ABILENE ISD
INSTRUCTIONAL
TECHNOLOGY
Creativity · Critical thinking · Communication · Collaboration

eduphoria!
SchoolObjects:

# Eduphoria Enhanced Goals

## Creating a New Goal: Watch a Video!

- To create a goal in Appraise, log into the Appraise application in Eduphoria.
- Appraise> Evaluations Tab>Evaluation Documents>select New Goal>Add Goal details>Save.
- On the **My Evaluations Tab** (on the far left), click **Evaluation Documents** and select **New Goal** in the bottom left**.**
- On the right hand side of the window, you will see the blank goal. Fill in each of the sections of the goal by typing or using the copy and paste feature if you have an existing goals document.

## Goal Details:

- **Title**: Add a title to easily identify your goal.
- **Objective**: Main objective or focus of the goal.
- **Actions**: Steps you will take to achieve the goal (you can have more than one if needed).
- **Evidence of Attainment:** How you will prove you have completed the goal.
- **Target Completion Date**: Date you intend to have the goal completed. Click on the calendar and select a date. Use the back and forth arrows to advance between the months. If you need to advance the year, click on the month & year at the top of the calendar. This will pull up the option to advance months quickly or to advance by years.
- **Dimensions or Indicators: These are populated from the rubric framework you have attached to the Appraisee Type.**

*NOTE: Each section should allow enough room for your goal in the space provided. If by chance you need more area to write your goal, you can click in the bottom right hand corner of the text window and drag it down to expand the window.

*NOTE: After you save your goal for the first time, additional details become available.

## Additional Details: Watch a video!

- **Messages tab** - Provides a space to communicate with your supervisor
- **Evidence tab -** Add your artifacts that support your goal attainment.
- Types of evidence - **Watch a video!**
  - Text file
  - File upload
  - Web link
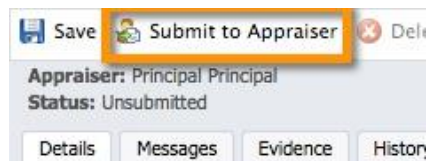  - Workshop Portfolio

 **Additional Options** on the toolbar:

- **Submit to appraiser** - Once you have created your goal and are ready to share it with your administrator, you can click this button. An email notification will be sent to your appraiser.
- **Delete** - You have the ability to "Delete" your goal up until the time it has been approved by your appraiser. Beyond that, you will be able to "Edit" your goal.
- **Copy to new goal** - Allows you to copy the details of your goal to a brand new goal.
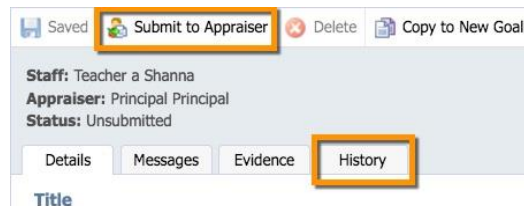
## Submitting your Goal for Approval:

**Watch a Video!**
- When you are ready to submit your goal, you can click the **Submit to Appraiser** button.
- This will send a notification to your supervisor that they can view your new goal.
- Once your goal is approved, you will be notified. You will then be able to go in and add your evidence or communicate with your appraiser on the messages tab.
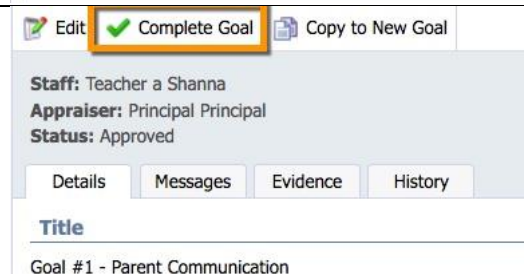
## Editing a Goal: **Watch a Video!**
- If you need to Edit the details of a goal, you can click the Edit button.
- *Keep in mind that if you do Edit a goal, you will need to re-submit it to your appraiser for approval again. (You will receive a message stating such).
- Once the goal is in the "Edit" state, it will take a snapshot of the original goal and automatically create a History tab.

## Completing a Goal: **Watch a Video!**
- The final step of a goal process is the Goal reflection. When you have accomplished the goal, you will select the **Complete Goal** button.
- This will open a portion of the goal for Reflection.
- Add your reflection to the goal and click the **Save** button.
- Your Appraiser will be notified when you complete your goal.

## Copying a Goal:
If you would like to continue your goal into the next year, you can use the Copy to New Goal button.
This will copy the main details of your goal into a new goal.