empoWER

Manage Goals and Objectives

Version 01, June 16, 2022

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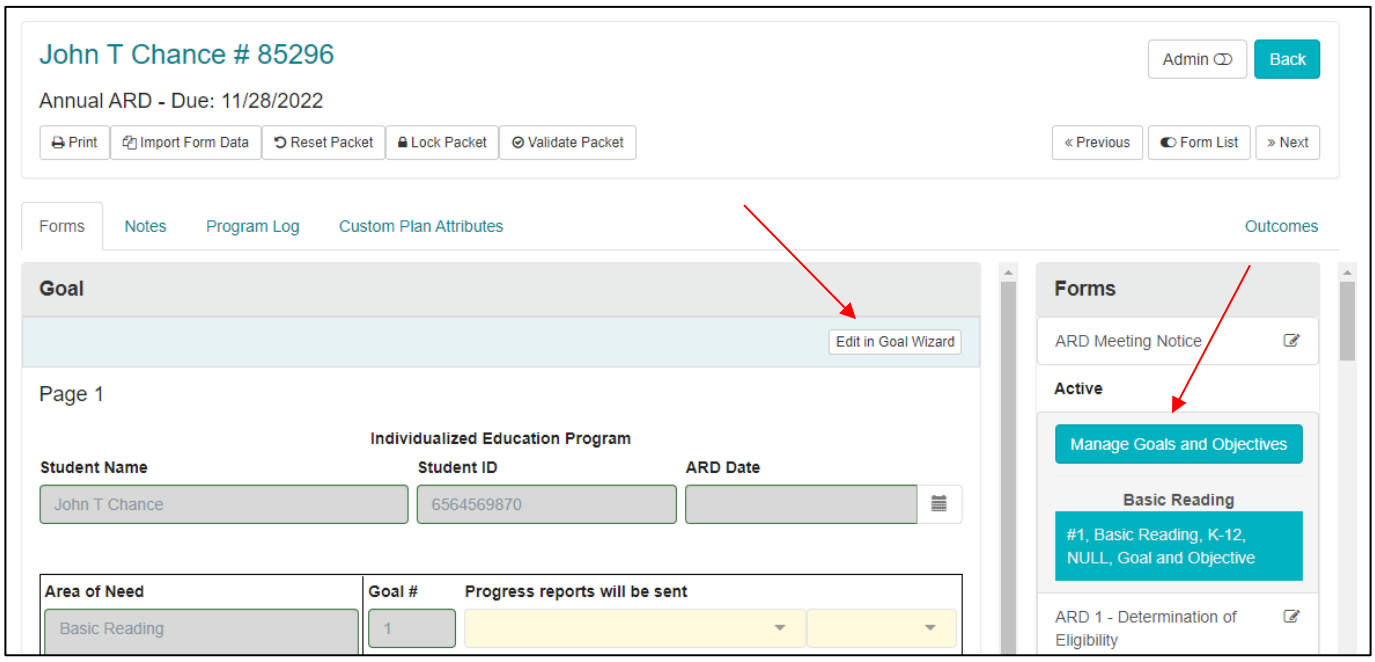
Accessing the Goal Wizard

The goal wizard allows for the creation of goal and or goal/objectives forms. The wizard is located within the forms list at the top of the active section. Some packets require a goal page to be created and other packets do not. Goal creation requirements are part of the packet validation process.

To access the Goal Wizard

- Click on the "Manage Goals and Objectives" button in the Active forms section
- -or-
- Click on an existing area's goal page in the forms list and click "Edit in Goal Wizard"



To open an existing area within the wizard, select any area by clicking on the "Goal and Objectives," "Goal Only," or imported CLASS "Goals" link. To return to the packet, click "Back to Packet."

Creating a Goal

Once inside the goal wizard:

- Click "+ Goal/Area"

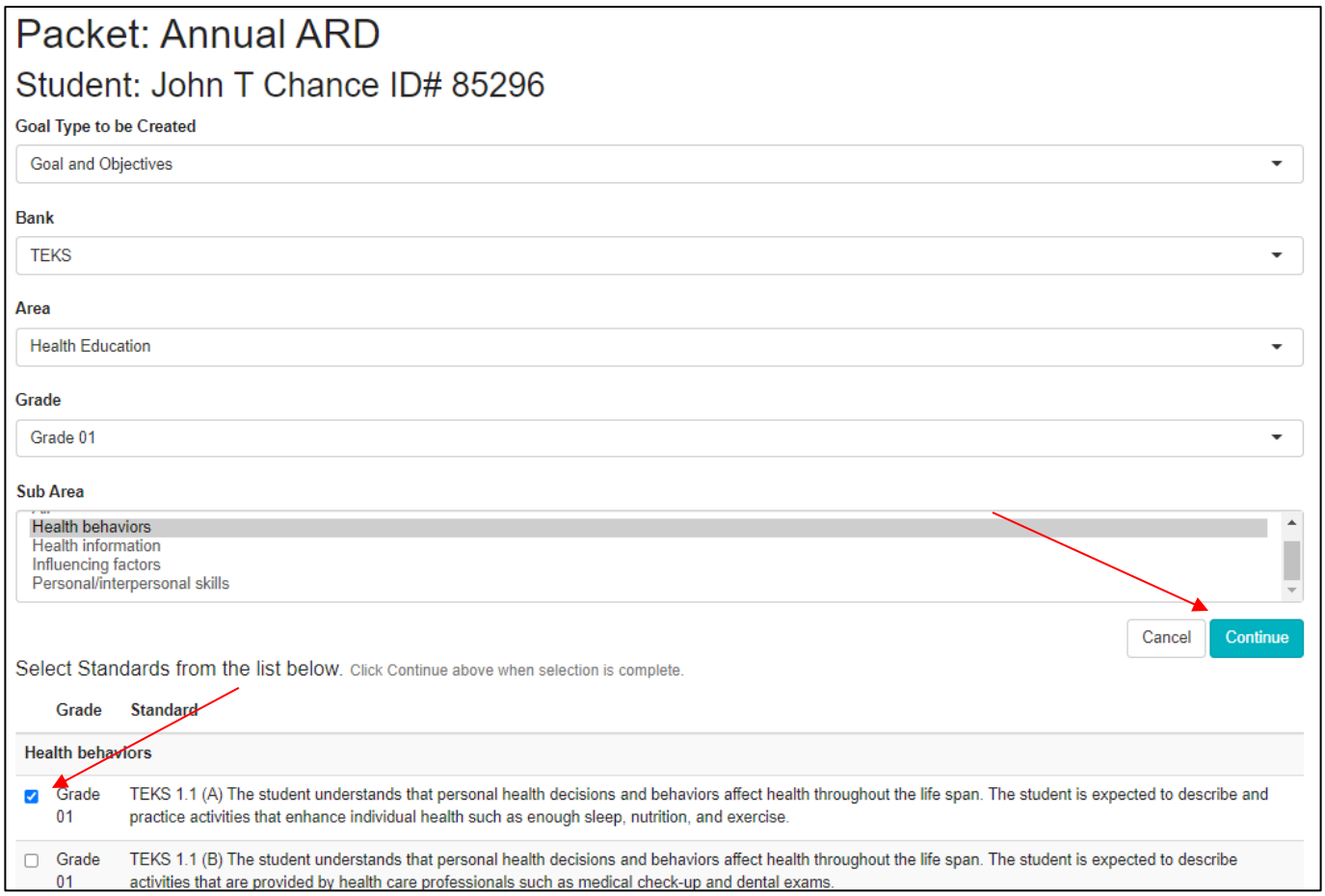
Each selection made in the wizard will filter subsequent dropdowns. The following fields are available when creating a goal:

- Goal Type to be Created – Options can include Goal Only or Goal and Objectives. Options in this dropdown can be different by district and are determined based on state and district requirements.
- Bank – The available goal banks
- Area – The available areas within the chosen goal bank
- Grade – The available grades within the chosen area
- Sub Area – The available sub areas within the chosen grade
    - Multiple sub areas can be chosen by selecting a sub area, clicking, holding down the Ctrl key, and selecting additional subareas

The next step in the wizard will depend on whether you have selected a bank that contains standards or a bank that does not contain standards.

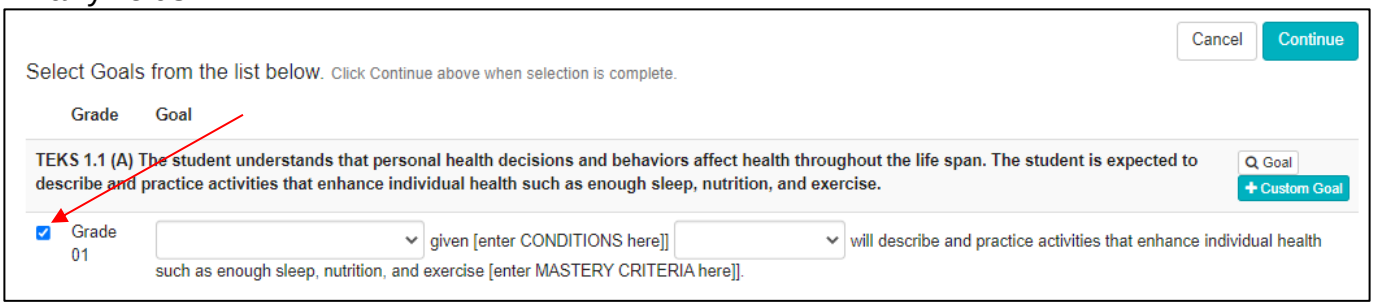
For goal banks that contain standards, you will see the option to:

- Select Standards from the list below:
    - Choose one or more standards and click "Continue" to select goals
        - If multiple standards have been chosen, you will see each standard listed with all goals for that standard listed below

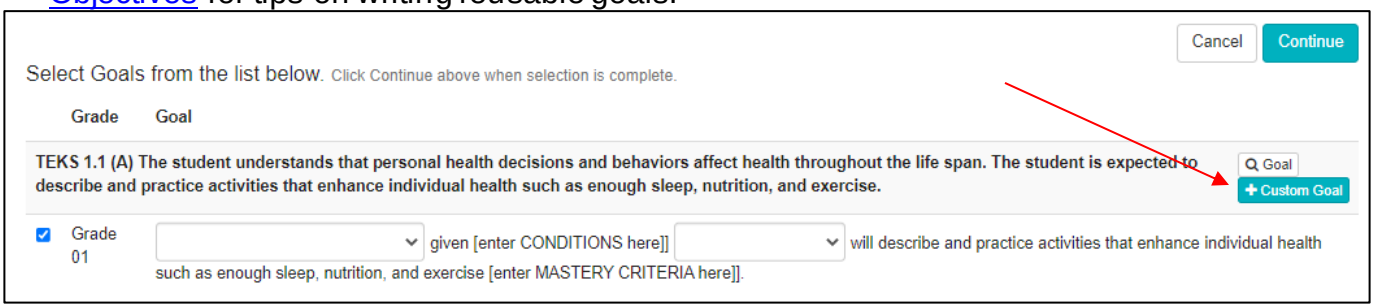


There are 3 ways to choose a goal:

