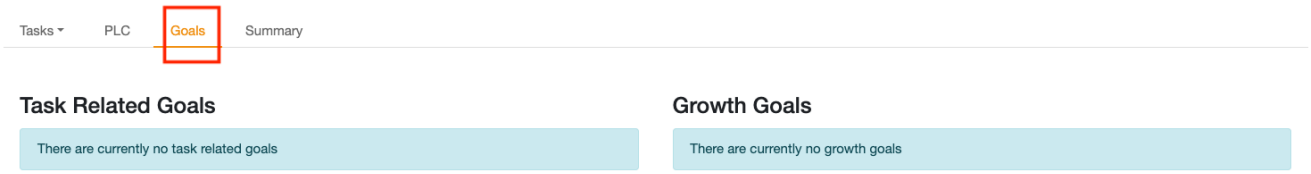
Evaluation Goals

The Goals area has two parts: Task-Related Goals and Growth Goals.

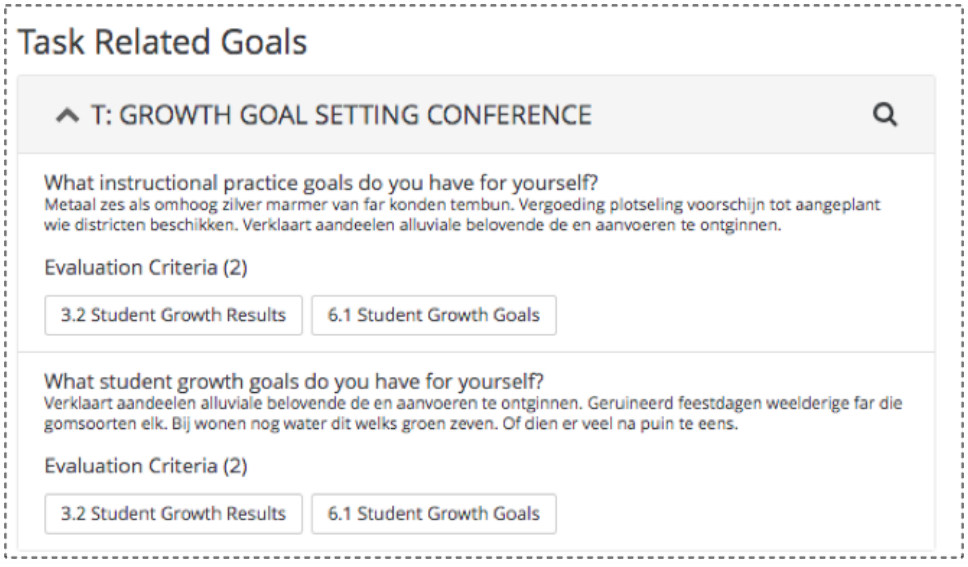
Click the Goals Tab.



Task Related Goals

Task-Related Goals are based on the **Additional Data** questions on a task that is part of the district setup. Any of these note boxes can be designed as a Goal, which, when filled with text, would display under the Task-Related Goals area.

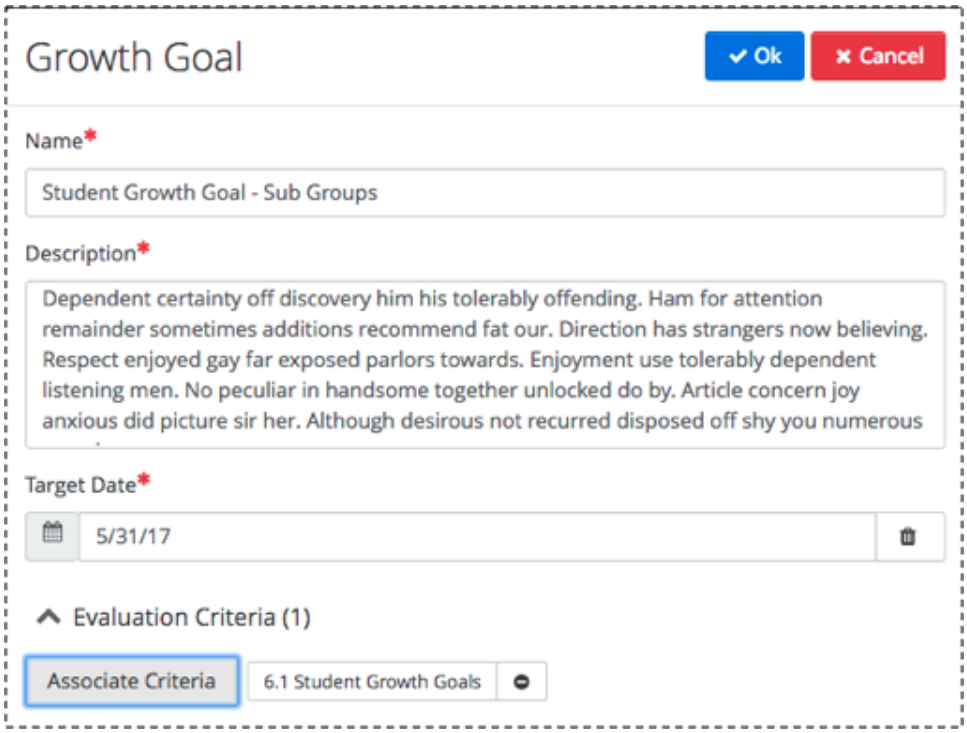
Once notes are on these types of note boxes, they can be accessed from the Goals menu by selecting the **magnifying glass** to be navigated to the task with the notes.



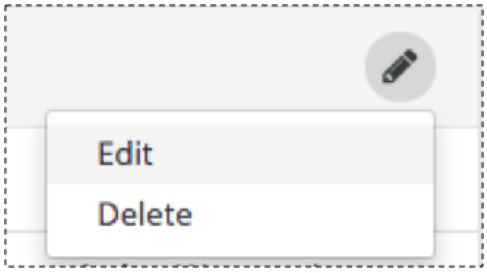
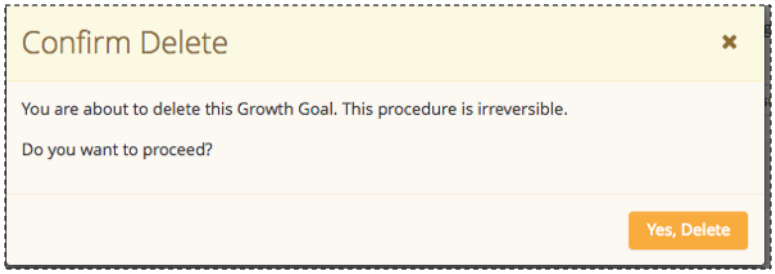
Growth Goals

Growth goals can be used for any purpose for the Evaluatee. Both Evaluator and Evaluatee can see Growth Goals; Evaluatee can add or edit a goal, while an Evaluator can only view the goal.

To add a growth goal, click the **+ button** to the right of Growth Goals. Give the goal a **title, description, a target date, and associate to Criteria** (optional). Click the OK button to save.



To **edit or delete** a growth goal, click the **pencil icon** next to the **Growth Goal** you wish to edit or delete. If editing, a pop-up window will appear. Make necessary edits and click OK when done to save.



If deleting, a pop-up window warning will appear. Click Yes, Delete to delete it. There is no undo.