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Move Goals to the Evaluation Process



Joel Adkins

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If you created a goal outside the Evaluation Process and need to move it, you can with the **Attach a Goal** button. This is for the goals that are showing up in your Goals tab but not showing up in your Evaluations tab where they may need to be to demonstrate your progress through the Evaluation Process.

1, Teacher T-TESS Test (Full)												
Goals	Evaluations	Professional Development										
PROFESSIONAL GOALS		JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	
This is my goal												

Click on your **Evaluations** tab.

Under Goal Setting, you will see the goal tasks your district defined in the Evaluation Process.

Click the **Attach a Goal** button.

The screenshot shows the 'EVALUATION PROCESS' section with a 'GOAL SETTING' header and '2 TASKS' indicator. Below this, there are two rows of goal cards. The first row is for a 'Professional Goal - CIP/DIP' with '0/1 Required' and a '+' icon. A yellow box highlights the 'Attach A Goal' button on this row, with a yellow arrow pointing to the right. The second row is for a 'Personal Goal' with '0/1 Required' and a '+' icon. Below the second row is another 'Attach A Goal' button.

You will be able to see your goals from this list even if they are submitted or approved.

This screenshot shows the 'Attach A Goal' dropdown menu for the 'Professional Goal - CIP/DIP' row. The dropdown menu is highlighted with a yellow box and contains three options: 'Select a goal', 'Submitted', and 'This is my goal'. A yellow arrow points from the dropdown to the right. The rest of the interface is the same as the previous screenshot.

Select the goal statement and click the **Attach** button.

The screenshot shows the 'EVALUATION PROCESS' section with a 'GOAL SETTING' header and '2 TASKS'. A goal card for 'Professional Goal - CIP/DIP' is shown with '0/1 Required' and a plus sign. Below it, the 'Attach A Goal:' dialog is open, showing a dropdown menu with 'This is my goal' selected. The 'Attach' button is highlighted with a yellow box, and a yellow arrow points to it from the right. A 'Cancel' button is also visible. Below the dialog, another goal card for 'Personal Goal' is shown with '0/1 Required' and a plus sign. At the bottom left, there is an 'Attach A Goal' button.

The goal will now appear in the Evaluation Process step to meet the requirement for that evaluation step. A remove button is also available if you moved the wrong goal from the step. The **Remove** button does *not* delete your goal but will only remove it from that evaluation step.

The screenshot shows the 'EVALUATION PROCESS' section with the 'GOAL SETTING' header and '2 TASKS'. The goal card for 'Professional Goal - CIP/DIP' is now attached to the evaluation. Below the goal card, the 'Goal Statement:' is 'This is my goal' and the 'Goal Status:' is 'Submitted'. A yellow box highlights the 'Remove' button located at the bottom right of the goal card.



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