

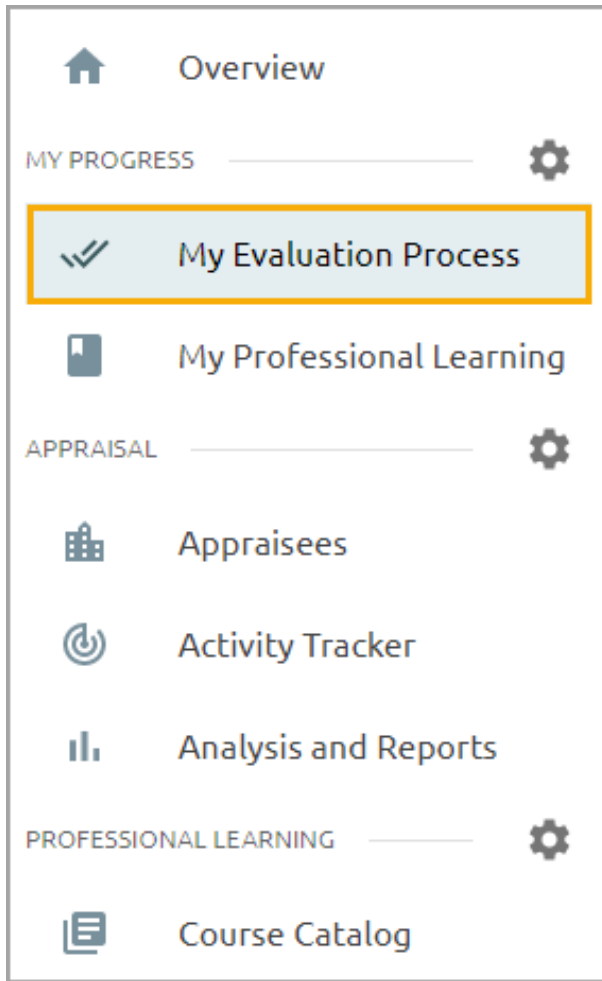
How to Create and Submit a Professional Goal

Quick Guide:

1. Login to Eduphoria at: <https://stisd.schoolobjects.com>
2. From the Applications list Select Strive
3. Select **My Evaluation Process** to access your evaluation tasks.
4. From the list of tasks under **Evaluation Process**, select the **drop-down arrow** to open the container related to goal setting.
5. Select the **Plus** button next to the task of writing a professional goal.
6. In the form that appears, enter information related to your goal. When finished, select **Create Goal**.
7. Make additional edits and/or send a **Message** to clarify your goal with your appraiser before submitting it.
8. When ready, select **Submit for Approval** to send the goal to your appraiser for review.

Tutorial

Step 1: Select **My Evaluation Process** to access your evaluation tasks.



Step 2: From the list of tasks under **Evaluation Process**, select the **drop-down arrow** on the right to open the container related to goal setting.


The screenshot displays the 'My Evaluation Process' page in the Strive application. The page title is 'My Evaluation Process' and it is located under 'My Progress'. The interface features three tabs: 'EVALUATION PROCESS' (active), 'ARCHIVED EVALUATIONS', and 'ARCHIVED GOALS'. A list of evaluation tasks is shown, each with a title, a count of tasks, and a drop-down arrow on the right. The 'Goal Setting' task, which has 3 tasks, is highlighted with a yellow box around its drop-down arrow. Other tasks include 'Walkthroughs' (2 tasks), 'Classroom Observation' (3 tasks), 'End of Year Conference' (2 tasks), and 'Uploaded Evidence' (0 documents).

Task Name	Count	Action
Goal Setting	3 Tasks	Drop-down arrow (highlighted)
Walkthroughs	2 Tasks	Drop-down arrow
Classroom Observation	3 Tasks	Drop-down arrow
End of Year Conference	2 Tasks	Drop-down arrow
Uploaded Evidence	0 Documents	Drop-down arrow



Step 3: Select the **Plus** button next to the task of writing a professional goal.

Goal Setting

3 Tasks

0/1 **BOY Self-Assessment** 
Due September 16, 2022

No documents attached.

0/1 **Professional Goals**  
Due September 16, 2022

No goals attached.

Step 4: In the form that appears, enter information related to your goal. When finished, select Create Goal.

New Goal

General Information 1

What is your goal? *

Start Date 1/3/2023 Target Completion Date* 1/3/2023

*Required

Success Criteria 2

What will goal success look like?

How will you know you have accomplished your goal?

Standards & Tags 3

What Standard(s) does this goal address?

- 1.1 - Standards & Alignment
- 1.2 - Data & Assessment
- 1.3 - Knowledge of Students
- 1.4 - Activities
- 2.1 - Achieving Expectations
- 2.2 - Content Knowledge & Expertise

Actions 4

What tasks are required for this goal to be complete?

Required (At least one action)

No Actions

Date (Optional)

Action Description

CREATE

CANCEL **CREATE GOAL**

Step 5: Make additional edits and/or send a **Message** to clarify your goal with your appraiser before submitting it.

Goal Information

Status
Unsubmitted

Goal Statement
Increase parent communication

Success Criteria
I will measure success of my goal by how many email and parent portal responses I receive.


Start Date
1/3/2023

Target Completion Date
5/22/2023

138 Days to Completion

Messages

No messages.

 SEND

Step 6: When ready, select **Submit for Approval** to send the goal to your appraiser for review.

Strive > My Progress > My Evaluation Process > Goals

Goal Detail

SAVE PRINT DELETE COPY TO NEW GOAL **SUBMIT FOR APPROVAL**