

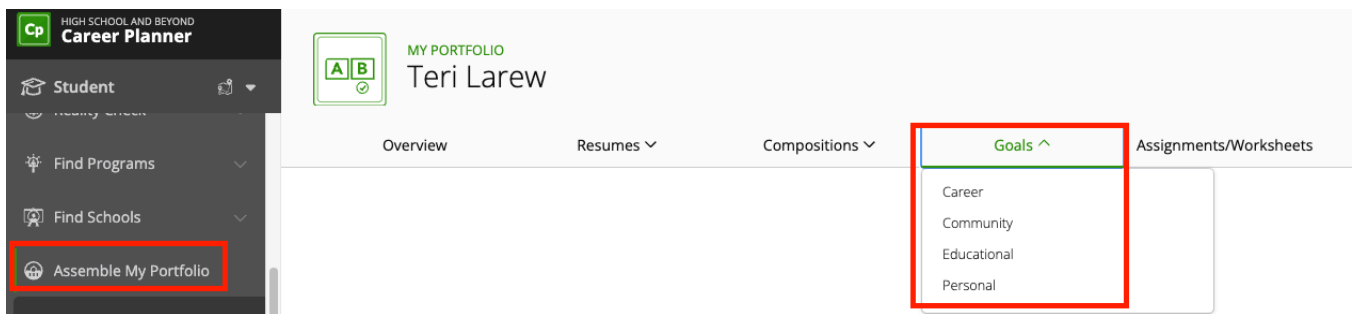
Creating Goals CONNECT

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

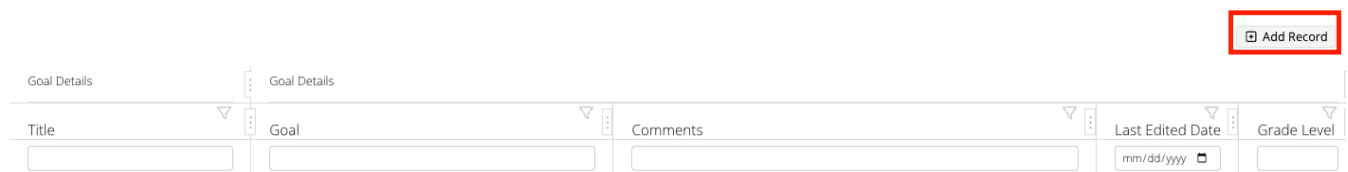
- Educational
- Career
- Community
- Personal

Goals are created in **Assemble My Portfolio** in the student role.

1. Start in the left navigation menu and choose **Assemble My Portfolio**. You will see several subpages (tabs) across the top of the page.
2. Click the **Goals** tab, then click on the type of goal you wish to create from the drop-down menu. (Career, Community, Educational, or Personal)



3. Click the **Add Record** button in the top right corner.



The screenshot shows the 'Add Record' form for creating a goal. The form has a table-like structure with the following columns: Title, Goal, Comments, Last Edited Date, and Grade Level. The 'Add Record' button is highlighted in a red box in the top right corner. The 'Last Edited Date' field has a date picker set to 'mm/dd/yyyy'.

4. A popover form will appear. Fill in the **Title** field with a descriptive goal name that will make it easy to recognize. (e.g, Semester 1 Math Goal)
5. Click the **Grade Level** field and click the appropriate **checkbox** for your present grade level.
6. Fill in a summary explanation of your **Goal**. Supporting it with essential details and examples is a good idea. **Helpful Resource:** [Career Planner - SMART Goals](#)
7. In the **Comments** field, you may include other optional comments as needed.
8. The **Goal Type** and **Goal Selections** will automatically fill in.
9. Click **Save** when finished. (If the button says **Validate**, you may be missing a required field.)

Essentials

Title (required) Aa

Grade Level (required) x

Career Goal (required)

Comments (optional)


Goal Type

Goal Selections

Cancel Save

10. To edit or delete your goal, click on the **Row Action Gear** to the far right, then make your selection.

Overview Resumes Compositions **Goals** Assignments/Worksheets

Goal Details	Goal Details	Goal Details	Last Edited Date	Grade Level	Ac...
Title	Goal	Comments	mm/dd/yyyy		A...
Volunteer at Animal Shelter	I will volunteer one hour a week at the local animal shelter for ...		Mon, Aug 11, 2025	12th Grade	

Row Actions and Options

- Edit
- Delete

11. The Goal count will be reflected on the Assemble My Portfolio page. Click the number to return to the Goal Data Table for review or editing.

Goals

- Educational
- **Career** 1
- Community
- Personal