Entering Goal Accomplishments and Goals for Next Year Extension

Add Goal(s) for next year

*Each goal area should only have ONE goal record per year* as you can enter up to three goals in this screen. At least one goal must be an Issue Team goal; language can be from an Issue Team goal/outcome.

**HINT for New Goal Entry**
If your goal statement stays the same from year to year, you can use the **Duplicate** feature to create your goal record for the next year. Do this before entering the current year’s accomplishments, so there is no extra content to delete. See page 2.

1) In the **Extension Goals and Goal Accomplishments** summary screen, click on the **Add New Item** button.

2) Select the next report year (2017) for the **Calendar Year**.

3) Enter the **Goal Statement**.
   Please see the online Help information on creating your goal statement.

4) Enter at least 1 **Objective(s)**, maximum of 2.
   An objective is a specific and measurable short-term action step to achieve the goal. The objective also describes the learners expected knowledge or attitude change or the learners change in behavior or practice.

   To add a second objective, click on the **Add** button.

5) Select the appropriate **IANR Strategic Focus Area Addressed**.

6) Answer the “**Science Literacy emphasis**” and “**International Engagement emphasis**” questions (Yes/No). Please see the [CASNR Science Literacy: Grow. Eat. Learn](#) site for information pertaining to what constitutes Science Literacy.

7) **Extension Issue Team(s) or Extension Interest Group(s)**: Select the correct option(s) in the multiple-choice menu box for either field.
8) Ignore the remaining fields: Goal Accomplishments, fields “Used ONLY for Annual Reports 2015 & earlier”, and Other Extension Accomplishments.

9) If you have an additional 1 or 2 goals, select the correct number and click on the Add button and repeat the steps above for each goal statement.

10) When finished, click on the Save button.

**Duplicate the current year goal record**

1) In the *Extension Goals and Goal Accomplishments* summary screen, select the current year goal record and click on the Duplicate button at the top, right of the screen.

2) A duplicate goal screen will open. Change the Calendar Year to the next report year.

3) Update the Goal Statement(s) and Objective(s), as needed.

4) You may change the IANR Strategic Focus Area, Science Literacy emphasis, and International Engagement emphasis, Extension Issue Team(s), or Extension Interest Group(s) field selections as needed.

5) If needed, delete the content in the Goal Accomplishments and Other Accomplishments text boxes.

6) There should be NO content in the “Used ONLY for Annual Reports 2015 & earlier” section of each goal. Remove any selection for the IANR 2015 Strategic Plan/Theme Addressed and 2015 Extension Action Team fields by selecting the “blank” option (see example below).

7) If you have more goals than in the previous year, you may add another goal (up to 3 maximum) for the next year.

8) When finished, click on the Save button.
Enter Goal Accomplishments for 2016 goals

NOTE for new faculty without 2016 goal record
If you do not have a 2016 Goal record and want to report accomplishments in the Goal section, add a new goal record for the 2016 Calendar Year. You may add a goal statement and report to that or enter your accomplishments in the Other Extension Accomplishments field text box.

1) If a goal change was discussed with your unit head during the calendar year, you may update the Goal Statement and/or Objective(s).

2) If needed, you may update the IANR Strategic Focus Area, Science Literacy emphasis, and International Engagement emphasis, Extension Issue Team(s), or Extension Interest Group(s) field selections. If you answer Yes for Science Literacy, please explain in the Accomplishments text box.

3) Enter your Goal Accomplishments associated with each goal (2500 characters limit, including spaces). Please see the online Help information on creating your accomplishments statement.

4) There should be NO content in the “Used ONLY for Annual Reports 2015 & earlier” section of any goal. Remove any selection for the IANR 2015 Strategic Plan/Theme Addressed and 2015 Extension Action Team fields by selecting the “blank” option (see example below).

5) Enter Other Extension Accomplishment(s), as appropriate (limited to 2500 characters, including spaces). These are accomplishments not reported under your goal(s) listed above.

6) When finished, click on the Save button.