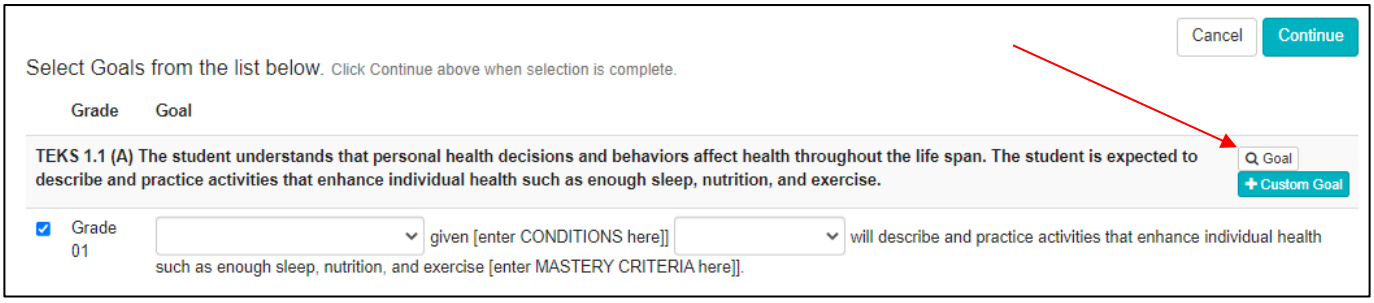
- Choose the goal from the list by checking the box next to the desired goal and completing any fields



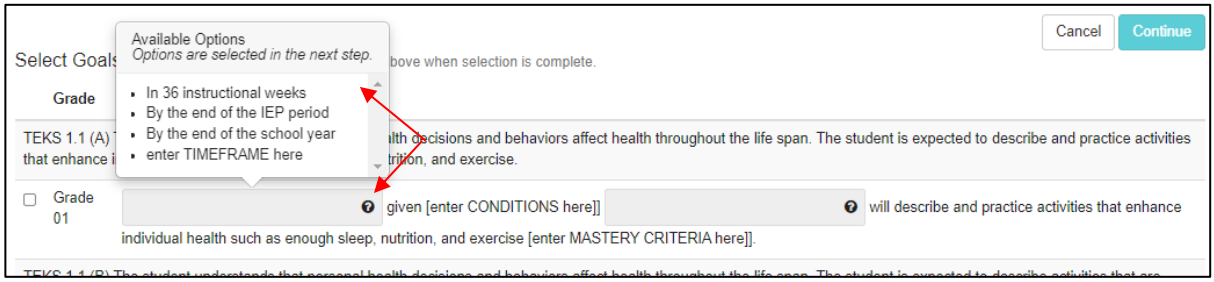
- Click "+ Custom Goal" to write a custom goal. See the section Writing Custom Goals and Objectives for tips on writing reusable goals.



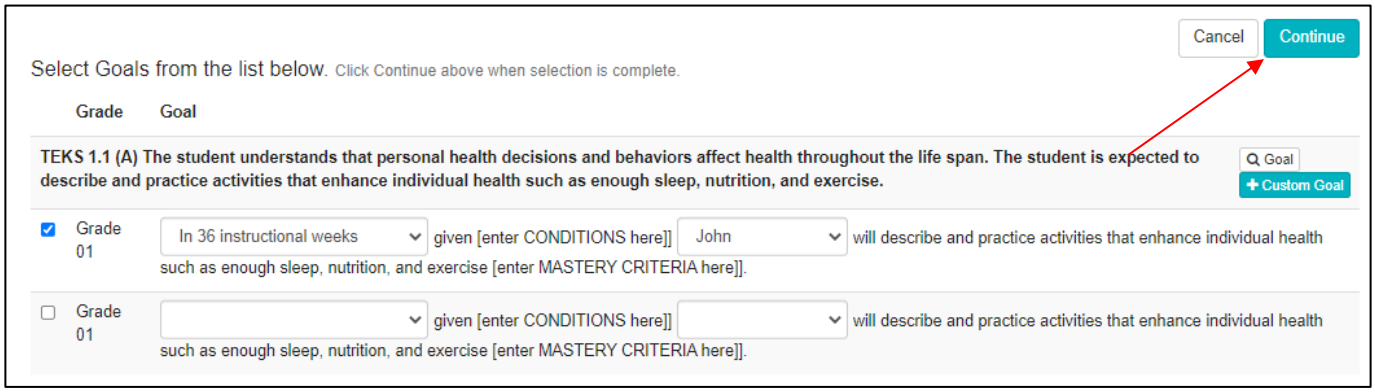
- Click "search Goal" to find goals from another Sub Area, Grade, Area, or Bank.



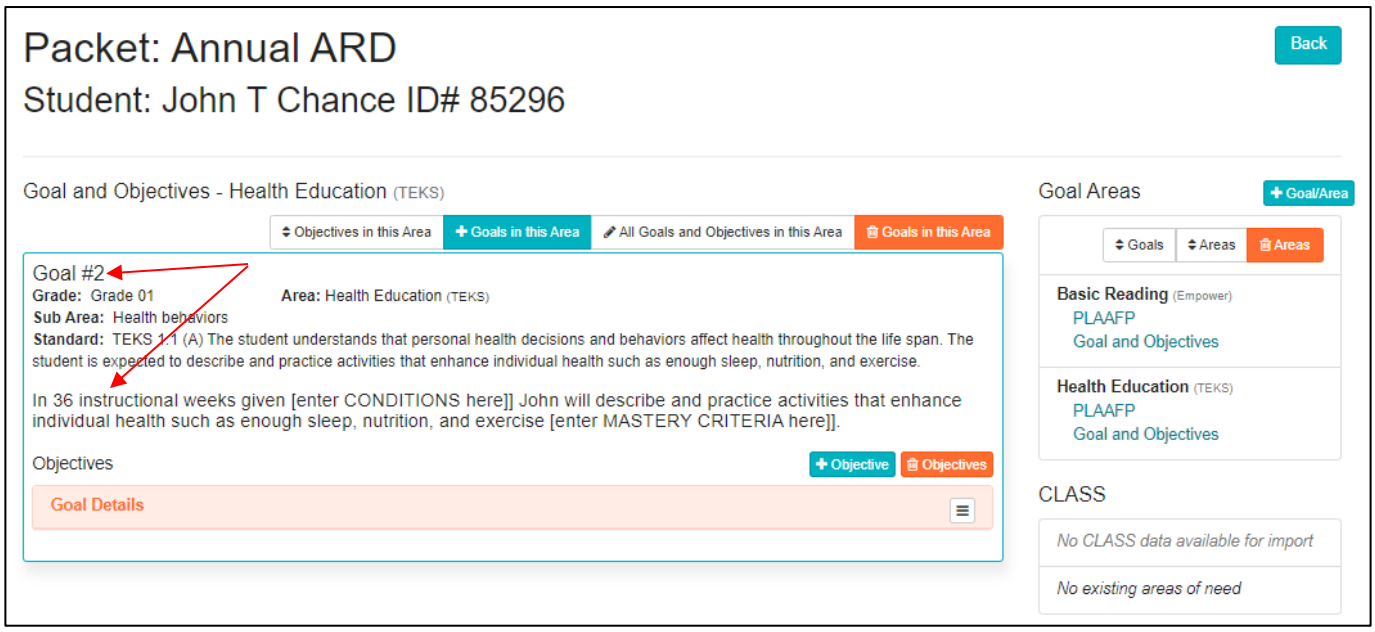
- Note: When using the search goal feature, customizable dropdown fields appear grey with a question mark. Click on the field to see the available options. Click on the field a second time to close the popup. The popup is provided to help staff understand the contents of the customizable fields. Once the goal has been selected and "Continue" is clicked, the fields will become editable and can be customized for the student.



- Once all goal selections have been made, click "Continue" to add the goal to the student's IEP



The goal is added to the student.



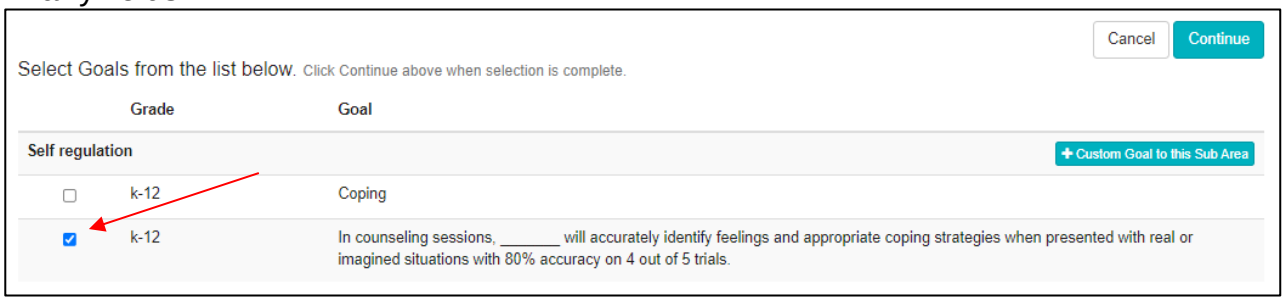
The goal is auto numbered and set to the next available goal number for the IEP. See the section Sorting Areas, Goals, Objectives for instructions on how to change goal numbers.

