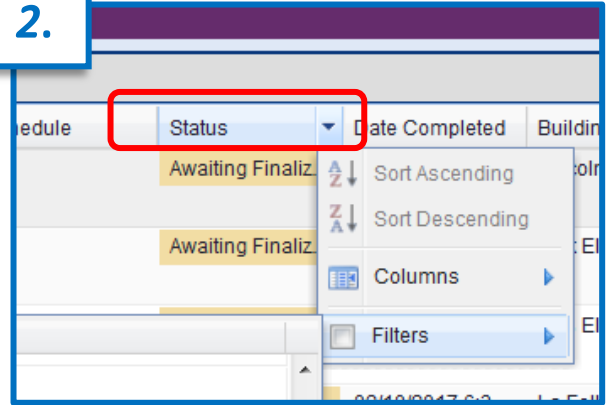### PROMOTING A THRIVING WORKFORCE

How to Batch Finalize in MLP

Steps 1 and 2:

Click on *the Detail View*

Once in the detail view look for the *Status* heading and click on the down arrow to the right

1.

MLP Webinars

Evaluation

- OASYS Administration
  - Super Admin View
  - Admin View
  - Process View
  - Past Cycle View
  - Detail View
  - Rollover Tool
  - Import Manager

2.

edule	Status ▼	Date Completed	Buildin
	Awaiting Finaliz...		olr

- ⇵ Sort Ascending
- ⇵ Sort Descending
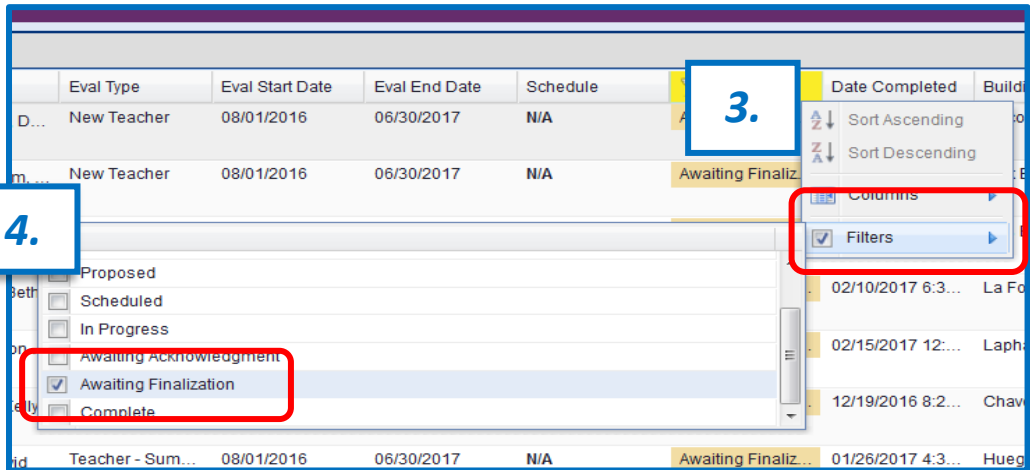- Columns ▶
- Filters ▶

Awaiting Finaliz... El

Steps 3 and 4:

Within the dropdown menu, select the *Filters* options

A second drop down menu will appear, select the *Awaiting Finalization* option

	Eval Type	Eval Start Date	Eval End Date	Schedule		Date Completed	Buildi
D...	New Teacher	08/01/2016	06/30/2017	N/A			
m...	New Teacher	08/01/2016	06/30/2017	N/A	Awaiting Finaliz...		

3.

- ⇵ Sort Ascending
- ⇵ Sort Descending
- Columns ▶
- ☑ Filters ▶

| | | | | | | 02/10/2017 6:3... | La Fo |
| | | | | | | 02/15/2017 12:... | Laph |

4.

- ☐ Proposed
- ☐ Scheduled
- ☐ In Progress
- ☐ Awaiting Acknowledgment
- ☑ Awaiting Finalization
- ☐ Complete

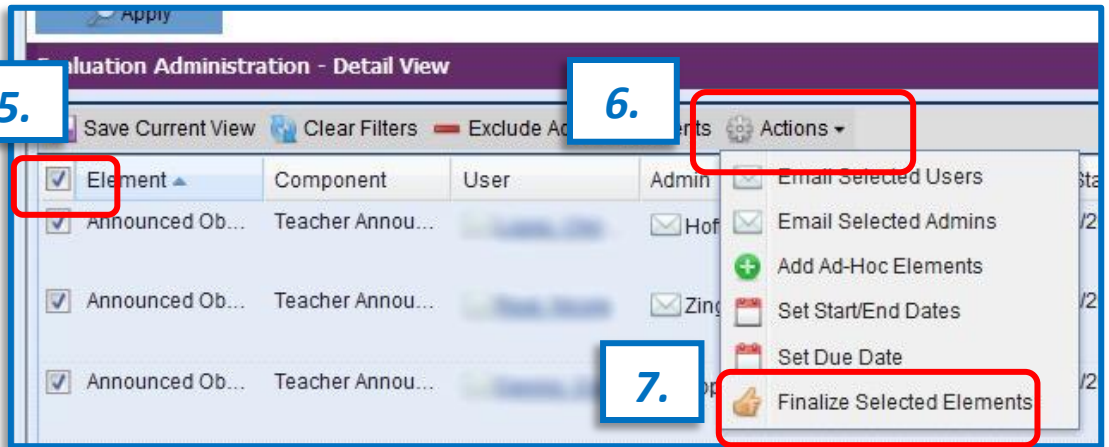| | | | | | | 12/19/2016 8:2... | Chav |
| elly | Teacher - Sum... | 08/01/2016 | 06/30/2017 | N/A | Awaiting Finaliz... | 01/26/2017 4:3... | Hueg |

Steps 5, 6, and 7:

Select the box next to the heading *Element*
Look for the *Actions* button and click the down arrow

A drop down menu will appear, select the *Finalize Selected Elements* option

🔍 Apply

Evaluation Administration - Detail View

💾 Save Current View 🔧 Clear Filters ➖ Exclude Ad...ents ⚙ Actions ▼

5.

☑ Element ▲	Component	User	Admin
☑ Announced Ob...	Teacher Announ...		✉ Hof
☑ Announced Ob...	Teacher Announ...		✉ Zing
☑ Announced Ob...	Teacher Announ...		

6.

- ✉ Email Selected Users
- ✉ Email Selected Admins
- ⊕ Add Ad-Hoc Elements
- 📅 Set Start/End Dates
- 📅 Set Due Date
- 👍 Finalize Selected Elements

7.

Step 8:

Lastly, if you wish, select the *Save Current View* option and you will be able to get this view without having to go through all the steps

🔍 Apply

Evaluation Administrati

8.

💾 Save Current View

☑ Element ▲