

Career Planner: Creating Goals

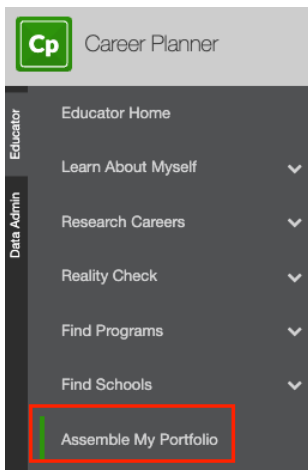
Goal-setting is essential to success and a common beginning-of-year and/or term assignment. Because planning for success requires development in multiple areas of life, students can create four types of goals:

- Educational
- Career
- Community/
- Personal

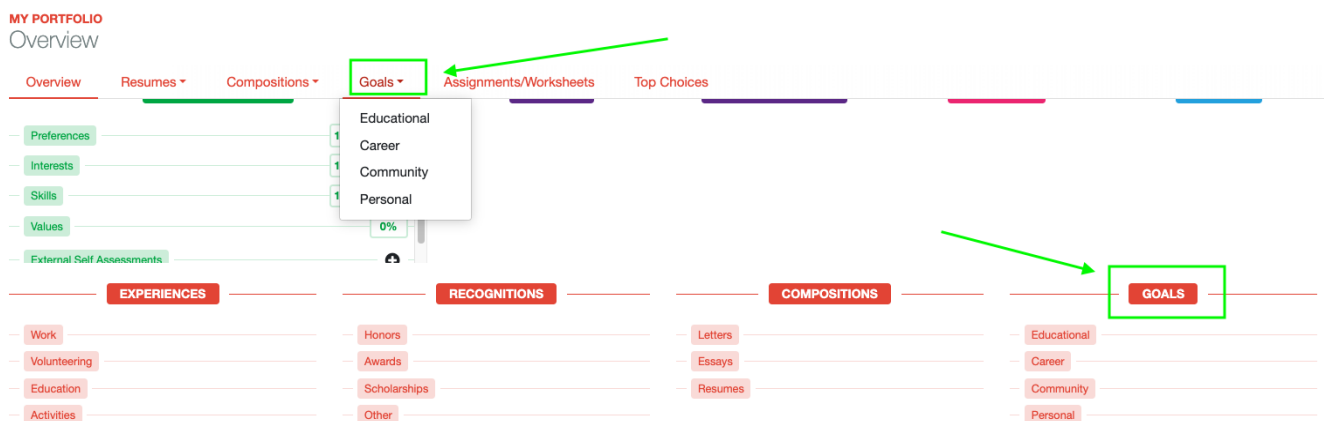
Finding the Goals Section

Log in to [\[yourdistrict\].schooldata.net/v2/high-school-and-beyond/#/career-planner](http://[yourdistrict].schooldata.net/v2/high-school-and-beyond/#/career-planner)

Goals are created in Assemble My Portfolio. Click "Assemble My Portfolio" in the left navigation bar to start.



Find "Goals" in the header bar or red section grid, then click the type of goal you wish to create.



Creating a Goal

An “Add [] Goal” button will appear in the top-right corner. Click this to start your goal.

MY PORTFOLIO

Educational Goals

Overview Resumes ▾ Compositions ▾ Goals ▾ Assignments/Worksheets

Educational Goals allows you to track and organize your educational goals.

Career Plan Educational Goals (0 records)

No data to display.



A pop-over window will appear. Fill out all required fields.

Title (Required)	Give your goal a name that makes it easy to recognize (Example: Semester Math Goal)
Grade Level (Required)	Select a grade from the drop-down menu by clicking the checkmark to the left.
Goal (Required)	Explain your goal. Summarizing your goal first and supporting it with essential details and examples is a good idea. See Career Planner - SMART Goals
Comments (Optional)	Include any other important information about your goal and your plans.
Goal Type (Required)	This should automatically fill in.
Goal Selections (Optional)	

If the button says “**Validate**,” you have not filled out all the required fields. When the missing data is added, the button text will be updated to “**Add**.” Click Add to finish.

Click “**Save**” to finish. You will now see your goal listed. To edit or delete your goal, click on the (gear) icon, then make your selection.

MY PORTFOLIO

Educational Goals

Overview Resumes ▾ Compositions ▾ Goals ▾ Assignments/Worksheets

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Career Plan Educational Goals (1 records)



Title	Goal	Comment	Last Edited Date	Grade Level
3.5 GPA	I plan to get a 3.5 GPA this school year	I think I can do this because I am dedicated to Ho...	2022-06-03	9th Grade