Goal Setting – Quick Guide

Creating Goals in Naviance Student

Setting effective goals allows you to know you’re going to be aiming toward something you can achieve. Think about something you want to accomplish by the end of the school year. What is something you would like to do this year? Do you want to improve your test scores? Learn a new sport? Play an instrument? Meet new friends? Your goal should be something that you want to do and something that you can do.

Goal setting is a Success Planning feature. To access the Success Planning tools in Naviance Student, log in and click the My Planner tab. The My Planner tab provides several tools relating to accomplishing your goals.

To create a goal in Naviance Student:

1. Click the My Planner tab in Naviance Student.
2. Click the Goals tab.
3. Select a goal type by selecting the red plus sign to Add a New Goal from the drop-down menu.
4. Enter your goal in the My Goal Is field. This is required.
5. Complete the other fields.
6. Click the Add button.

Next Steps with Goal Setting

Once you have established your goals, you can define your next steps for meeting your goal.

To add a to-do for your goal:

1. Click the My Planner tab in Naviance Student.
2. Click the Goals tab.
3. Click a goal.
4. Click the Define Your Next Step button.
5. Enter the to-do in the Next Step field.
6. Enter a due date for the to-do by clicking the calendar and clicking a date. The field will be populated automatically.
7. Click the Add button.

You can comment on your to-do items by clicking Add Comment and entering your comment in the provided text box. Click the Add Comment button to submit your comment to your counselor.