






# Clean Up Last Year's Goals

During summer, someone in your district completes the archive of all Strive evaluation records and goals. *Only goals marked complete are pulled into the archive.* If you did not mark a goal complete last year, it is still lingering in your Goals tab. Fortunately, you have help to guide the goal into the archive state and out of view.

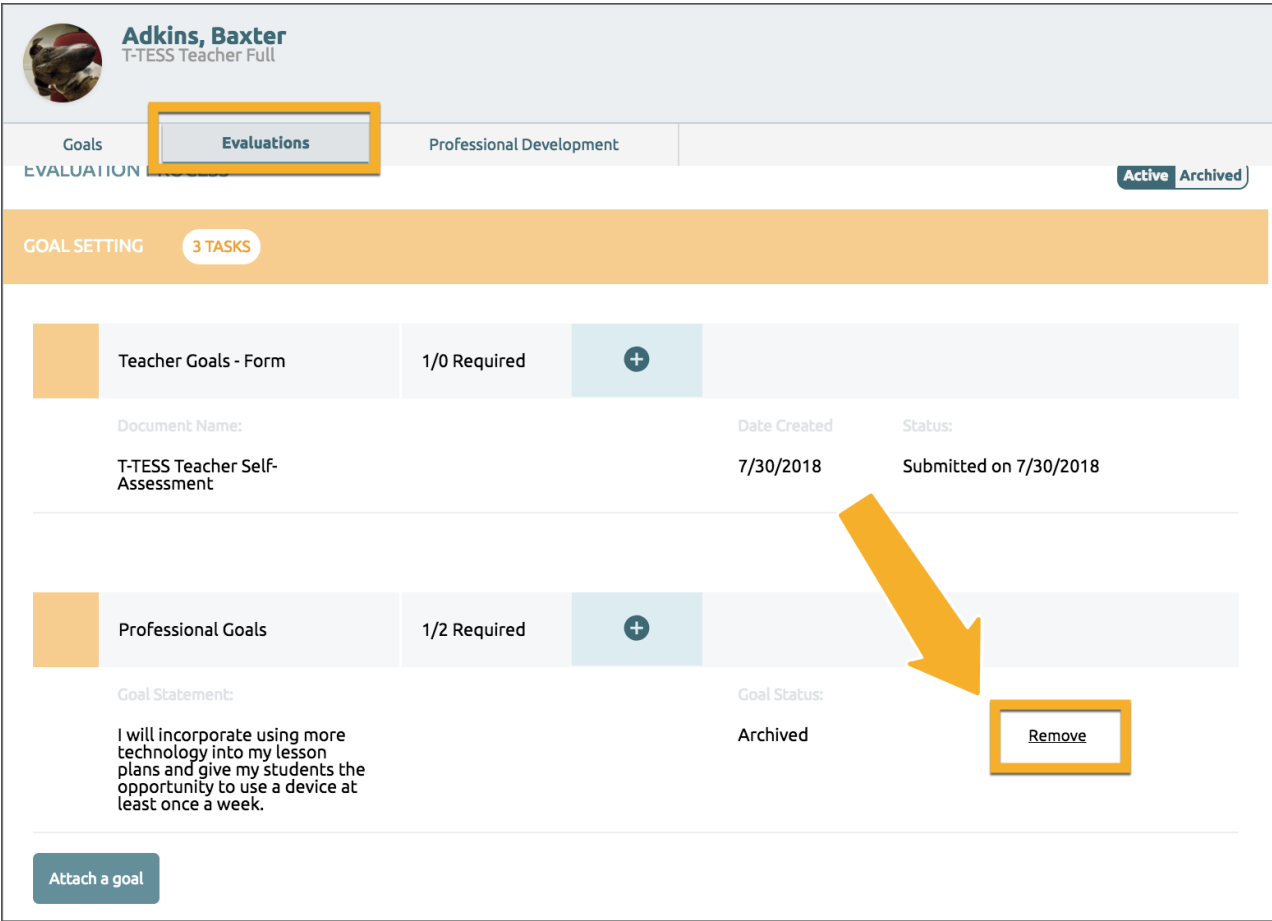
Use the color of the Goal icon to help you determine the suitable action to complete the status of your goal.

<p><b>Unsubmitted Goal</b></p> 	<p>A grey icon means the goal has been <b>created</b> but has not been submitted for approval.</p> <ol style="list-style-type: none"> <li>1. You should have the option to Delete goals that have not been submitted for approval. Click the <b>Delete</b> button on the menu bar to delete a lingering goal that will not be used. <u>OR</u></li> <li>2. If you still want to work on the goal, change the completion date to the current year, and then click <b>Submit</b></li> </ol>
<p><b>Submitted but not Approved</b></p> 	<p>A gold icon means the goal has been <b>submitted</b> and is waiting for appraiser approval.</p> <ol style="list-style-type: none"> <li>1. If it has been submitted and not approved and you worked on this goal last year, your appraiser will need to <b>Approve</b> it before you can move on to the next step. <u>OR</u></li> <li>2. If you never actually worked on or completed this goal, use the <b>Delete</b> button on the menu bar to remove the goal.</li> </ol>
<p><b>Approved Goal</b></p> 	<p>A blue icon means the goal has been <b>approved</b> and is on target for future completion.</p> <ol style="list-style-type: none"> <li>1. An approved goal is part of your evaluation history and you can no longer delete it yourself. Click the <b>Complete</b> button on the menu bar. <u>OR</u></li> <li>2. If you never completed this goal and want to continue to work on it this year, click the <b>Edit Approved Goal</b> button and change the date to the current year. Then click <b>Submit for Approval</b> to begin the process of using this goal this year.</li> </ol> <p><i>*Note:</i> If you click the "Edit Approved Goal" button, it will not offer you a Delete option. It will require you to resubmit this goal again and add another step to what you are trying to do if you are wanting to close the goal out.</p>
<p><b>Goal has been Completed</b></p> 	<p>A green icon means the goal has been <b>completed</b>.</p> <ul style="list-style-type: none"> <li>• When you feel that you have accomplished this goal, click <b>Complete</b>. This will change the status of your goal to Completed.</li> <li>• Notify your appraiser that they can archive the goal.</li> </ul>

	<p><b>*Note:</b> If you and your administrator decide that you have NOT completed the goal to the level you planned, you can click the <b>Reopen</b> button, click <b>Edit Approved Goal</b>, change the Target Completion Date to extend your work on the goal, and then click <b>Submit for Approval</b>.</p>
<p><b>Archived Goal</b></p> 	<p>A black icon means the goal has been <b>archived</b>.</p> <p>Archived goals will remain available for you to use to Copy to a New Goal if you want to use archived goals in the future.</p>

## Remove Archived Goals from Your Evaluations Tab

When goals are archived they may still remain on your Evaluations tab as part of last year's evaluation process. These can be easily removed by clicking the Remove button to the right of each goal listed. *Removing a goal from the Evaluations tab does NOT delete them.* It simply removes them from the Evaluations tab. The goals are still visible and accessible in your Goals tab, even if archived.



**Adkins, Baxter**  
T-TESS Teacher Full

Goals **Evaluations** Professional Development

EVALUATION Active Archived

GOAL SETTING 3 TASKS

Teacher Goals - Form	1/0 Required	+	
Document Name:		Date Created	Status:
T-TESS Teacher Self-Assessment		7/30/2018	Submitted on 7/30/2018

Professional Goals	1/2 Required	+	
Goal Statement:		Goal Status:	
I will incorporate using more technology into my lesson plans and give my students the opportunity to use a device at least once a week.		Archived	<b>Remove</b>

Attach a goal