

MANAGE YOUR GOAL BANK WITHOUT CATEGORIES

REALLY IMPORTANT NOTE: If you think you may want to ever use categories, it would be best to do it when you begin to add goals to your bank. It is possible to move goals from category to category, but it will require to you copy the goal (right click/copy), delete the current goal, create a new goal and paste (right click/paste) the goal into new the category. So my best advise is to PLAN AHEAD now.

TO CREATE YOUR GOAL BANK:

Go to a student's record
Click on Annual Goals
Click on Add Annual Goals from Bank
Click on Manage Your Bank of Goals
Type your goals
Click on Update the Database

TO USE YOUR GOAL BANK:

Go to the student's record
Click on Annual Goals
Click on Add Goals from Bank
Put a checkmark in ADD column in front of the goal(s) you want to add
Click on Update the Database