For goal banks that do not include standards, you will see the option to:

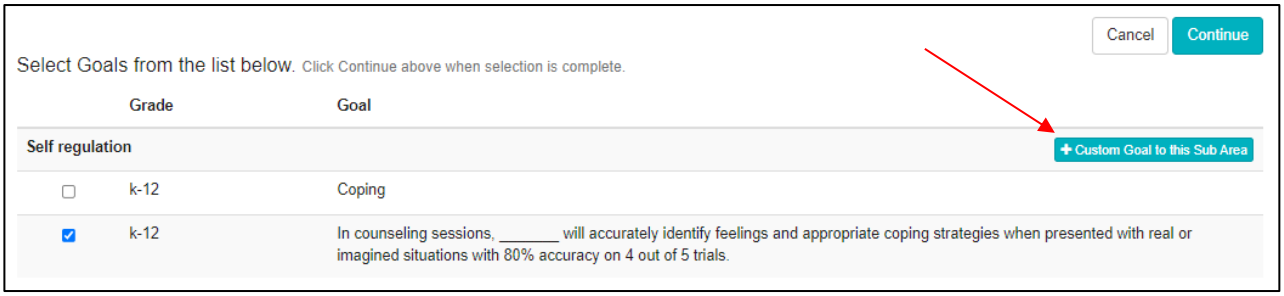
- Select Goals from the list below:
  - If multiple sub areas have been chosen, you will see each sub area listed with all goals for that sub area listed below

There are 2 ways to choose a goal:

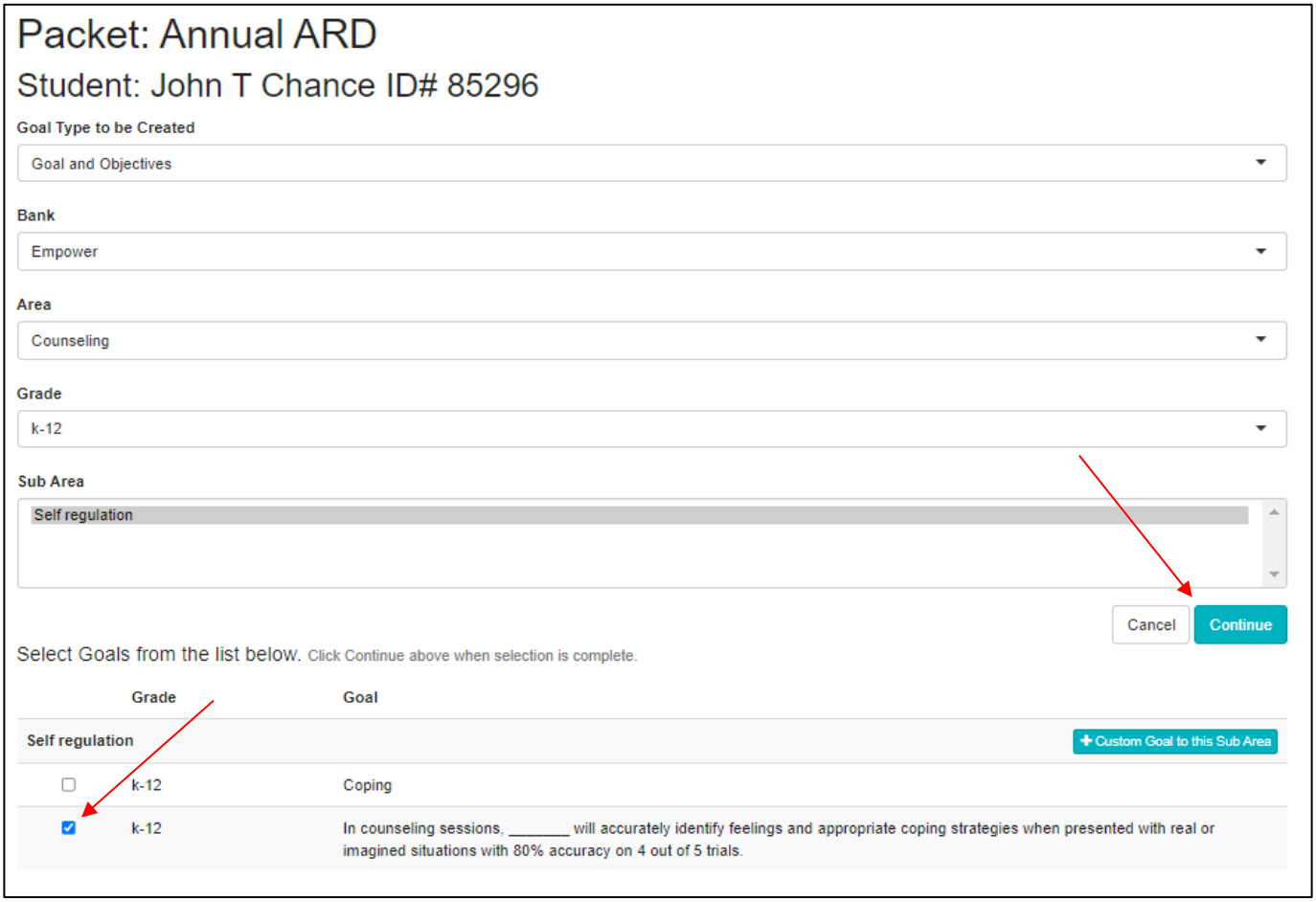
- Choose the goal from the list by checking the box next to the desired goal and completing any fields



- Click "+ Custom Goal to this Sub Area" to write a custom goal. See the section Writing Custom Goals and Objectives for tips on writing reusable goals.



- Once all goal selections have been made, click "Continue" to add the goal to the student's IEP



The goal is added to the student.

The goal is auto numbered and set to the next available goal number for the IEP. See the section Sorting Areas, Goals, Objectives for instructions on how to change goal numbers.

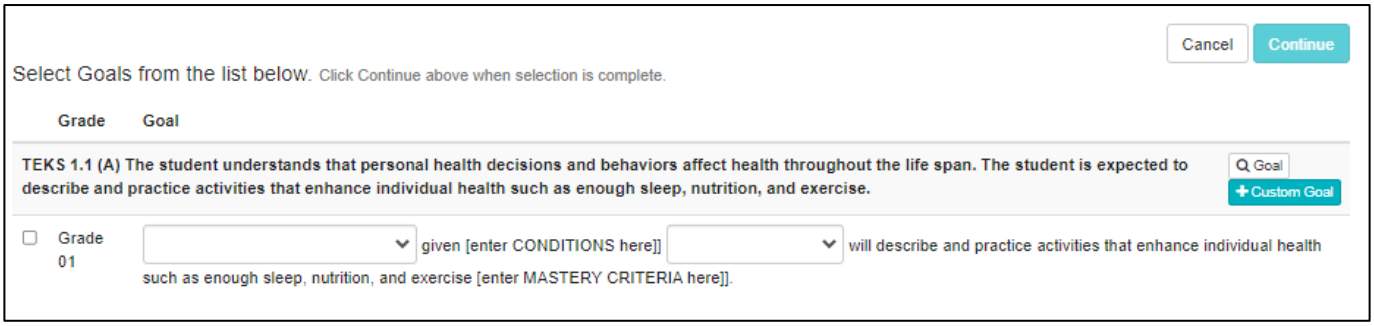
Adding Goals to an existing Area

To create another goal within the same area:

- Click "+ Goals in this Area"

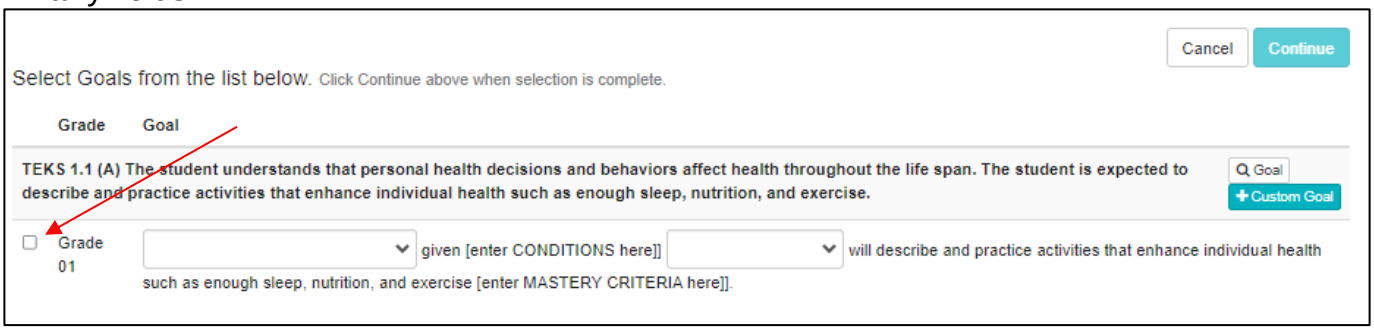
<u>For areas that contain standards, you will see:</u>

- The standard listed with all goals for that standard listed below
  - If multiple standards have already been added to the student for the area, you will see each standard listed with all goals for that standard listed below

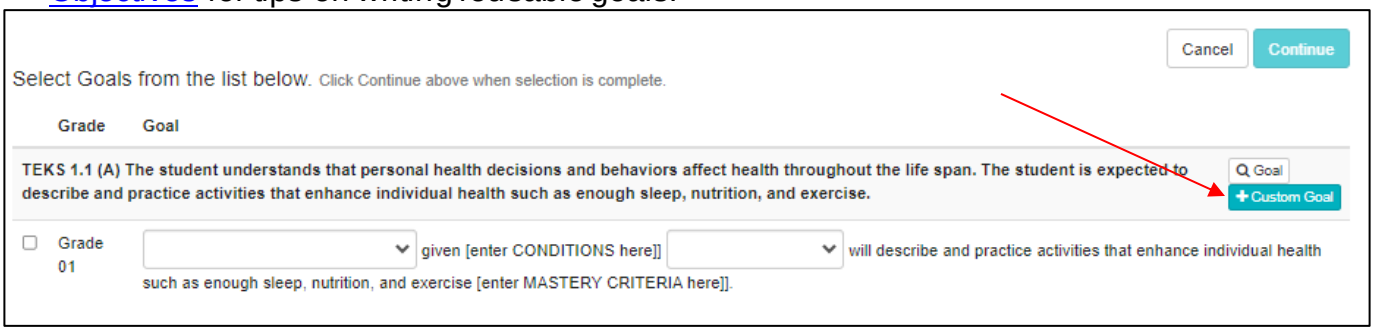


There are 3 ways to choose a goal:

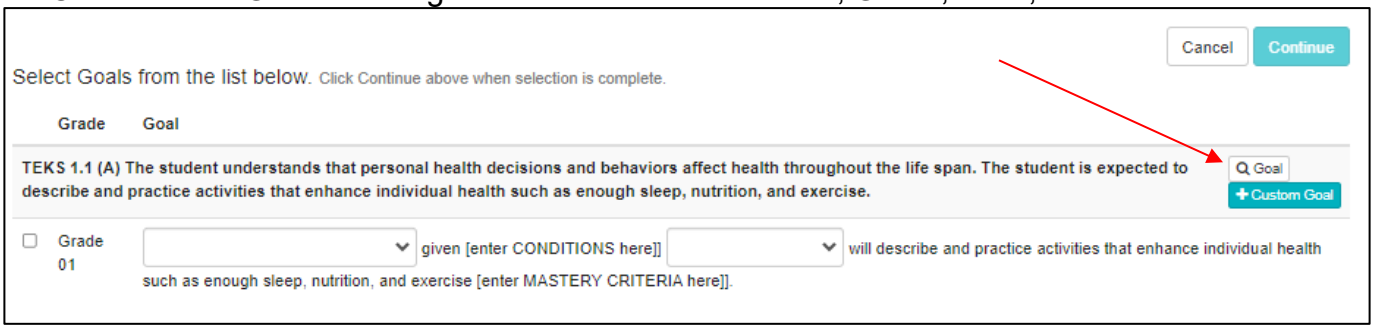
- Choose the goal from the list by checking the box next to the desired goal and completing any fields



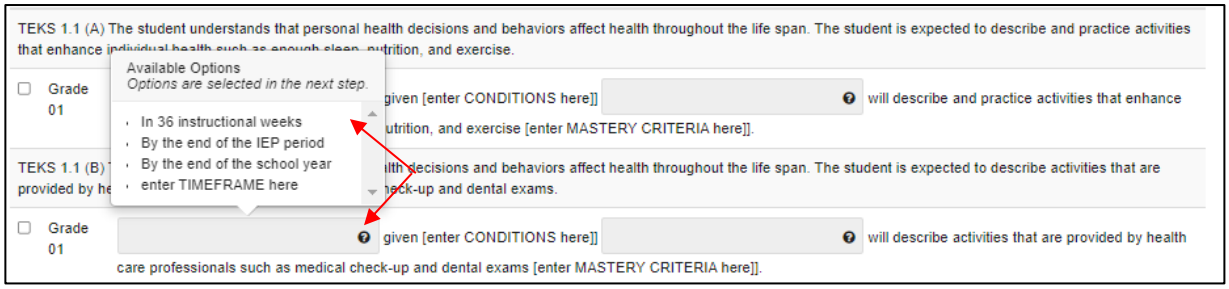
- Click "+ Custom Goal" to write a custom goal. See the section Writing Custom Goals and Objectives for tips on writing reusable goals.



