

# ClassMate: Student Goal Management



March 2020

## Student Goal Management

**Goal:** To track student goals from Registration through Enrollment.

### Getting Started: Modules Required:

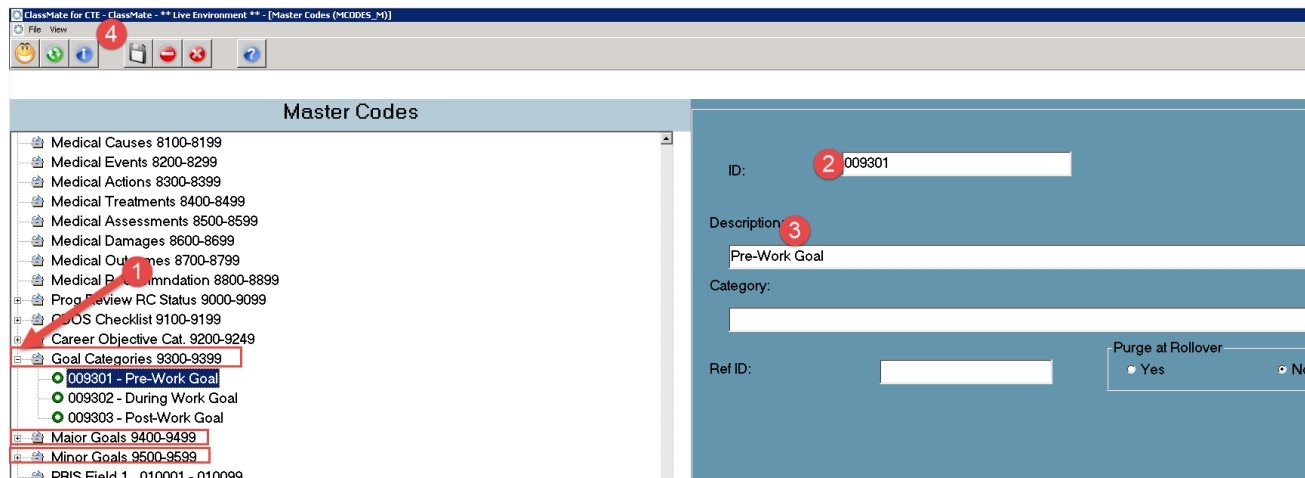
**System Administrator > Master Codes Maintenance**

**Student Information > Student Goal Management**

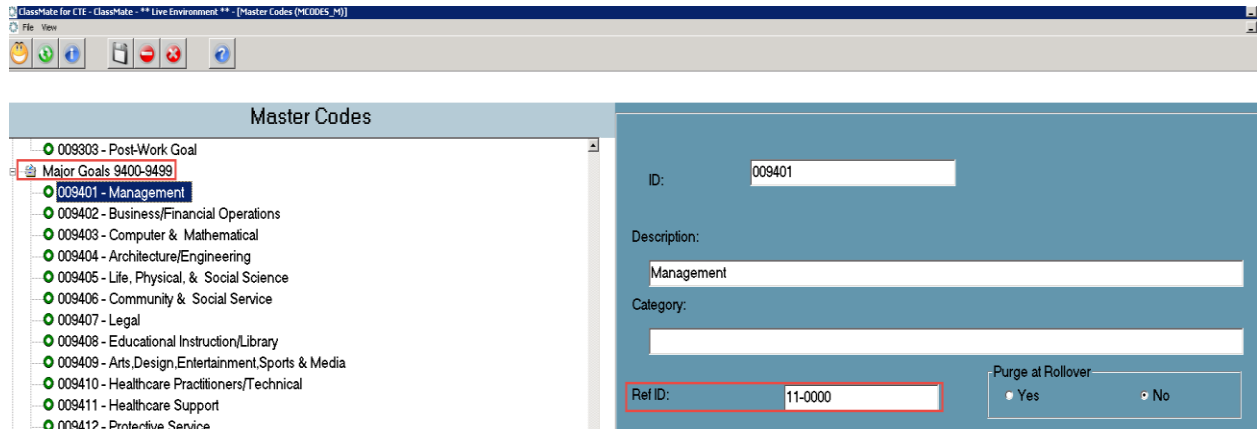
### Creating Goal Categories / Major Goals / Minor Goals Pre-Requsite

