The Colorado Performance Management System allows for a “snapshot” to be taken of the Evaluator Assessment at any point during the evaluation cycle so that an evaluator may compare the progress of the educator on the rubric throughout the year.

**Why use this feature?** Many evaluators have expressed interest in celebrating the progress the educator has made from their mid-year review to the end-of-year review. This feature allows for the comparison of what changes have been made to the rubric from the time the snapshot was created.

**Step 1: Creating the Snapshot**
An evaluator may create a snapshot by visiting an educator’s activity page and clicking on the Evaluator Assessment. From there, an evaluator can click on the “Snapshots” button.

*NOTE: Only primary evaluators may create snapshots. However, secondary evaluators will be able to utilize the snapshot to view progress.*

The evaluator can then click on “Create Snapshot”.

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**Image:**
- A screenshot of the Educator Information page showing the Educator Information section and the Snapshots button highlighted.
- A screenshot of the Evaluator Assessment Snapshots dialog box, indicating that there are no snapshots available for this evaluator assessment.
This will add a snapshot of the current practices that have been checked within the rubric. 

**NOTE:** You have the ability to delete a snapshot at any time.

### Step 2: Using the Snapshot to View Progress

Once a snapshot has been created, an educator will be able to revisit that snapshot and see progress on the rubric at any point before the Evaluation Assessment has been completed. To view progress, click on the snapshot you would like to compare against (if multiple have been taken, they will display in list form).

You will see the comparison is in place by the blue bar at the top. Click on “Stop Comparison” to view just the current rubric.
By scrolling down to the rubric, all changes will be highlighted in blue.

NOTE: If an Evaluation Assessment has been shared with the educator, they will also have the opportunity to use the snapshot feature to compare progress. However, they will not have the ability to create any new snapshots.

If you have any questions regarding this process, please do not hesitate to contact support@copms.randasolutions.com.