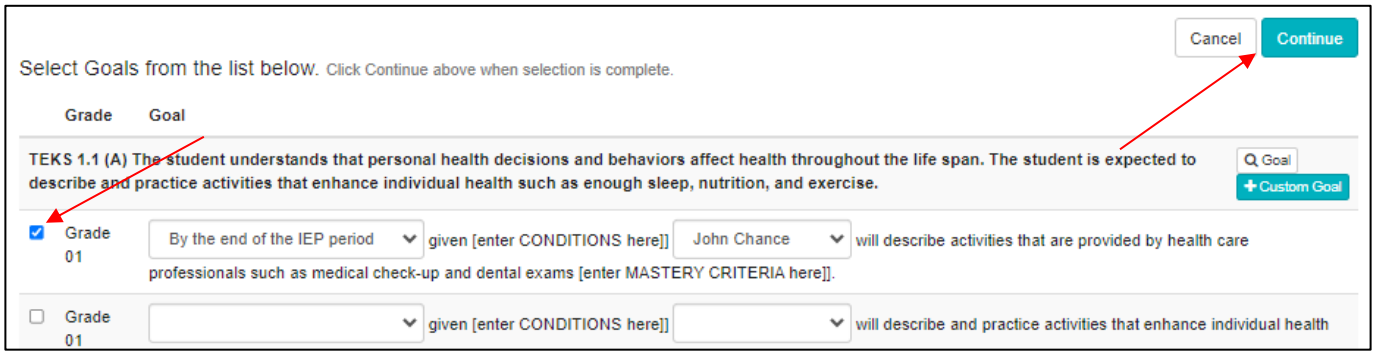
- Click "search Goal" to find goals from another Sub Area, Grade, Area, or Bank



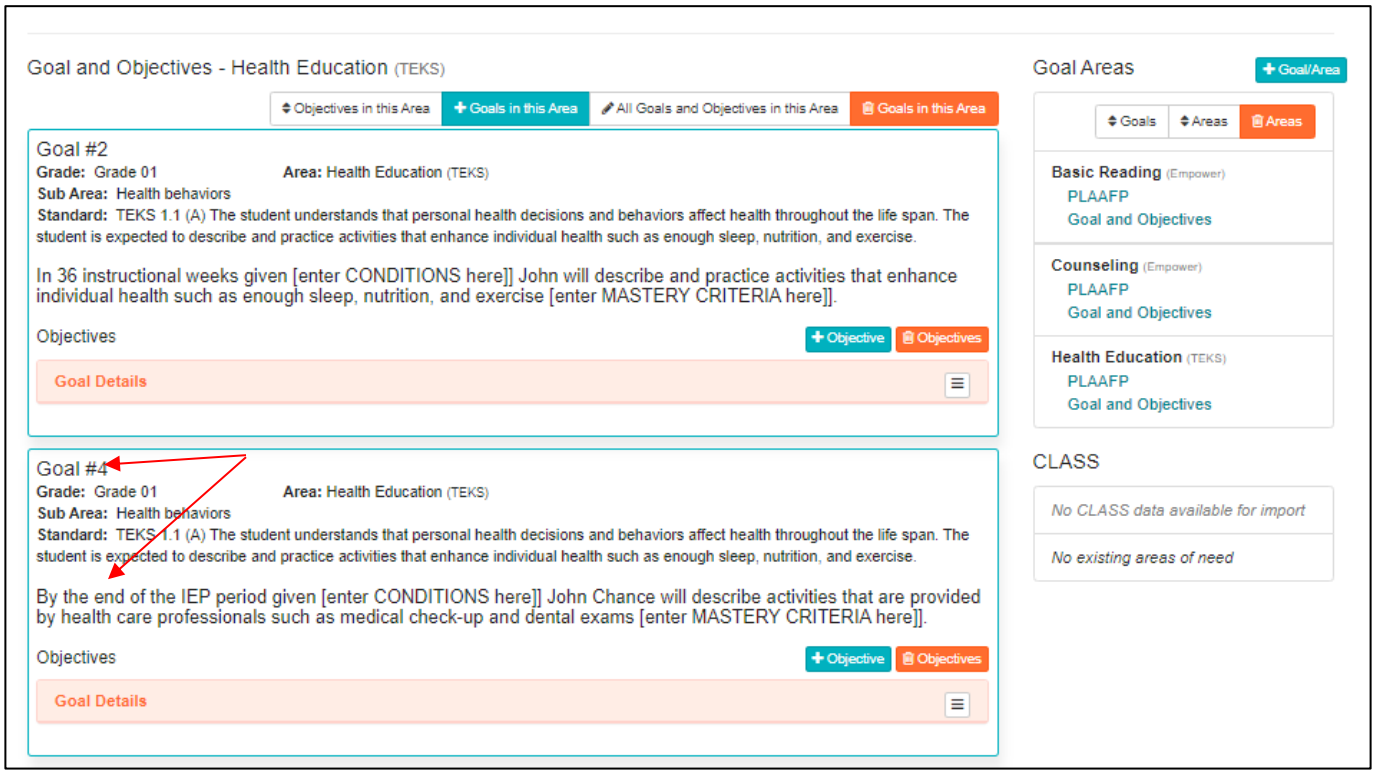
  - Note: When using the search goal feature, customizable dropdown fields appear grey with a question mark. Click on the field to see the available options. Click on the field a second time to close the popup. The popup is provided to help staff understand the contents of the customizable fields. Once the goal has been selected and "Continue" is clicked, the fields will become editable and can be customized for the student.



- Once all goal selections have been made, click "Continue" to add the goal to the student's IEP



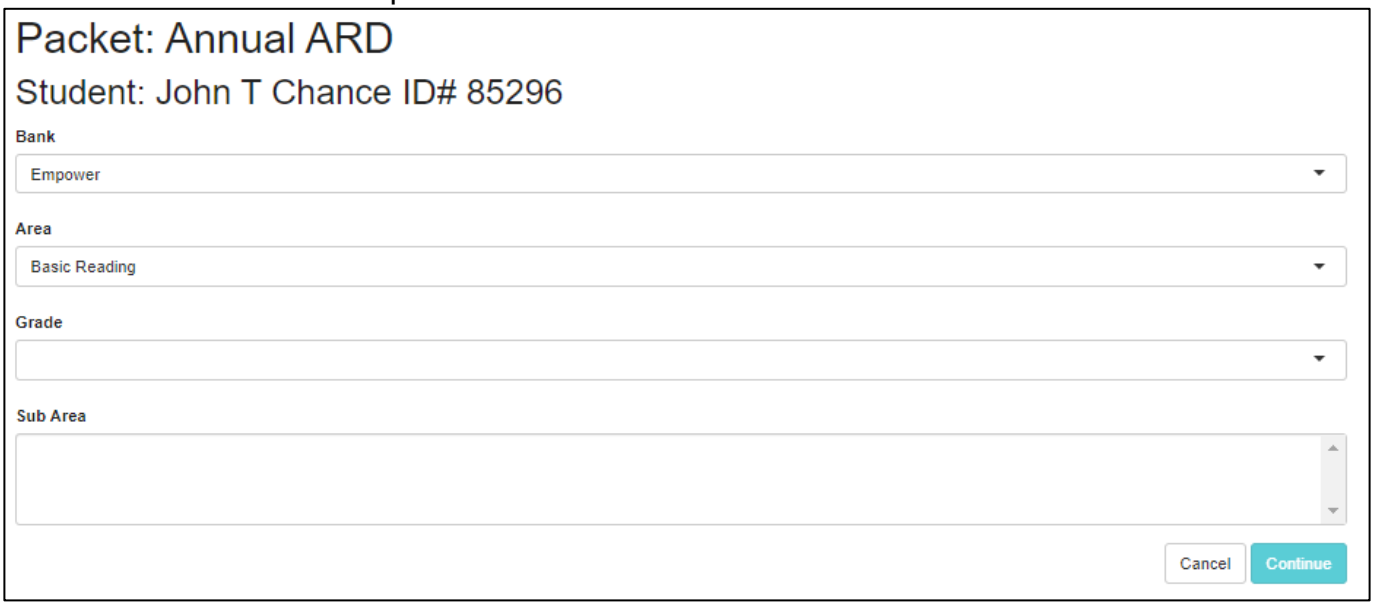
The goal is added to the student.



The goal is auto numbered and set to the next available goal number for the IEP. See the section Sorting Areas, Goals, Objectives for instructions on how to change goal numbers.

