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Strive - Add a Professional Goal



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16 days ago · Updated

Add Professional Goals

Important: Before you begin using the enhanced professional goal feature, check your **Evaluations tab** to access the evaluation process outlined by your administrators. Use

the **(+) button** next to the evaluation steps needed to access the goal setting documents required. If a form is accessed, use that form to complete the steps your district has determined for your evaluation type.

Add A Professional Goal:

1. Click the **Evaluations tab** to access your evaluation process.
2. Click the **(+) button** in your evaluation process and the Add New Goal pop-up will appear.

The screenshot shows the user interface for a teacher named 'teacher, teacher' (T-TESS Teacher 2017). The 'Evaluations' tab is selected. Under the 'EVALUATION PROCESS' section, there are two tasks listed:

Task	Progress	Action
SEP 22 Professional Goals	0/2 Required	(+) Button
SEP 8 Self Evaluation	0/1 Required	(+) Button

3. A goal can also be created in the **Goals tab** and by clicking the **(+) button** to open the same Add New Goal pop-up window.

The screenshot shows the user interface for a teacher named 'teacher, teacher' (T-TESS Teacher 2016). The 'Goals' tab is selected. Under the 'PROFESSIONAL GOALS' section, there is a list of goals:

- Increase parent communication.
- I will increase technology use in my classroom to help students with skills.
- I will increase technology use in my classroom.

In the **New Goal** window:

- Enter your **New Goal** statement.
 - **Note:** You can drag the bottom right of the text window to make this textbox larger if you need it.
- Add your **Success Criteria**.
 - **Note:** Success Criteria is an optional part of Goal creation where professionals can focus their Action planning by defining what successful attainment of the Goal will look like. We encourage instructional leaders to coach their Appraisees to define attainable, measurable outcomes in the Success Criteria section.
- Select the **Standards** from the list provided
- Click the **Add an Action** button to add actions and dates for completing the specific actions. An **Additional Action** button appears after entering the initial action.
- Choose the **Date** for the new goal to be completed. Click on the date to get a calendar pop-up to more easily select a date.
- Click the **Save** button.

The screenshot shows the 'NEW GOAL' window with the following sections and fields:

- General Information 1:**
 - What is your goal? (Required) - Text input field with a yellow border.
 - When will this be completed? (Required) - Date input field with a yellow border.
- Success Criteria 2:**
 - How will you know you have accomplished your goal? What will goal success look like? - Text input field with a yellow border.
- Standards & Tags 3:**
 - What Standard(s) does this goal address? - List of standards with checkboxes:
 - 1.1 - Standards & Alignment
 - 1.2 - Data & Assessment
 - 1.3 - Knowledge of Students
 - 1.4 - Activities
 - 2.1 - Achieving Expectations
 - 2.2 - Content Knowledge & Expertise
 - 2.3 - Communication
 - 2.4 - Differentiation
 - 2.5 - Monitor & Adjust
 - 3.1 - Classroom Environment
 - 3.2 - Managing Student Behavior
 - 3.3 - Classroom Culture
 - 4.1 - Professional Demeanor & Ethics
 - 4.2 - Goal Setting
 - 4.3 - Professional Development
 - 4.4 - School Community Involvement
- Actions 4:**
 - What tasks are required for this goal to be complete? (Required (At least one action))
 - No actions.
 - + Add an Action - Button with a yellow border.

At the bottom center, there is a **Save** button with a yellow border.

Once you save your Goal, it will appear in your Goals list. Goals created in either the Goals or Evaluations tab will appear in your goal list.

Goal Icon Indicators

Next to each goal is an icon colored to match the status of the goal.



A grey icon means the goal is in **edit mode** and has not been submitted for approval.



A gold icon means the goal has been **submitted** and is waiting for appraiser approval.



A blue icon means the goal has been **approved** and is on target for future completion.



A green icon means the goal has been **completed**.



A black icon means the goal has been **archived**.

- Click on your newly added goal to open the menu options to **Edit**, **Delete**, **Copy to New Goal**, or **Submit for Approval**.

The screenshot displays the 'Add a Professional Goal' interface. At the top, the user is identified as 'teacher, teacher' (T-TESS Teachers (FULL)). Below the header, there are navigation buttons: 'Close', 'Save', 'Copy to New Goal', and 'Submit for Approval'. The main content area is divided into several sections:

- GOAL STATEMENT:** A text box containing 'Increase Parent Communication'.
- STATUS:** 'Unsubmitted'.
- TARGET COMPLETION DATE:** 'June 1, 2018' with a '296 Days to Completion' indicator.
- SUCCESS CRITERIA:** A text box containing 'Parents will respond to newsletters. Parents will respond to emails.'
- STANDARDS & TAGS:** A list of standards and tags, including '1.1 - Standards & Alignment', '1.2 - Data & Assessment', '1.3 - Knowledge of Students', '1.4 - Activities', '2.1 - Achieving Expectations', '2.2 - Content Knowledge & Expertise', '2.3 - Communication', '2.4 - Differentiation', '2.5 - Monitor & Adjust', '3.1 - Classroom Environment', '3.2 - Managing Student Behavior', '3.3 - Classroom Culture', '4.1 - Professional Demeanor & Ethics', '4.2 - Goal Setting', and '4.3 - Professional Development'.
- MESSAGES:** A message from 'teacher teacher' on 7/17/2017 at 10:57 am stating 'I'm not sure how to make this measurable.' with a 'Send New Message' button.
- ACTIONS:** A list of actions including 'August 18, 2017 Use Remind 101', 'November 6, 2017 Teacher website', and 'June 8, 2017'.
- HISTORY:** A list of history items including 'Approved on 7/26/2017' and 'Approved on 6/23/2017'.

Close

Save

Copy to New Goal

Submit for Approval

- Click **Submit for Approval** to send your goal to your appraiser for approval.

Editing a Goal

- Once a goal has been submitted for approval, it cannot be edited. But you can use the **Copy to New Goal** button to copy the existing goal to a new goal to edit as needed and then submit for approval.

Access more information on the **Life of Enhanced Goals in Strive**.




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