

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 focus on a collaborative effort. Another goal should focus on disaster recovery and/or preparedness.

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 (2020) for the **Calendar Year**.

3) Enter the **Goal Statement**.

Please see the online Help information on creating your goal statement. A goal is a broad statement reflecting the intended social, environmental, or economic impact of a program's purpose with significant depth and breadth.

4) Enter at least one **Objective** per goal, and a maximum of six objective among all goals.

An objective is a specific statement that describes the participant's anticipated change in behavior. More concrete and specific in how the goal will be achieved, and measurable short-term action step to achieve the goal. It describes the learner's expected knowledge or attitude change or the learner's change in behavior or practice. Each objective must focus on your individual contributions. Be specific regarding your role in team efforts.

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

Select the number of objective rows to add: <input type="text" value="1"/>	<input type="button" value="+Add"/>
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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.

Extension Issue Team(s) (check all that apply)	<input type="checkbox"/> 1 - Insect ecosystems <input type="checkbox"/> 2 - Healthy lifestyles for children and youth <input type="checkbox"/> 3 - Invasive and resistant pests <input type="checkbox"/> 4 - Leaders <input type="checkbox"/> 5 - College and career success <input type="checkbox"/> 6 - Engaging underserved youth
Extension Interest Group(s) (check all that apply)	<input type="checkbox"/> Beef <input type="checkbox"/> Community Environment <input type="checkbox"/> Community Vitality <input type="checkbox"/> Crops and Water <input type="checkbox"/> Disaster Education <input type="checkbox"/> Food, Nutrition and Health

- 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.

Select the number of goal rows to add:	<input type="text" value="1"/>	<input type="button" value="+Add"/>
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- 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).

IANR 2015 Strategic Plan/Theme Addressed	<input type="text"/>
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- 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 2019 goals

NOTE for new faculty without 2016 goal record

If you do not have a 2019 Goal record and want to report accomplishments in the *Goal* section, add a new goal record for the 2019 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).

IANR 2015 Strategic Plan/Theme Addressed	<input type="text"/>
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- 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. A summary of disaster response and recovery work should be included here.
- 6) When finished, click on the **Save** button.