For areas that do not contain standards, you will see:

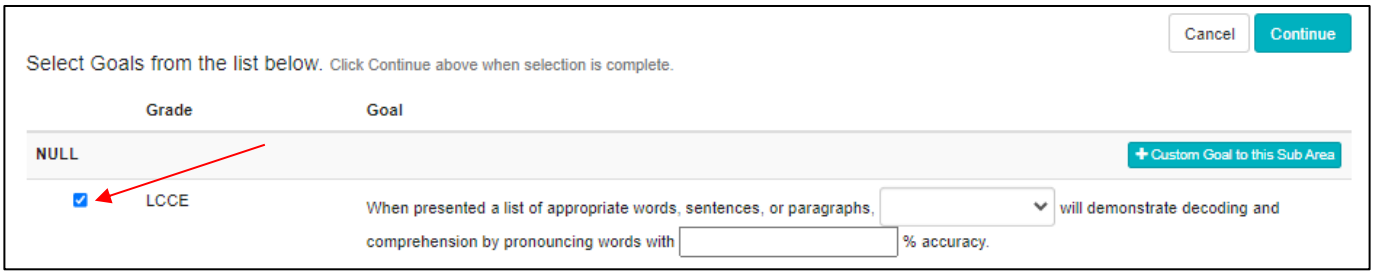
- The Bank and Area are prefiltered



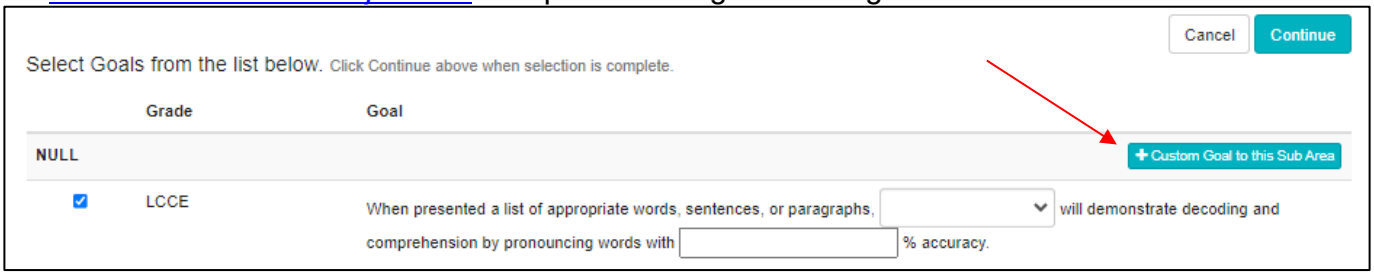
- Select Grade
- Select Sub Area
  - Multiple sub areas can be chosen by selecting a sub area, clicking, holding down the Ctrl key, and selecting additional subareas
- Select Goals from the list below:
  - If multiple sub areas have been chosen, you will see each sub area listed with all goals for that sub area listed below

There are 2 ways to choose a goal:

- Choose the goal from the list by checking the box next to the desired goal and completing any fields

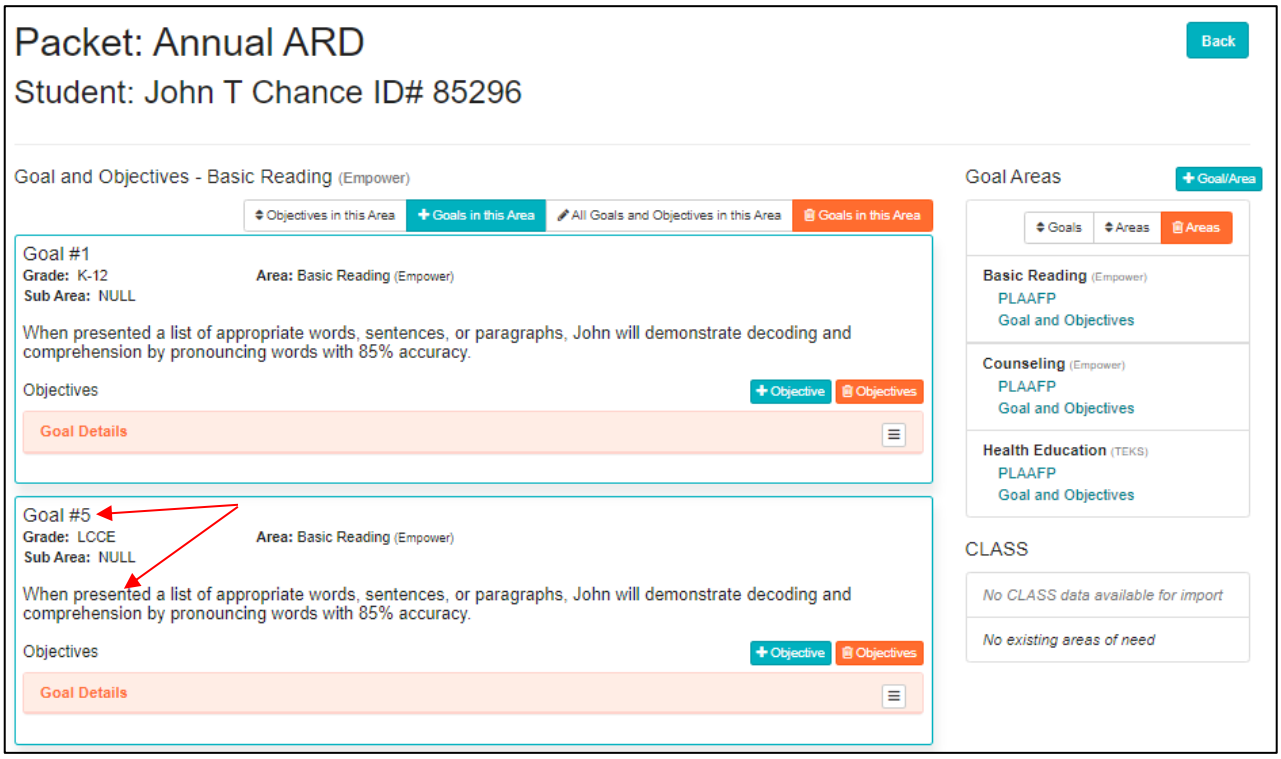


- Click "+ Custom Goal to this Sub Area" to write a custom goal. See the section Writing Custom Goals and Objectives for tips on writing reusable goals.



- Once all goal selections have been made, click "Continue" to add the goal to the student's IEP

The goal is added to the student.

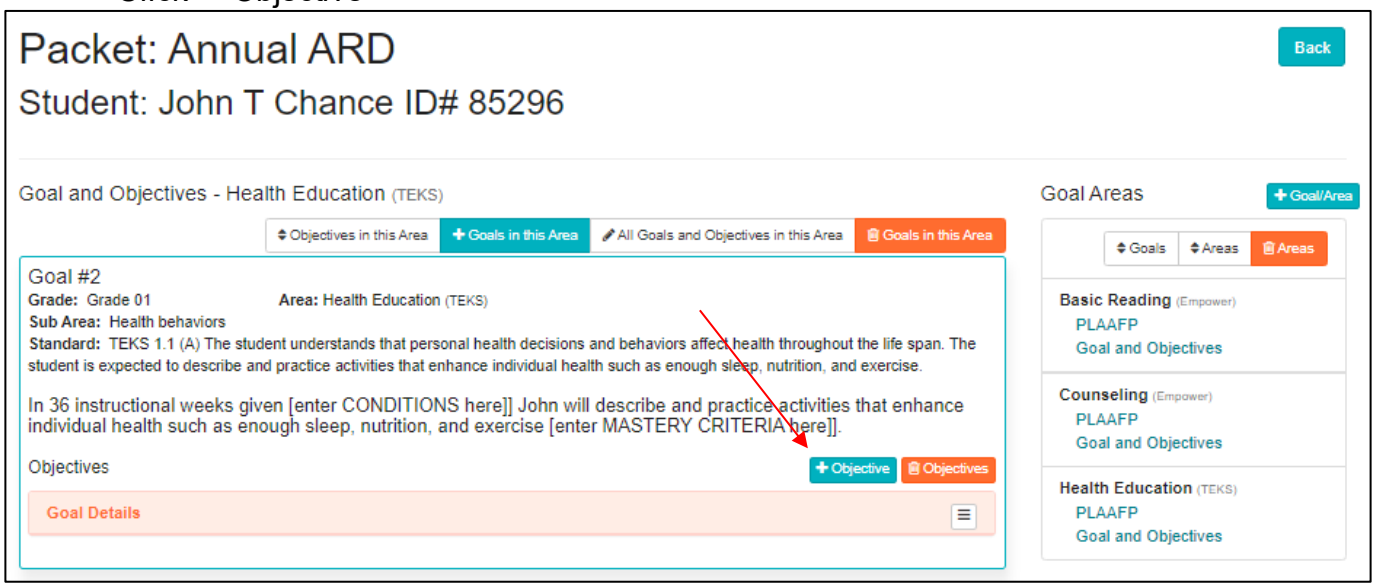


The goal is auto numbered and set to the next available goal number for the IEP. See the section Sorting Areas, Goals, Objectives for instructions on how to change goal numbers.

Creating an Objective

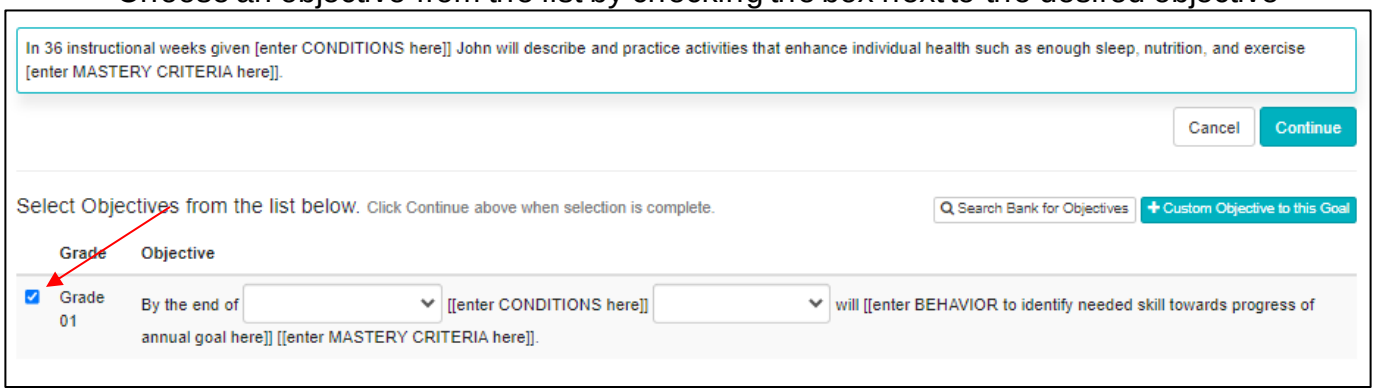
To create an objective:

- Locate the goal for which you want to create an objective
- Click "+ Objective"

