

Personal Goals

Users may prefer to create their own goals to add to the goal bank. The goals added to the personal goal bank will be tied to the user login and can be viewed only when that user is logged in.

1. From the Home Page, select ADMIN from the purple toolbar.
2. Select "Personal".
3. Select "P" from the alphabet at the top of the screen.
4. Locate "Personal Goals" on the list. Select Configure.



| Service Area | Active | Sort No | Updated | Links |
|------------------------------------|--------|---------|------------|----------------------------------|
| Patterns, Algebra & Functions | Yes | 65 | 10/15/2004 | Configure |
| Penmanship | Yes | 70 | 10/15/2004 | Configure |
| Perception/Auditory | Yes | 71 | 10/15/2004 | Configure |
| Perception/Kinesthetic stimulation | Yes | 72 | 10/15/2004 | Configure |
| Perception: visual, motor | Yes | 73 | 10/15/2004 | Configure |
| Perceptua Motor | Yes | 74 | 10/15/2004 | Configure |
| Personal | No | | 10/21/2005 | Configure |
| Personal Goals | Yes | | 10/21/2005 | Configure |
| Phonemic Awareness | Yes | 75 | 10/15/2004 | Configure |
| Phonology | Yes | 76 | 10/15/2004 | Configure |
| Physical Development and Health | Yes | 77 | 10/15/2004 | Configure |
| Physical Fitness | Yes | 36 | 8/31/2005 | Configure |
| Playground skills | Yes | 78 | 10/15/2004 | Configure |
| Pre-ambulatory | Yes | 30 | 8/31/2005 | Configure |
| Pre-ambulatory | Yes | 79 | 8/31/2005 | Configure |
| Preparing food, cooking | Yes | 80 | 10/15/2004 | Configure |
| Problem Solving | Yes | 81 | 10/15/2004 | Configure |
| Punctuality | Yes | 82 | 10/15/2004 | Configure |

5. Choose a grade level. Any grade can be selected as long it has "Personal Goals" listed as the Domain. **Remember what is chosen.** Select the Goals link to continue.

| Grade | Domain | Start Date | End Date | Updated | Links |
|---------------------|-------------------------|------------|----------|------------|-------|
| Grade 3 | Personal Goals | 3/23/2006 | | 3/23/2006 | Goals |
| Early Childhood | Vocational | 10/21/2005 | | 10/21/2005 | Goals |
| Early Childhood | Speech/ Language | 10/24/2005 | | 10/24/2005 | Goals |
| Early Childhood | Social/Emotional | 10/24/2005 | | 10/24/2005 | Goals |
| Early Childhood | Self Help/ Daily Living | 10/24/2005 | | 10/24/2005 | Goals |
| Early Childhood | Preschool | 10/24/2005 | | 10/24/2005 | Goals |
| Early Childhood | Gross Motor Skills | 10/21/2005 | | 10/21/2005 | Goals |
| Early Childhood | Fine Motor Skills | 10/24/2005 | | 10/24/2005 | Goals |
| Early Childhood | Academic- Writing | 10/24/2005 | | 10/24/2005 | Goals |
| Early Childhood | Academic- Study Skills | 10/24/2005 | | 10/24/2005 | Goals |
| Early Childhood | Academic- Reading | 10/24/2005 | | 10/24/2005 | Goals |
| Early Childhood | Academic- Math | 10/21/2005 | | 10/21/2005 | Goals |
| Pra-Kindergarten | Personal Goals | 10/24/2005 | | 10/24/2005 | Goals |
| Kindergarten | Personal Goals | 10/24/2005 | | 10/24/2005 | Goals |
| Grade 9 | Personal Goals | 10/24/2005 | | 10/24/2005 | Goals |
| Grade 8 | Personal Goals | 10/24/2005 | | 10/24/2005 | Goals |
| Grade 7 | Personal Goals | 10/24/2005 | | 10/24/2005 | Goals |
| Grade 6 | Personal Goals | 10/24/2005 | | 10/24/2005 | Goals |
| Grade 5 | Personal Goals | 10/24/2005 | | 10/24/2005 | Goals |
| Grade 4 | Personal Goals | 10/24/2005 | | 10/24/2005 | Goals |
| Grade 2 | Personal Goals | 10/24/2005 | | 10/24/2005 | Goals |
| Grade 10 (Ungraded) | Personal Goals | 10/24/2005 | | 10/24/2005 | Goals |
| Grade 12 | Personal Goals | 10/24/2005 | | 10/24/2005 | Goals |
| Grade 11 | Personal Goals | 10/21/2005 | | 10/21/2005 | Goals |
| Grade 10 | Personal Goals | 10/24/2005 | | 10/24/2005 | Goals |
| Grade 1 | Personal Goals | 10/21/2005 | | 10/21/2005 | Goals |
| Early Childhood | Personal Goals | 10/21/2005 | | 10/21/2005 | Goals |

6. If this is the first time entering Personal Goals, a message will appear indicating there are no records to display.



7. Select ADD to continue.



8. Type the goal into the description box. Do not enter the student's name, do not begin with a capital, and do not use the word "will". Do not change the start date.

Example: follow classroom direction



9. Once the goal is written, select SAVE.

If additional goals are written at this time, select SAVE + ADD.

