

InformationNOW – Goals

About this Guide

This Quick Reference Guide provides an overview of the options available for tracking Goals in *InformationNOW*.

Setup

To create a goal, perform the following steps:

1. Go to **System Preferences | Setup**.
2. Select **Goals Sought** from the list and click **Refresh**. Any existing goals will display.
3. Click **Add**.

Add Goals Sought

*Goal Name: *GPA Method: Minimum GPA:

Minimum Credit: State Code:

Print Transcript Diploma Active

Description:

Course Type | Credit

Standardized Test | Display Text | Description

Create Cancel

4. Enter the following criteria. Required fields are indicated with an asterisk (*).
 - ***Goal Name:** Enter a unique name for this goal (ex. *Regular Diploma, Core 40*).

- ***GPA Method:** Select the GPA method to be considered when determining if the student has met a Minimum GPA requirement (*Alpha, Numeric*).
- **Minimum GPA:** Enter the minimum GPA a student must have to meet the goal.
- **Minimum Credit:** Enter the minimum number of graduation credits a student must have to meet the goal.
- **State Code:** If this goal is included in state reporting, enter the state code associated with the goal.
- **Print On Transcript:** Check if this goal is to be printed if the user selects to **Display Goals** on the printed transcript.
- **Diploma:** Check if this goal is considered a Diploma.
- **Active:** Check if this goal is active. Inactive goals will not display when adding goals to students.
- **Description:** Enter a brief description of this goal.

5. Click **Create**.

Course Type Criteria

Users may add details regarding the course type(s) a student must take to meet this goal. To insert course type details, perform the following steps:

1. From the **Goal** edit screen, click **Add** within the *Course Type* section. Required fields are indicated with an asterisk (*).

The screenshot shows the 'Edit Goals Sought' interface. At the top, there are input fields for:

- *Goal Name: Regular
- *GPA Method: Alpha (dropdown)
- Minimum GPA: 1.000
- Minimum Credit: 28.000
- State Code: (empty)

 Below these are checkboxes for 'Print', 'Diploma', and 'Active', all of which are checked. A 'Description' text area is also present. The main section is a table with columns for 'Course Type' and 'Credit'. The first row is highlighted in blue. To the right of the table, there are three sets of buttons: 'Add' (blue plus), 'View' (green check), and 'Delete' (red X). A red arrow points to the first 'Add' button. At the bottom of the form are 'OK' and 'Close' buttons.

- ***Course Type:** Select the *Course Type* from the available list.
- **Credits:** Enter the number of graduation credits the student must have to successfully meet this goal.

2. Click **Create**.

3. Criteria may also be entered to specify required *Difficulty Levels*, *Required Or* or *Required And* parameters for this specific course type.

- **Difficulty Level:** To specify that a student must receive a specific number of credits within a specific difficulty level, click **Add** next to *Difficulty Level*. Select the **Difficulty Level** from the available list and enter the number of credits for this difficulty level that a student must receive in order to meet this goal. Click **Create**. To delete a *Difficulty Level* entry, place a check next to the level and click **Delete**.
- **Required Or:** To specify a group of courses from which the student may select in order to meet the goal, click **Add** next to *Required Or*. Click **Search** and select the course(s) that the student *may* take in order to meet this goal. A student may take any number of courses from this list to meet the requirements. Each of the courses listed here are not required. This option is used to specify the list of courses that the student *may* take to meet the goal. To delete a *Required Or* entry, place a check next to the entry and click **Delete**.
- **Required And:** To specify one or more courses that a student *must* take to meet the goal, click **Add** next to *Required And*. Click **Search** and select the course(s) that the student *must* take to meet this goal. A student must take every course from this list to meet the requirements. Each of the courses listed are required. This option is used to specify the list of courses that the student *must* take to meet the goal. To delete a *Required And* entry, place a check next to the entry and click **Delete**.

4. Click **OK** to save the settings for the course type.

In the following example, criteria have been established for the course type of English.