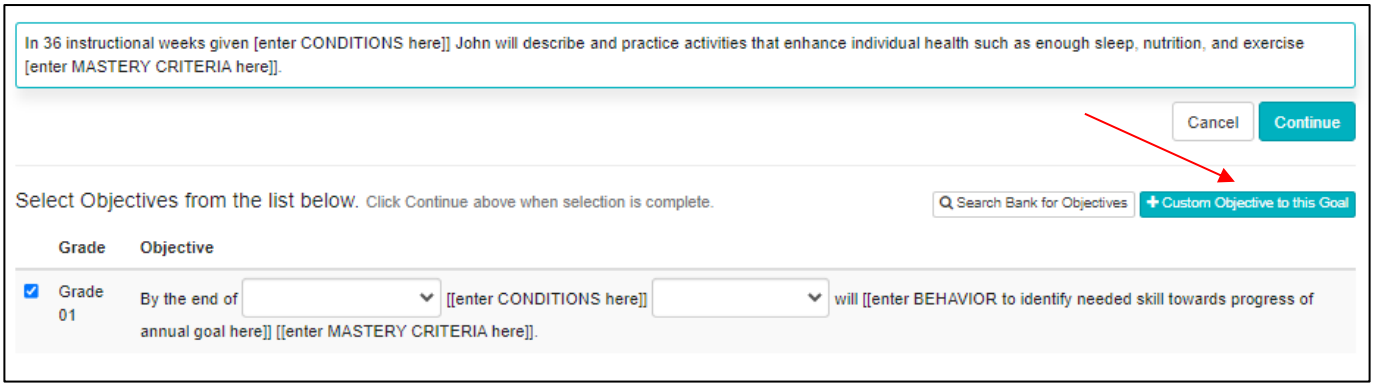


There are 3 ways to choose an objective:

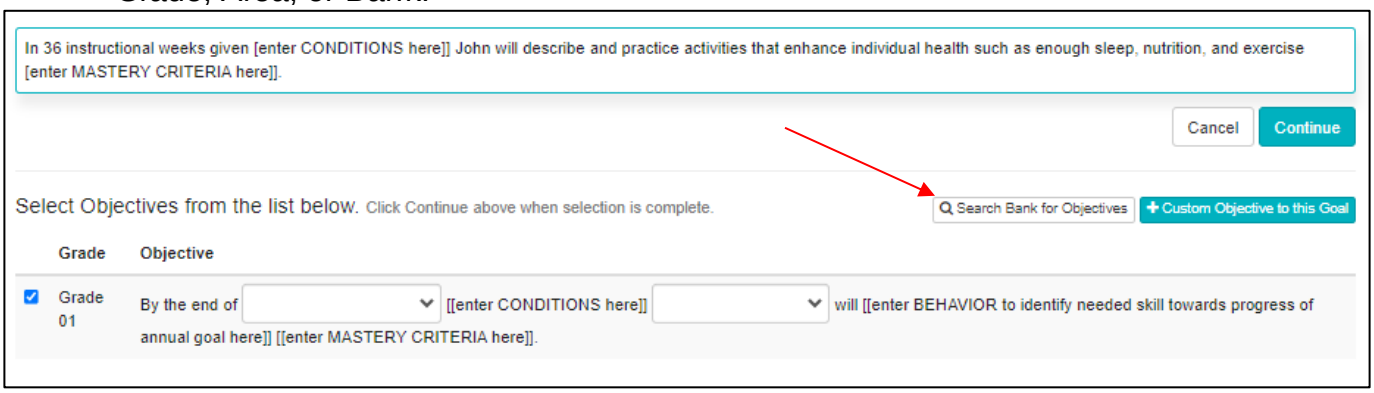
- Choose an objective from the list by checking the box next to the desired objective



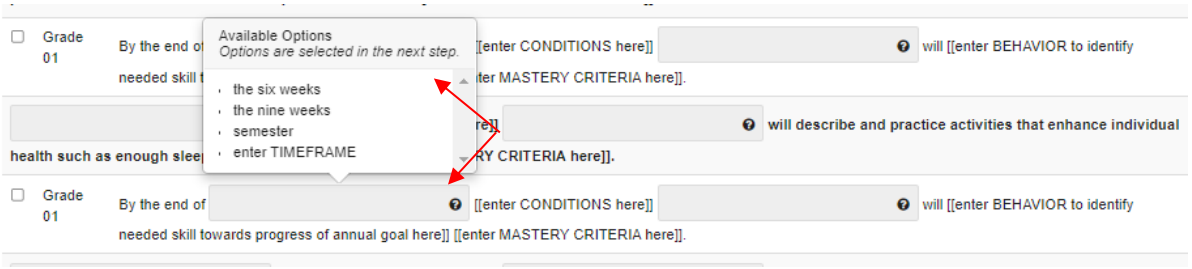
- Click "+ Custom Objective to this Goal" to write a custom objective. See the section Writing Custom Goals and Objectives for tips on writing reusable goals.



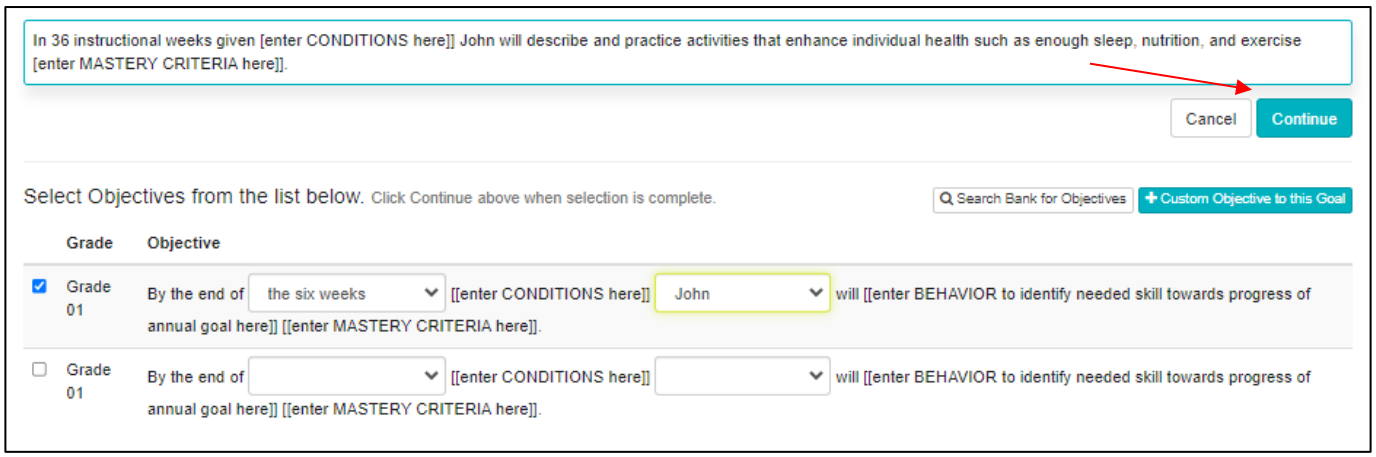
- Click "Search Bank for Objectives" to find objectives from another Goal, Sub Area, Grade, Area, or Bank.



  - Note: When using the search objective feature, customizable dropdown fields appear grey with a question mark. Click on the field to see the available options. Click on the field a second time to close the popup. The popup is provided to help staff understand the contents of the customizable fields. Once the objective has been selected and "Continue" is clicked, the fields will become editable and can be customized for the student.



- Once all objective selections have been made, click "Continue" to add the objective to the student's goal

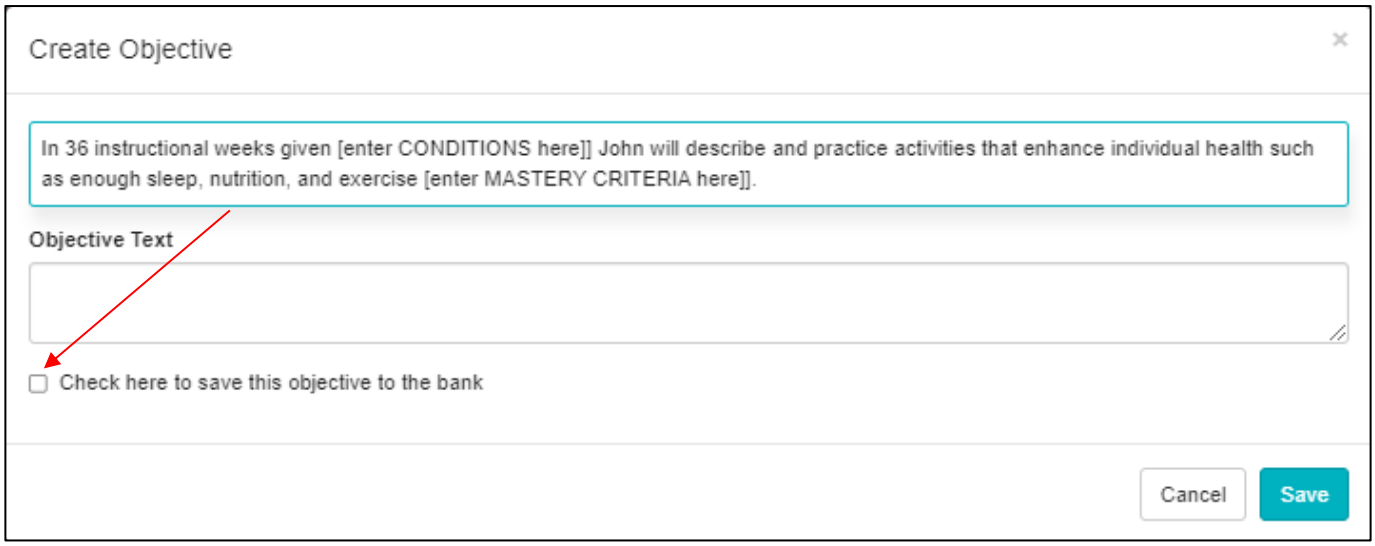


The objective is added to the goal.

The objective is auto numbered and set to the next available objective number for the goal. See the section Sorting Areas, Goals, Objectives for instructions on how to change objective numbers.

Writing Custom Goals and Objectives

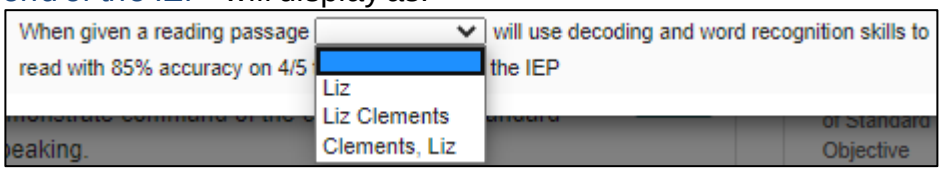
Custom goals and objectives can be written and saved to the goal bank for future use. When adding a custom goal, click the box “Check here to save this goal to the bank” to save the goal for future use.



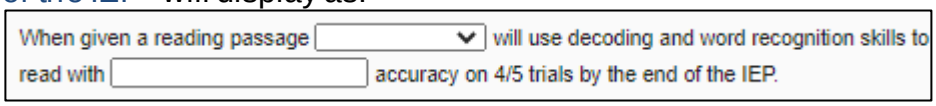
The following tips will help make your goals and objectives reusable and customizable by student.

