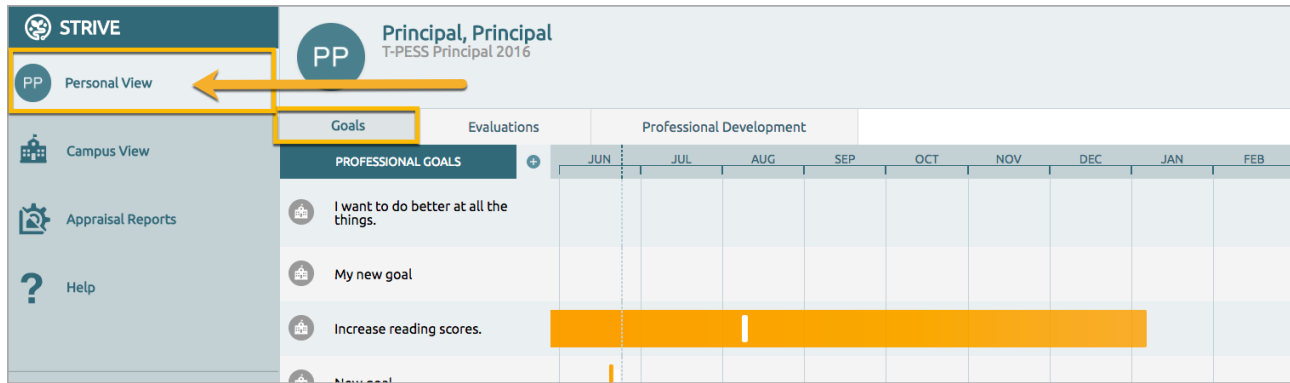




Principals can manage their own Goals, Evaluations, and Professional Development for T-PESS.

- On the navigation menu, click the **Personal View** button on the navigation bar.
- Click the **Goals** tab.



Goal Icon Indicators

Next to each goal is an icon colored to match the status of the goal.



A gray icon means the goal is in **edit mode** and has not been submitted for approval.

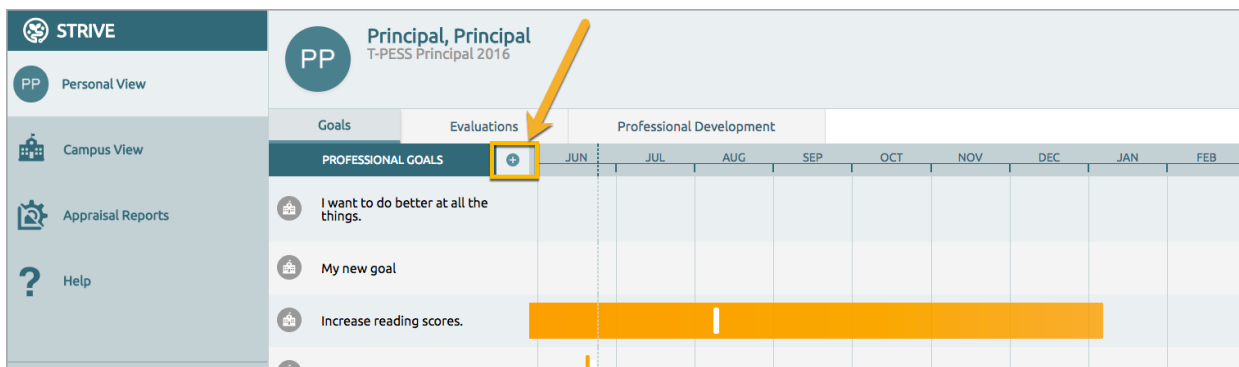
A gold icon means the goal has been **submitted** and is waiting for approval.

A blue icon means the goal has been **approved** and is on target for completion.

A green icon means the goal has been **completed**.

Add a New Goal

- Click the **“+”** button on the timeline bar.





In the New Goal window:

- Enter your **New Goal**
- Select the **Indicators** from the list provided
- Click the **Add an Action** button to add actions. An **Additional Action** button will appear after entering an initial action. Add dates for when each action item will be completed.
- Choose the **Date** for when the entire goal will be completed.
- Click the Save button.

NEW GOAL

General Information 1 What is your goal? When will this be completed? June 26, 2017

Standards & Tags 2 What Standard(s) does this goal address?

- Indicator 1A
- Indicator 1B
- Indicator 1C
- Indicator 1D
- Indicator 2A
- Indicator 2B
- Indicator 2C
- Indicator 2D
- Indicator 3A
- Indicator 3B
- Indicator 3C
- Indicator 3D
- Indicator 4A
- Indicator 4B
- Indicator 4C

Actions 3 What tasks are required for this goal to be complete? June 26, 2017

+ Additional Action

Save

Copy an Existing Goal

- Click on an existing goal in your **Goal** list to access the menu bar.
- Choose **Copy to New Goal**.
- Make changes to the goal, standards, and actions.
- Select from the menu bar: **Close**, **Save**, **Delete**, **Copy to New Goal**, or **Submit for Approval**.

Principal, Principal
T-PESS Principal 2016

Close Save Delete Copy to New Goal Submit for Approval