- A student must have at least 4.000 graduation credits to meet the English part of this goal.
- A student must have at least 2.000 graduation credits in courses that have a *Difficulty Level* of *Regular*.

- A student is able to take Creative Writing, College Prep English, English 11 or English 12 to meet the goal.
- Students *must* take English 9 and English 10 to meet the goal.

Standardized Test Criteria

Users may add details regarding standardized tests that a student must take to meet this goal. To insert test details, perform the following steps:

Note: For details regarding standardized tests, please refer to the *InformationNOW* – Standardized Tests quick reference guide.

1. From the **Goal** edit screen, click **Add** within the *Standardized Test* section. Required fields are indicated with an asterisk (*).

Edit Goals Sought

*Goal Name: Regular *GPA Method: [Dropdown] Minimum GPA: 1.000

Minimum Credit: 28.000 State Code: [Text]

Print on Transcript Diploma Active

Description: [Text Area]

[Add] [View] [Delete]

Course Type	Credit
<input type="checkbox"/> English	4.000
<input type="checkbox"/> Science	3.000
<input type="checkbox"/> Social Studies	2.000
<input type="checkbox"/> Math	3.000
<input type="checkbox"/> PE	2.000
<input type="checkbox"/> Humanities	1.000
<input type="checkbox"/> Drivers Ed	1.000

[Add] [View] [Delete]

Standardized Test	Display Text	Description
<input type="checkbox"/>		

[Add] [View] [Delete]

[Add] [View] [Delete]

[OK] [Close]

2. ***Standardized Test:** Select the applicable test for this goal from the available list.

Add Standardized Test Requirement

*Standardized Test: Graduation Exam [Dropdown]

Display Text: Grad Exam

Description: State Standardized Graduation Exam

[Create] [Cancel]

3. **Display Text:** The *Display Text* will be populated based on the test selected, but may be edited.
4. **Description:** Enter a brief description for the standardized test.
5. Click **Create**.

Assigning Goals to Students

Goals may be assigned to students under **Students | Student Maintenance**.

1. Search for and select to **View** a student.
2. Click **Goals Sought** under the *Manage* menu on the left.

<input type="checkbox"/>	Name	Description	Diploma
<input checked="" type="checkbox"/>	Regular		⌵
<input type="checkbox"/>	Core 40		○

3. Place a check next to the goal(s) to be assigned to this student.
4. If applicable, bullet the goal that represents the student's Diploma goal. When printing the Goals Sought report, users may select to only print goals that are Diploma goals.
5. Click **OK**.

Reporting

Goal (Diploma Requirement) Checking

This report includes the details regarding a student's progress towards their goal(s). This report is available from the following locations. Required fields are indicated with an asterisk (*).

- **Students | Student Maintenance.** Search for and select to **View** a student. Click the **Goals Sought** link under the *Manage* menu on the left. Click the **Goal Checking** link under the *Reports* menu on the left.
- **Students | Reports**
- **Reports | All Reports**

- **Student Filter:** Select the filter of students to include on the report. If no filter is selected, all currently enrolled students will be included. If generating this report from the student's *Goals Sought* screen, the filter option is disabled and the report will print only for the selected student.
- **Student Diploma Only:** Check to only display the student's progress toward the goal that is marked as *Diploma* on the student's *Goals Sought* screen. Selecting this option will disable the *Goals* option.
- ***Goals:** Select the goal(s) to include on the report.
- ***Students To Print:** Select to include *All Students*, *Students Meeting Requirements*, or *Students Lacking Requirements*.
- ***ID To Print:** Select to include the *Student Number*, *State ID Number*, *Alternate Number* or *Social Security Number*.
- ***Group By:** Select to group students by *Student Name*, *Student Number*, *Goal*, *Grade Level* or *Zip*.
- **Report Type:** Select to print a *Summary* or *Details* report.
- **Page break between students:** Select to insert a page break between each student on the report.

Other Reports

Goals may be included on the following reports:

- **Transcript**
- **Transcript - Landscape**