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

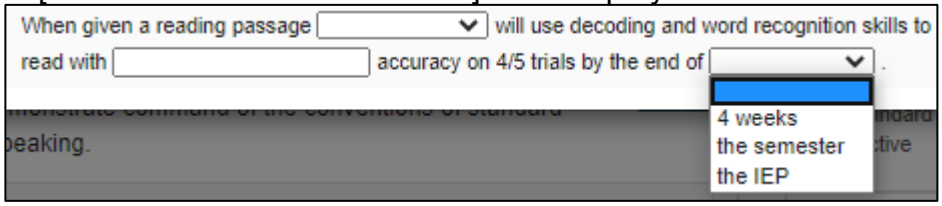
  For example, a goal/objective written as "When given a reading passage [student] will use decoding and word recognition skills to read with 85% accuracy on 4/5 trials by the end of the IEP" will display as:



- [] – 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:

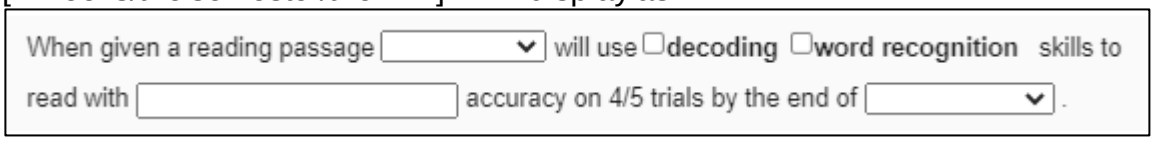


- [option1/option2/option3] – provides a dropdown with each option available for selection.
  For example, a goal/objective written as "When given a reading passage [student] will use decoding and word recognition skills to read with [] accuracy on 4/5 trials by the end of [4 weeks/the semester/the IEP]."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



Editing all Goals and Objectives within an Area

When a user clicks "edit All Goals and Objectives in this Area" or "edit All Goals in this Area", the user has the write lock for that area until one of the following actions occur:

- Cancel is clicked
- Save is clicked
- The user stays on the screen for 30 minutes with no activity.

When a user has the write lock for an area, the area cannot be edited by another user.

To edit goal and objectives within an area:

- Locate the Area for which you want to edit goal and objectives
- Click "edit All Goals and Objectives in this Area" - *This is the button label if you are viewing a Goal and Objectives area.*
- -or- Click "edit All Goals in this Area" - *This is the button label if you are viewing a Goal Only area or an area imported from CLASS*

The screen opens with all goals, objectives (if applicable), and goal details in edit mode for the area being edited. The following list describes the fields you may see on this screen:

- Goal # – Displays the goal number
- Grade – Displays the grade chosen from the goal bank

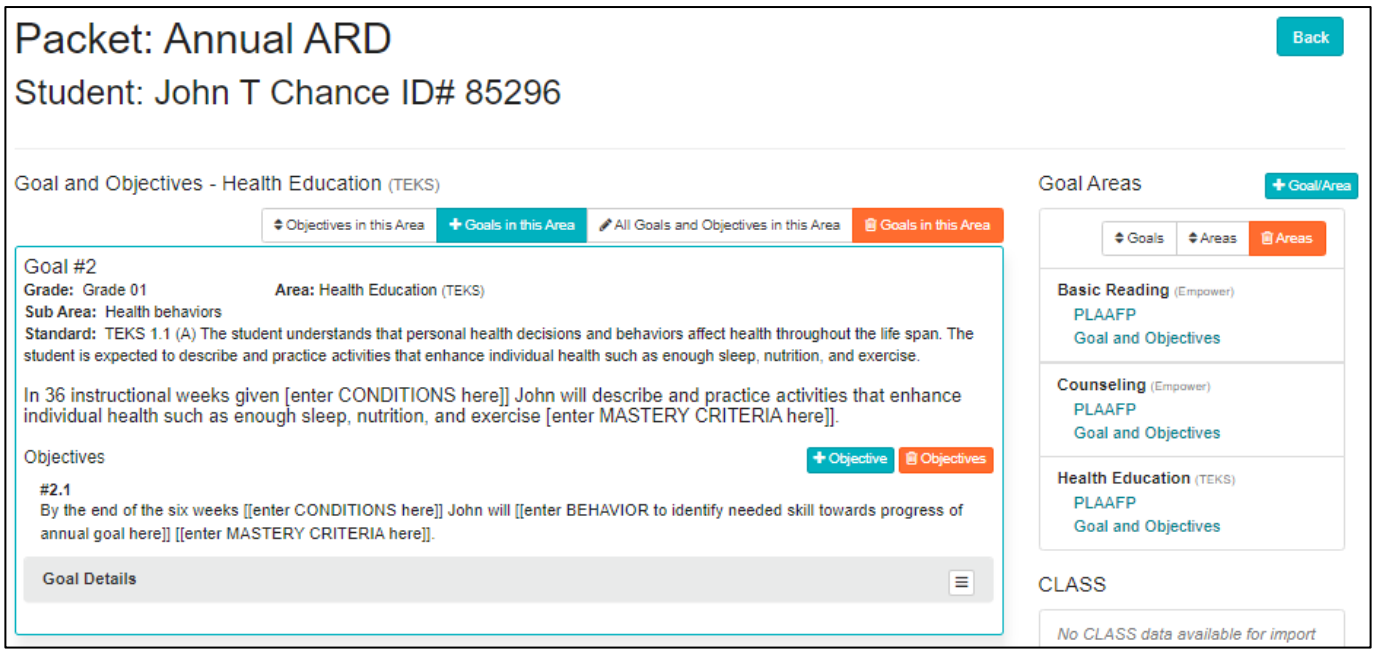
- Area – Displays the area chosen from the goal bank
- Sub Area – Displays the sub area chosen from the goal bank
- Standard – Displays the standard
    - This field is only shown if the goal was chosen from a bank that contains standards. Additionally, the ability to edit this field is controlled by a permission in the user role.
- Goal – Displays the goal. Goals will be listed in order by Goal #
- Objectives – Displays the objectives. Objectives will be listed in order by Objective #
    - Note: The objective section will not be shown for Goal Only IEPs

Goal Details

Goal Details are important data about the goal and are required to be completed for each goal added to the IEP. Goal details are part of the packet validation process and must be complete to lock a packet. When goal details are incomplete the Goal Details header is red. When goal details are complete the Goal Details header is grey. The following list describes the fields you may see in Goal Details:

- Assigned Staff – The person(s) responsible for the goal
- Start Date – The start date of the goal
- End Date – The end date of the goal
- Baseline – The starting measurement for the student
- Target – The desired measurement for the student at the end of the goal
- Baseline Narrative – The explanation of the data collected to arrive at the baseline measurement
- Frequency – The frequency of progress reporting
- Progress will be reported per Objective – Indicate if progress will be reported per objective
    - This section will not be shown for Goal Only IEPs.
- Evaluation Criteria – The criteria used to measure progress
    - Each district will control if this field is available. In addition, the district can choose if the field is optional or required.
- Person(s) Responsible – The title of the person(s) responsible for the goal
- Additional Goal Information – Additional details regarding the goal
- Apply Details to All Goals Being Edited – This button is a timesaving feature that allows staff to apply the selected goal details to all goals being edited on the page. Using this button will overwrite ALL GOAL DETAILS on the page and make all goals currently being edited have the same goal details. This feature can eliminate duplicate entry of similar data while still allowing staff to edit any data that is copied so it can be customized for the student's goal.

When all changes have been made and all required data has been entered for all goals in the area, click "Save."



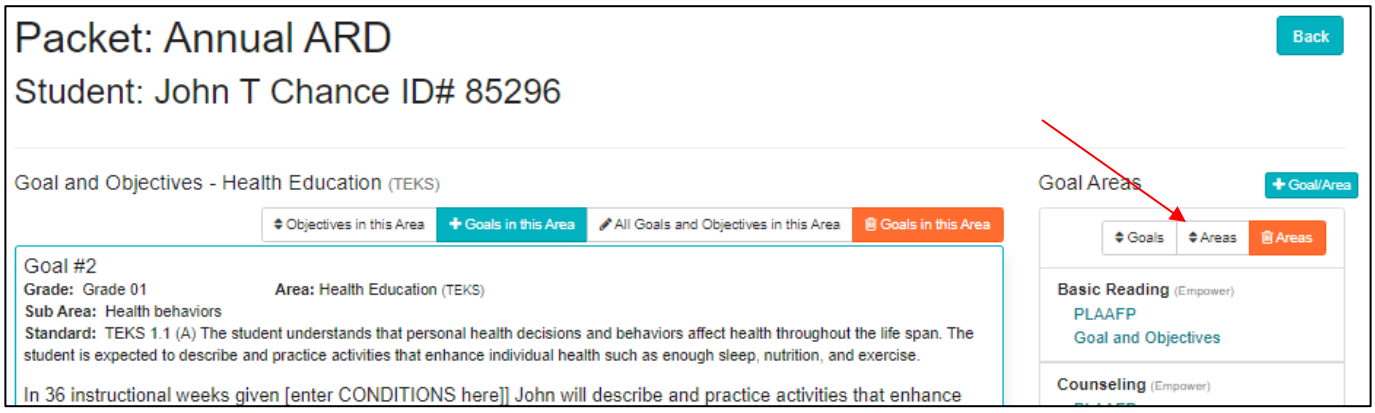
Sorting Areas, Goals, and Objectives

The order of Areas, Goals, and Objectives can be changed via sort screens.

- Areas will appear in alpha order until a new order has been defined via the sort Areas feature
- Goals will sort in numerical order by goal number within their Area. Newly added goals are auto numbered and set to the next available goal number for the IEP. Numbers must be unique and in sequential order to lock a packet
- Objectives will sort in numerical order by objective number within their Goal. Newly added objectives are auto numbered and set to the next available objective number for the goal

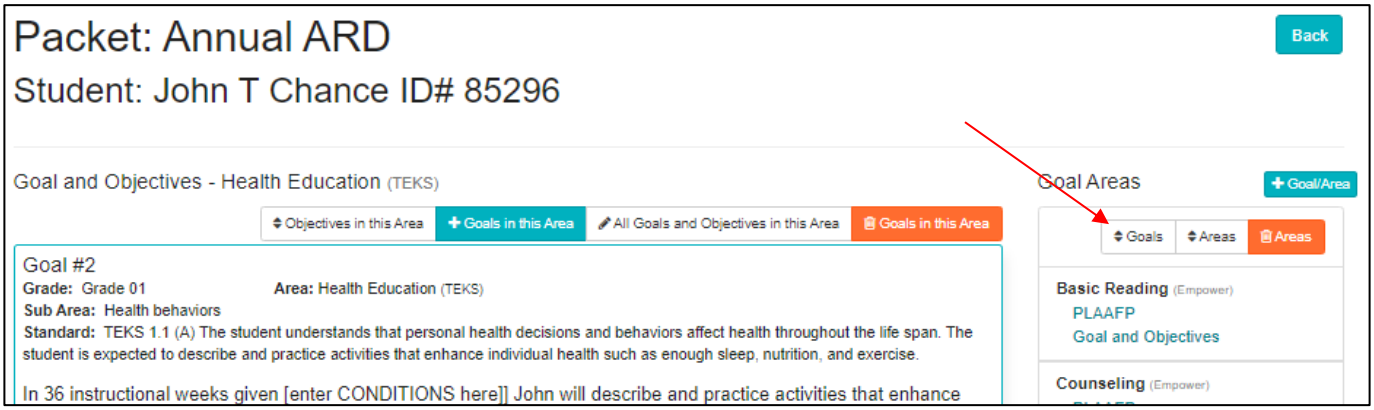
To change the order of Areas:

