# Goal Bank Management

The Goal Bank Management feature allows for the configuration and export of Goal Banks and related data. Goal Banks are a collection of standards, goals and objectives organized by area of need and grade.  For example: Common Core Standards, Pre-K Guidelines, Vocational with Tech Prep, DLM Essential Elements, etc.  empoWEr sites are built to include state specific goal banks.  As part of our ongoing support, empoWEr will update and add new goal banks as needed.

empoWEr maintains goal banks.  If your district needs significant modifications to an existing goal bank, please contact empoWEr support for assistance.

To access Goal Bank Management:
- Locate the top toolbar of empoWEr
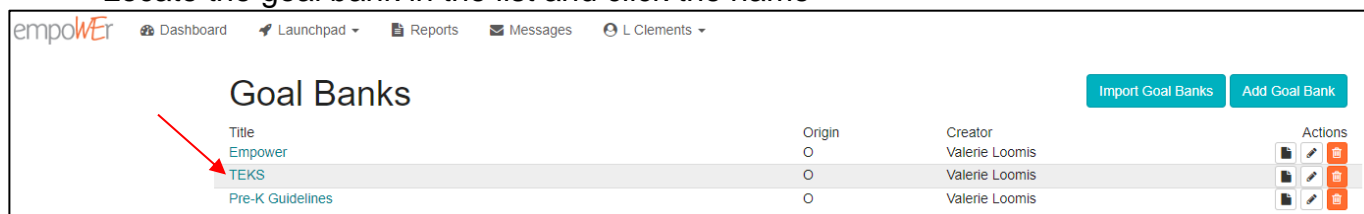- Click on the profile icon
- Click on Goal Bank Management

All goal banks follow the hierarchy of:
- Area of Need
- Grade
- Subarea of Need
- Standard
- Goal
- Objective

All items in the hierarchy follow the same rules of navigation to view, add, edit, and delete.
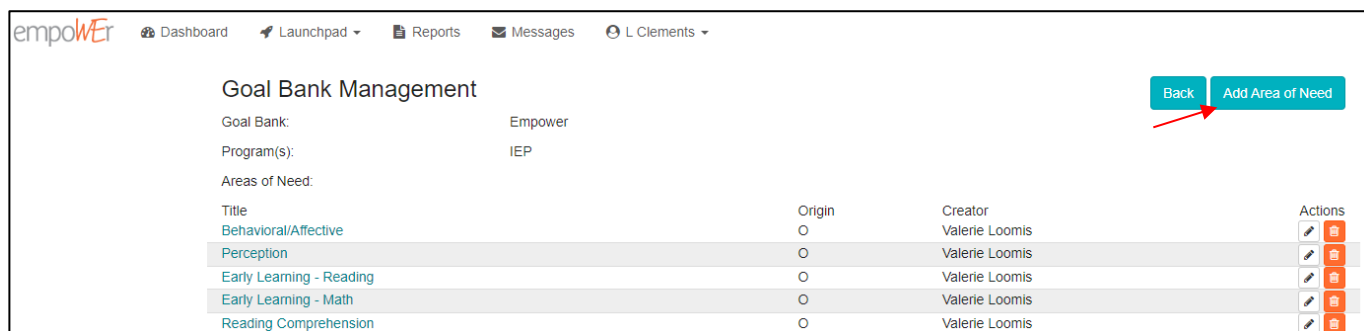
To maintain a goal bank:
- Locate the goal bank in the list and click the name



To add an item:
- Click the add button



- Enter the appropriate data

- Click Create
- Click Cancel to leave the screen without saving



To edit an item:
- Locate the item in the list and click the pencil icon



- Enter the appropriate data
- Click Update
- Click Cancel to leave the screen without updating



Writing a custom Goal or Objective:

After clicking on the desired Area, Grade and Subarea, you may add your own goal to the bank by clicking Add Goal
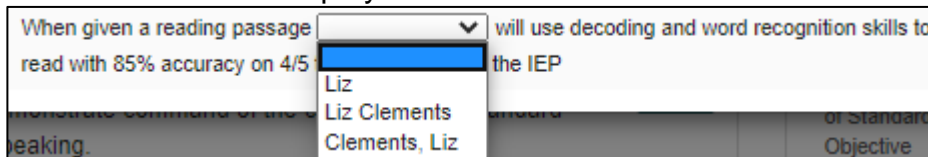
The following tips will help make your goals and objectives reusable and customizable by student.

- [student] – provides a student name dropdown containing:
  - First
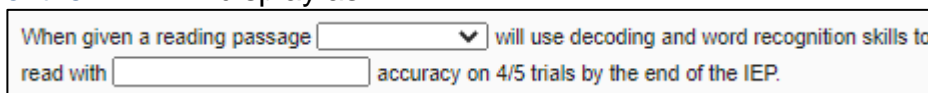  - First Last
  - Last, First Middle.

  For example, a goal/objective written as "When given a reading passage [student] will use decoding and word recognition skills to read with 85% accuracy on 4/5 trials by the end of the IEP" will display as:
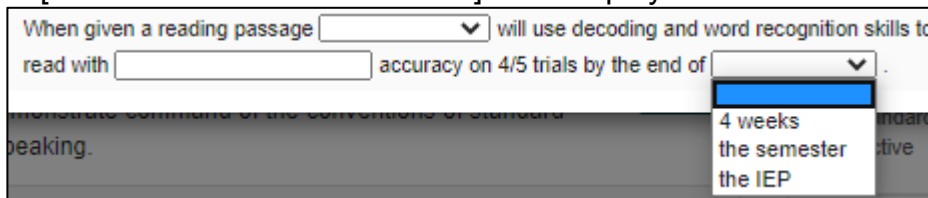
  

- [] – provides a text field.

  For example, a goal/objective written as "When given a reading passage [student] will use decoding and word recognition skills to read with [] accuracy on 4/5 trials by the end of the IEP" will display as:
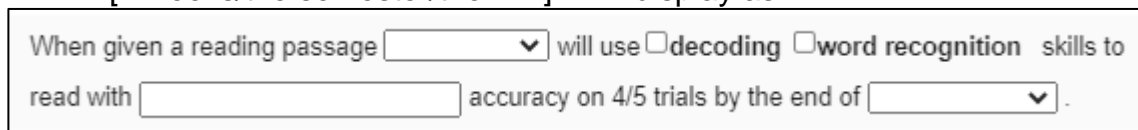
  

- [option1/option2/option3] – provides a dropdown with each option available for selection.

  For example, a goal/objective written as "When given a reading passage [student] will use decoding and word recognition skills to read with [] accuracy on 4/5 trials by the end of [4 weeks/the semester/the IEP]." will display as:

  

- [[option1/option2/option3]] – provides a checkbox for each option available for selection. For example, a goal/objective written as "When given a reading passage [student] will use [[decoding/word recognition]] skills to read with [] accuracy on 4/5 trials by the end of [4 weeks/the semester/the IEP]." will display as:

To delete an item:
- Locate the item in the list and click the trashcan icon
- On the confirmation popup, Click OK to delete the item or Cancel to leave the screen without deleting



To view the next level in the goal bank hierarchy:
- Locate the item in the list and click the name