

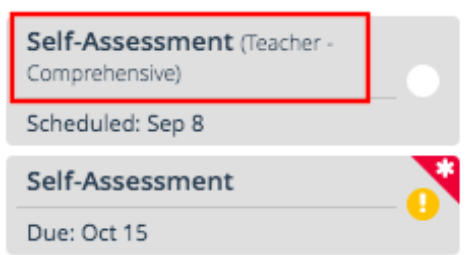
Duplicated Tasks: Evaluator

When an educator's position level changes (e.g., from Teacher-Focus to Teacher-Comprehensive), it can create a list with duplicate tasks. This happens because the system adds a new set of tasks from the new position level while keeping certain tasks from the old one.

How Duplicates are Created

- **Tasks edited** from the old position level are marked as **not required** and **tagged with the name of the previous position level**. They are not deleted to preserve any previously entered data.
- **Unedited tasks** from the old position level are automatically removed from the list.
- Tasks from the new position level are added to the list.

This process results in a list that includes both the new, required tasks and the old, edited tasks, creating the appearance of duplicates.



How to Clean Up and Merge Tasks

To clean up the task list and get rid of duplicates, you can use the **Import Task Info** button to transfer data from the old task to the new one and then delete the old task. Both the Evaluatee and the Evaluator can perform this action on tasks they are authorized to edit.

1. Find the new task you want to keep and import data into. Click the **Row Actions Gear** to the far right and select **Import Task Info**.
2. In the pop-up window, find the old task (it will have the old position level name in parentheses) that contains the data you want to save, select the **checkbox** to the left, and click **Save**.
3. This process will copy any text that matches the fields on the selected task in the pop-up and replace the text on the current task with the text copied. **There is no undo.**
4. After the import is complete, check the new task to ensure that all necessary information has been copied correctly.
5. If the data transfer was successful, return to the old task, click the **Row Action Gear**, and choose Delete the task.

Completed	Ordinal	Row Actions
mm/dd/yyyy		
	2	

Row Actions and Options

-  Delete
-  Import Task Info

Confirm Task Import
✕ Cancel

Do you really want to replace all that you have done in the current task with the data from the task you selected?

If there is no data in the task you selected it will remove all that you have done in the current task.

Do you want to proceed?

Yes, Import the Task

Helpful Resource: [EVALUATOR: Task List Overview and Options \(Connect\)](#)