- Click the “sort Areas” button
- Use the drag and drop feature to move areas to the desired location
- Click “Save”



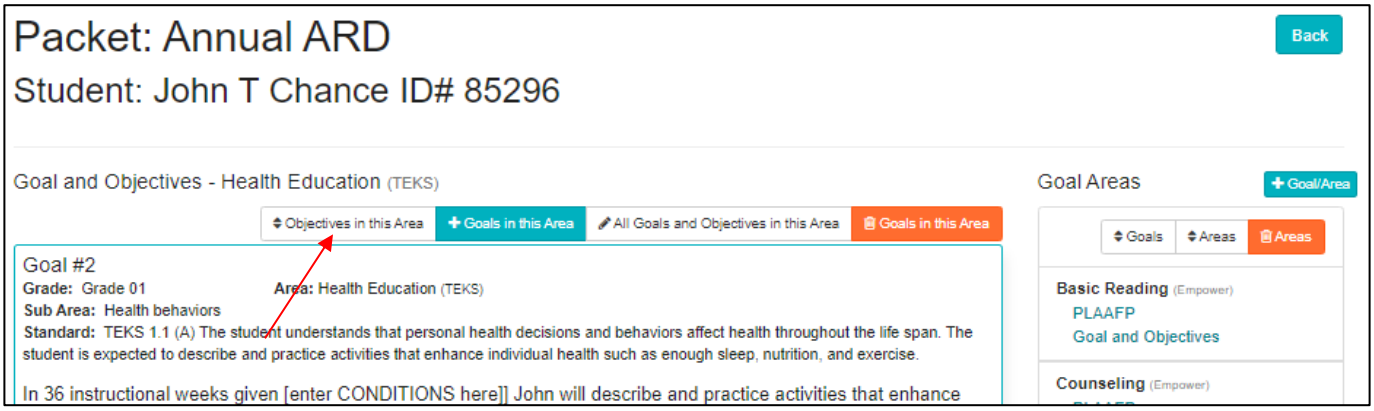
To change the order of Goals:

- Select any Area by clicking on the “Goal and Objectives,” “Goal Only,” or imported CLASS “Goals” link
- Click the “sort Goals” button
- Use the drag and drop feature to move goals to the desired location
- Click “Save”



To change the order of Objectives:

- Select any Area by clicking on the “Goal and Objectives,” “Goal Only,” or imported CLASS “Goals” link
- Click the “sort Objectives in this Area” button
- Use the drag and drop feature to move objectives to the desired location
- Click “Save”



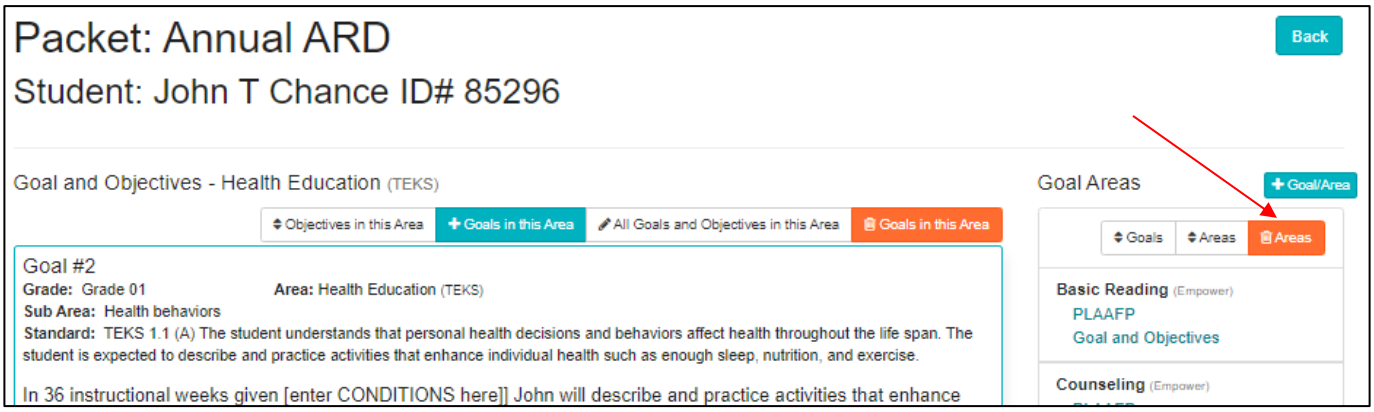
Deleting Areas, Goals, and Objectives

Areas, Goals, and Objectives can be deleted via delete screens.

To delete an Area:

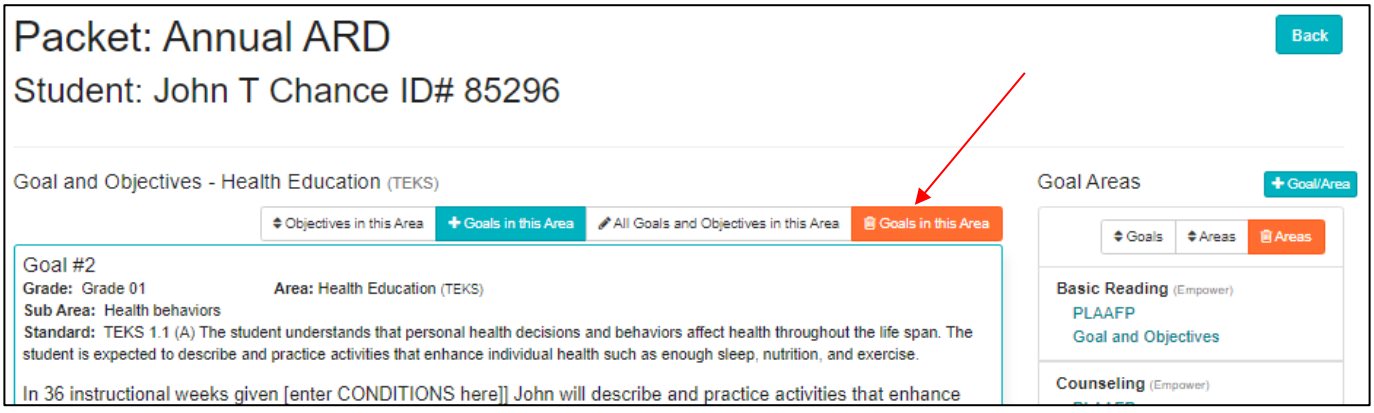
- Click “delete Areas”

- Select the area you wish to delete
- Click “Delete Selected”



To delete a goal:

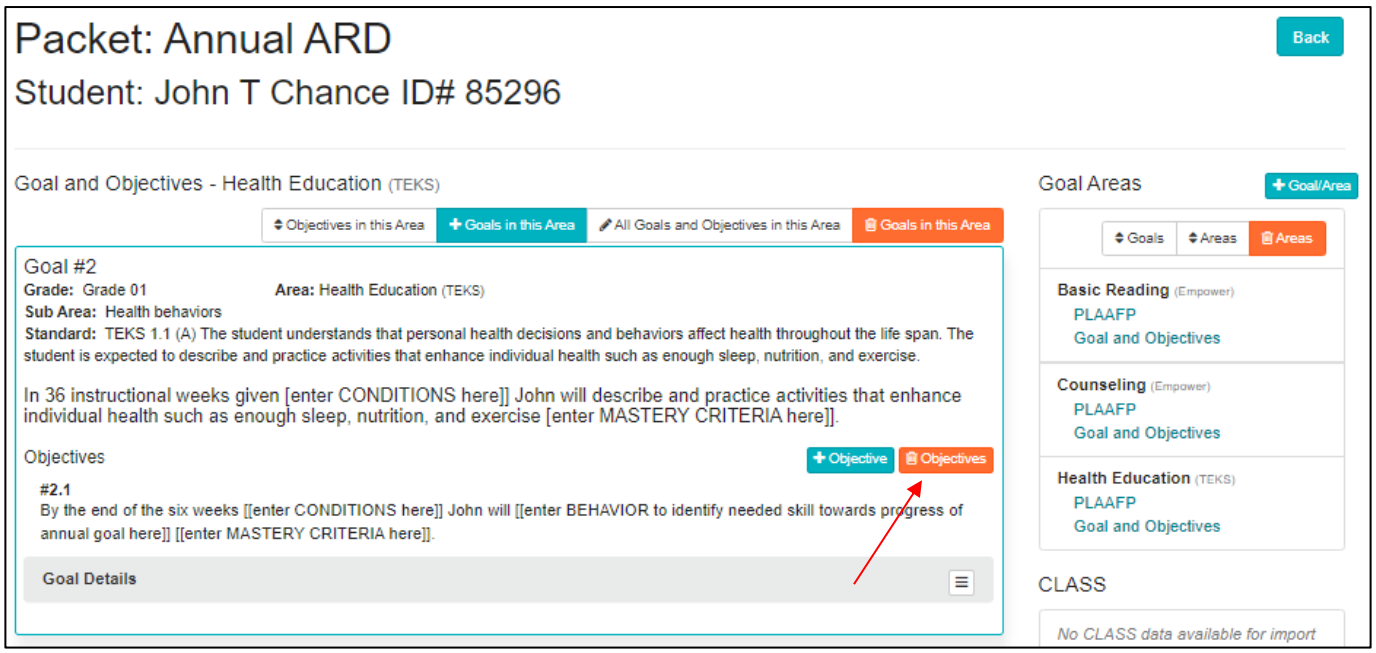
- Select any Area by clicking on the “Goal and Objectives,” “Goal Only,” or imported CLASS “Goals” link
- Click “delete Goals in this Areas”
- Select the goal you wish to delete
- Click “Delete Selected”



- Note: Deleting a goal will not renumber the remaining goals in the IEP. After deleting a goal, you may need to sort goals to ensure goal numbers are sequential before locking the packet.

To delete Objectives:

- Select any Area by clicking on the “Goal and Objectives,” “Goal Only,” or imported CLASS “Goals” link
- Locate the goal for which you want to delete objectives
- Click “delete Objectives”
- Select the objective you wish to delete
- Click “Delete Selected”



- Note: Deleting an objective will not renumber the remaining objectives for the goal. After deleting an objective, you may need to sort objectives to ensure objective numbers are sequential before locking the packet.