Admin / Configure Encore / Local Bank / Personal

Category: Personal Goals
Grade: Grade 1
Domain: Personal Goals

GOALS

*Description:

Active:

Code:

*Start Date: 10/7/2005

Min Objectives:

Notes 1:

Notes 2:

Sort No:

End Date:

NOTE: New Note

SAVE + ADD SAVE Cancel

10. Student Support Programs will save the goal. To add additional goals select ADD.

Admin / Configure Encore / Goal Bank / Personal

Category: Personal Goals
Grade: Grade 1
Domain: Personal Goals

GOALS

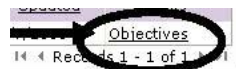
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

| Description | Code | Active | Sort No | Start Date | End Date | Updated | Links |
|-----------------------------|------|--------|---------|------------|----------|----------|------------|
| follow classroom directions | | Yes | | 8/7/2006 | | 8/7/2006 | Objectives |

Records 1 - 1 of 1

ADD

11. To add Benchmarks/Objectives to a goal, select Objectives. (Each goal must contain at least one benchmark.)



12. A message will appear indicating there are no records to display. Select ADD.

Admin / Configure Encore / Goal Bank / Personal

Category: Personal Goals
Grade: Grade 1
Domain: Personal Goals
Goals: follow classroom directions

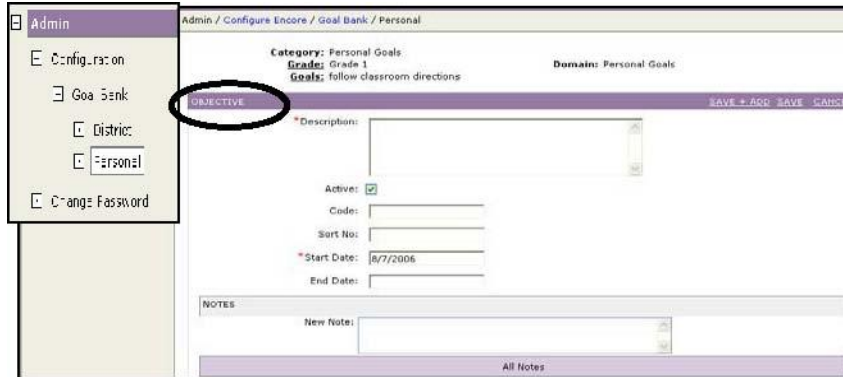
OBJECTIVES

No Records To Display

ADD

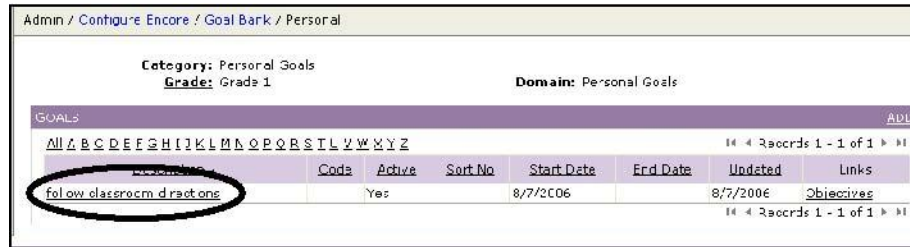
- Admin
 - Configuration
 - Goal Bank
 - District
 - Personal
 - Change Password

13. The Objectives page will appear. Notice this page looks similar to the add goals screen, but the title is "OBJECTIVE".



14. Enter a Benchmark/Objective and select SAVE + ADD or SAVE as needed.

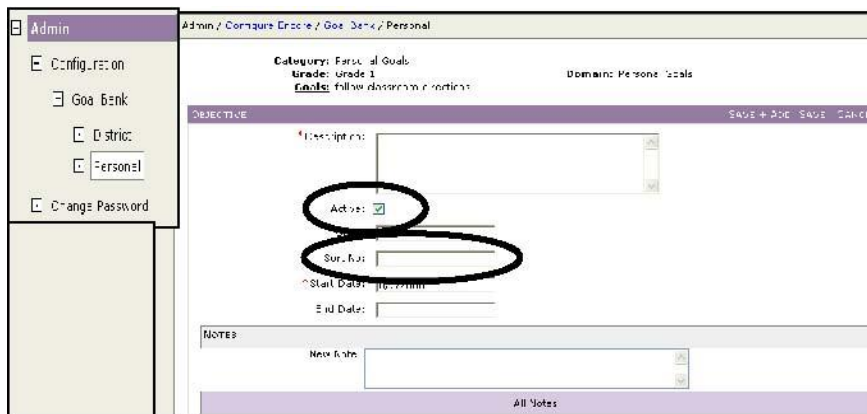
15. To edit an existing goal/benchmark, select the underlined goal from step 11.



16. To keep objectives in a particular order ie: developmental, number the objectives using the field.

Sort No:

17. To deactivate a goal, un-check "Activate". The goal will remain in the Personal Goal bank, but will not be displayed. To activate, re-check the box.



Adding Personal Goals to a Student's IEP

1. To enter the personal goal in a student's IEP, return to Home.
2. Select the student and open the event group that contains the IEP goal pages
3. Select goal(s)/benchmarks as outlined on pages 44-45.
4. Select the grade, domain and category where the goal was saved. Personal goals and objectives/benchmarks will appear on the goals selection screen when working in student records.

The screenshot displays the 'GOALS AND OBJECTIVES SELECTION' interface. On the left, a sidebar menu includes 'Profile', 'Special Ed', 'Events', 'Forms', 'Goals', 'Details', 'Tasks', 'Schedule', 'Contact Log', 'View Tests', and 'IEP'. The main content area features three dropdown menus: 'Grade' set to 'Grade 1', 'Domain' set to 'Personal Goals', and 'Category' set to 'Personal Goals'. Below these, a section titled 'P-follow classroom directions' contains a radio button and three checkboxes: 'keep hand to self', 'raise hand and be called on before speaking', and 'remain in seat for 10 minutes'. In the top right corner, there are 'SAVE' and 'COLLAPSE OBJECTIVES' options.