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

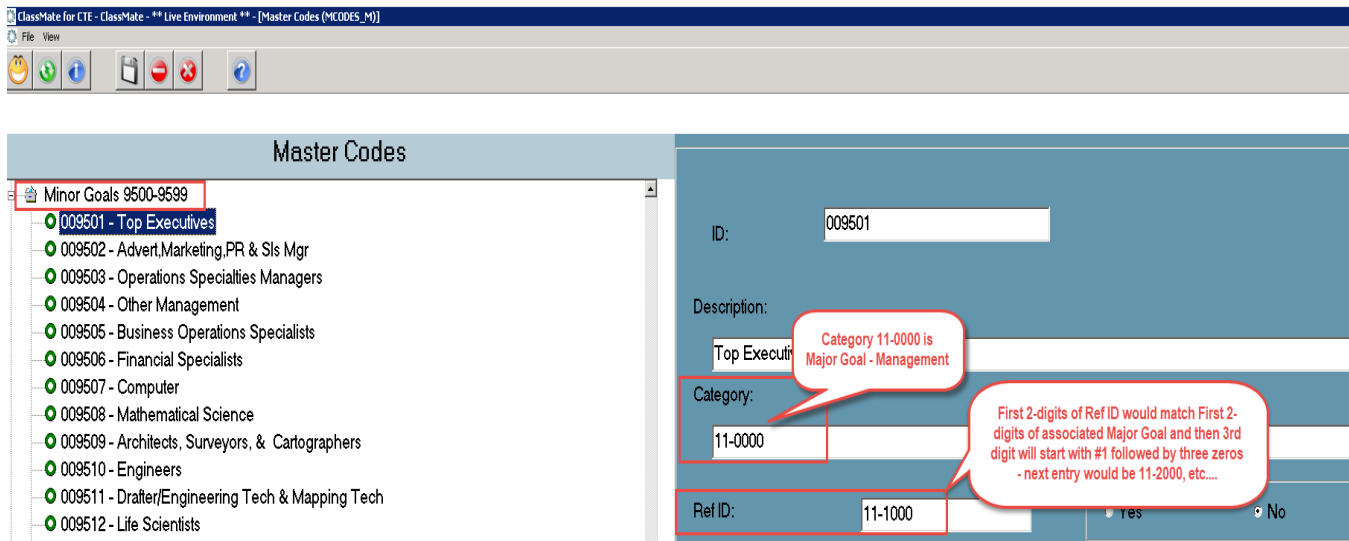


- b. If Major Goals > additional required fields: **Ref ID** - for tracking & tying to Minor Goals > click Save



- 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)

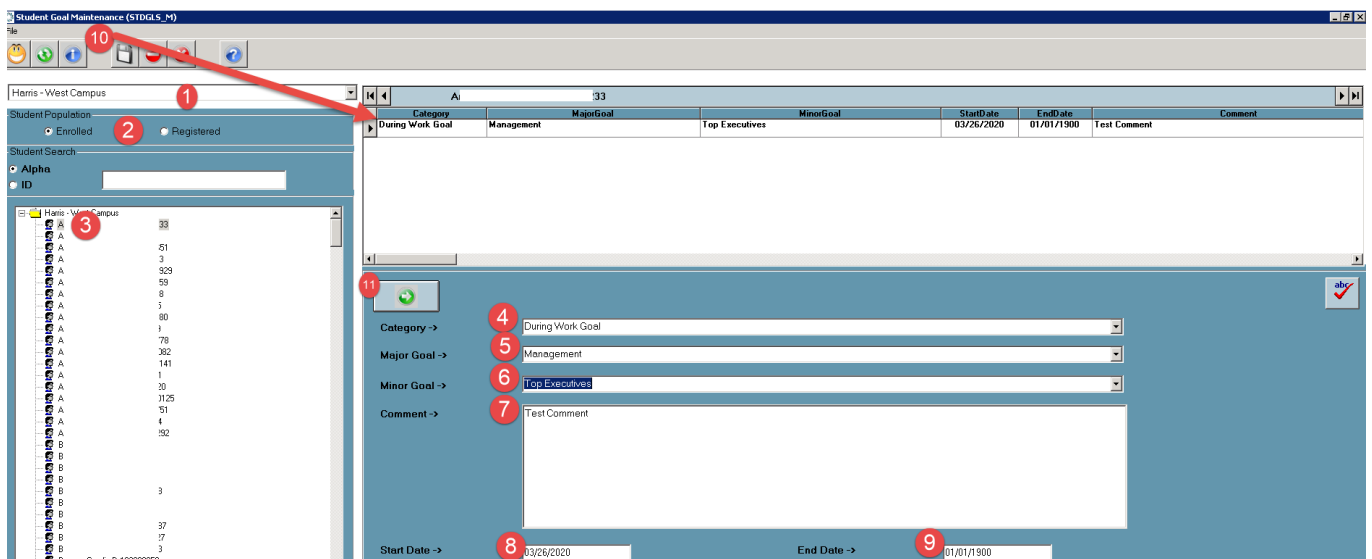
In below example Top Executives is assigned to Major Category = 11-0000 Management and the RefID entered is 11-1000, if entering another Minor Goal that needs to be associated with Major Category 11-0000/Management you would then assign RefID 11-2000, etc.



## 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.



### 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.