

Duplicate Tasks and How to Clean Them UP

Example Scenario

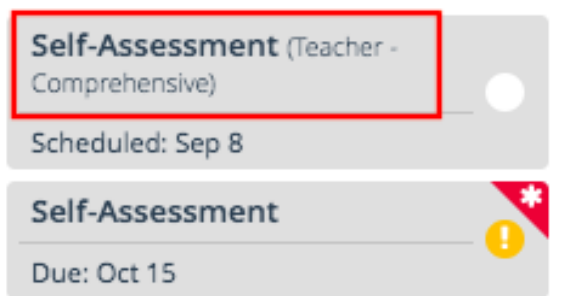
A teacher starts the school year with a Teacher-Focus. After the teacher filled in their Self Assessment task and their Evaluator filled in an Observation task (and maybe some other task data was entered), the decision was made to move the Teacher to Comprehensive.

How does the task list end up with duplicate tasks when my Position Level is switched?

Each Position Level (i.e., Teacher - Focus or Teacher - Comprehensive) is given a pre-set list of tasks in the Educator Evaluation system. When your Evaluator or another in the district switches the Position Level (in the scenario above from Focus to Comprehensive), this is what happens to the task list:

1. Tasks from the OLD position level that had been EDITED are made 'not required' and tagged with the old position level name.
2. Tasks from the OLD position level that were NEVER EDITED are removed.
3. Tasks from the NEW position level are added to the task list.

Example task with 'old position level' tag:



I don't want duplicate tasks. So how do I merge and clean up my task list?

Using the "Import Task Info" button, the Evaluator or Evaluatee can import the "old" position level task data (noted in parenthesis on task) into the new position level task and delete the old task.

Steps to use the Import Task Info button:

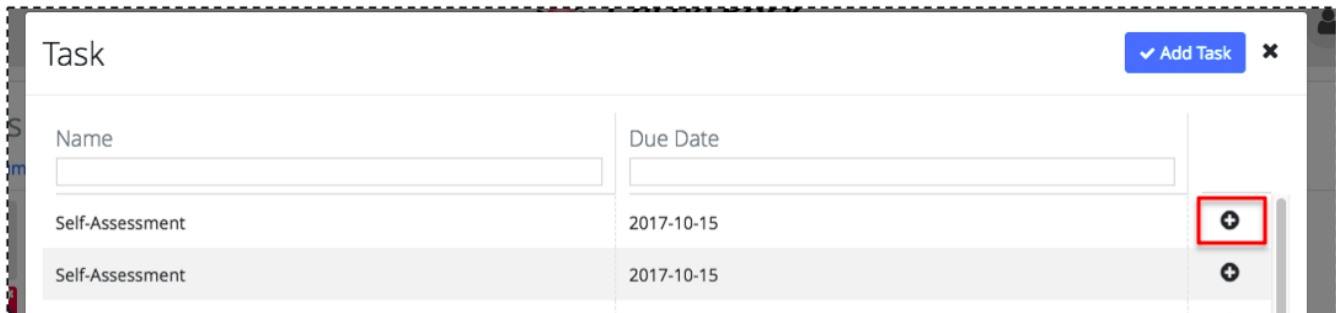
Depending on who filled in the task, the Evaluatee and Evaluator may have to step through this process for the tasks they have permission to edit/add data.



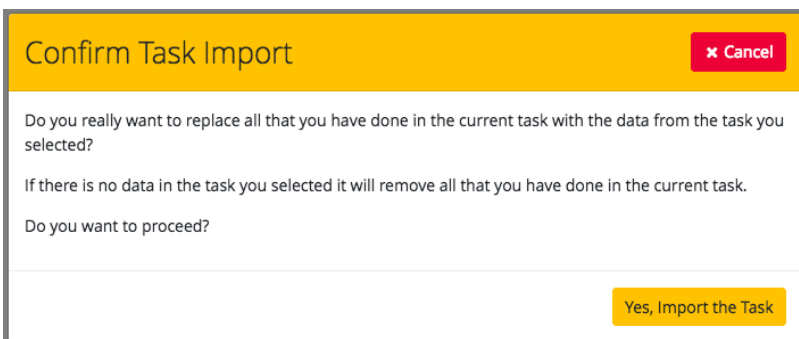
Click the **setting/gear icon** on the task you want to import the data into. Select '**Import Task Info**'



In the pop-up window, locate the task with the data and click the **+ icon**.



A warning appears, reminding you that if there is **ANY DATA ON THE TASK YOU ARE CURRENTLY ON, IT WILL BE REMOVED**. If this is ok, click **Yes, Import the Task**.



Verify all data is copied to the new task that is needed.

If all is copied that is needed, go to the old task and **setting/gear icon** and choose to **delete** the task.



For more information on Tasks, visit the [Task Overview & Options](#) Help Article.