

ClassMate: Student Goal Management

March 2020

SPECIALIZED STUDENT SOLUTIONS | SCHOOL NUTRITION | STUDENT INFORMATION | FINANCIAL MANAGEMENT

www.harrisschoolsolutions.com



Student Goal Management

Goal: To track student goals from Registration through Enrollment.

<u>Getting Started:</u> Modules Required: System Administrator > Master Codes Maintenance Student Information > Student Goal Management

Creating Goal Categories / Major Goals / Minor Goals Pre-Requisite

The Categories and Goals available from the dropdowns are setup in the **Master Codes Maintenance** module.

- Goal Categories are restricted to codes: 009200-009249
- Major Goals are restricted to codes: 009400-009499
- Minor Goals are restricted to codes: 009500-009599
- 1. Select the folder > expand the folder by clicking the + sign to the left of the folder
- 2. Enter the first available code in the ID field
- 3. Type the name of the Goal Category, Major Goal or Minor Goal in the Description field (depending what folder you are updating)
- 4. Click Save when done entering information required for each Code.
 - a. If Goal Category no other information needed > click Save after entering ID & Description

ClassMate for CTE - ClassMate - ** Live Environment ** - [Master Codes (MCODES_M)] Fie View	
Master Codes	
Medical Causes 8100-8199 Medical Events 8200-8299 Medical Actions 8300-8399 Medical Actions 8300-8599 Medical Actions 8300-8699 Medical Damages 8600-8699 Medical Duranes 8700-8799 Medical Duranes 8700-8799 Medical Duranes 8700-8799 Medical Programmed ation 8800-8899 Medical Programmed ation 8800-8899 Medical Programmed ation 8800-8899 God Categories 9300-9099 God Categories 9300-9399 Medical Categories 9300-9399 Medical Programmed ation 8800-8899 Medi	ID: 2 009301 Description 3 Pre-Work Goal Category: Ref ID: • Yes • N







b. If Major Goals > additional required fields: **Ref ID** - for tracking & tying to Minor Goals > click Save

GassHate for CTE - GassHate - ** Live Environment ** - [*laster Codes (%COdES_M)] > FIE - Ven	
Master Codes	
O 009303 - Post-Work Goal Major Goals 9400-9499 O009407 - Management O 000407 - Management O 000407 - Management	ID: 009401
C009402 - Distinessminatical Operations O009403 - Computer & Mathematical O009404 - Architecture/Engineering O009405 - Life. Physical. & Social Science	Description: Management
 O 009406 - Community & Social Service O 009407 - Legal O 009408 - Educational Instruction/Library 	Category:
O 009409 - Arts,Design,Entertainment,Sports & Media O 009410 - Healthcare Practitioners/Technical O 009411 - Healthcare Support O 009412 - Protective Service	Purge at Rollover Yes No

c. If Minor Goals > enter Category number that associates with Major Goal AND Ref ID
 > click Save (Ref ID entered in increments to display in drop down when associated Major Goal selected)

In below example Top Executives is assigned to Major Category = 11-0000 Management and the RefID entered is 11-1000, if entering another Minor Goal that needs to be associated with Major Category 11-0000/Management you would then assign RefID 11-2000, etc.

🞇 ClassMate for CTE - ClassMate - ** Live Environment ** - [Master Codes (MCODES_M)]	
Q Ffe View	
Master Codes	
■ 🖆 Minor Goals 9500-9599	·
009501 - Top Executives	un. 009501
009502 - Advert, Marketing, PR & SIs Mgr	U.
● 009503 - Operations Specialties Managers	
009504 - Other Management	Description:
009505 - Business Operations Specialists	Category 11,0000 is
009506 - Financial Specialists	Top Executi Major Goal - Management
• 009507 - Computer	Category:
009508 - Mathematical Science	First 2-digits of Ref ID would match First 2-
009509 - Architects, Surveyors, & Cartographers	11-0000 digits of associated Major Goal and then 3rd
- O 009510 - Engineers	- next entry would be 11-2000, etc
009511 - Drafter/Engineering Tech & Mapping Tech	
O 009512 - Life Scientists	Ref ID: 11-1000 • res • No





Assigning Goals to Students

Once setup is completed you can then use the **Student Goal Maintenance (STDGLS_M)** module to assign Goals to Enrolled or Registered students.

- 1. If Multi-Location site > select Location from drop down
- 2. Select either Enrolled or Registered radio button to access appropriate student listing
- 3. Select Student
- 4. Select Category from drop down
- 5. Select Major Goal from drop down
- 6. Select Minor Goals from drop down (this ONLY displays Minor Goals associated with the selected Major Goal based on RefID setup in Master Codes Maintenance)
- 7. Enter Free Form Comment if necessary
- 8. Enter Start Date
- 9. Enter End Date if necessary
- 10. Click Save you will see Goal display in top grid
- 11. To enter additional Categories or Goals > click the Green Arrow to clear and make new selections to save an additional Goal to student, which will display a new line in top grid.

Student Goal Maintenance (STDGLS_M)					_ <u>8</u> ×
¹					
Harris - West Campus		33			► H
Student Population	Category	MajorGoal	MinorGoal	StartDate EndDate	Comment
 Enrolled Registered 	During Work Goal	Management	Top Executives	03/26/2020 01/01/1900 Test Comment	
Student Search					
Alpha					
• ID					
- G A 3	•				Þ
- 🖸 A 929					
- S A 8	W 🕤				*
- 10 A 5 - 10 A 80		A			
- SA E	Category ->	During Work Goal		_	
- 9 A 78 - 9 A 382	Major Goal ->	5 Management		-	
	major doar c				
- 🛱 Ā 20	Minor Goal ->	Top Executives		_	
- 125 6 A 51					
- Č Á 4	Comment ->	Test Comment			
152 152					
- 2 B					
- 19 B - 19 B					
B 37 B 77					
- Ø B 3	Start Date ->	8 03/26/2020	End Date ->	01/01/1900	
E Russon L'atolin II 19/101850					

To change a Goal:

Using Student Goal Maintenance > select either Enrolled/Registered radio button to display student > select student > select Category from top grid > select to adjust Category/Major Goal/Minor Goal/Comment/Dates > Click Save

To remove a Goal:

Using Student Goal Maintenance > select either Enrolled/Registered radio button to display student > select student > select Category from top grid > click Red Minus (Delete button) from top of module to delete.



