



Creating Goals in Totara

Introduction for Employees

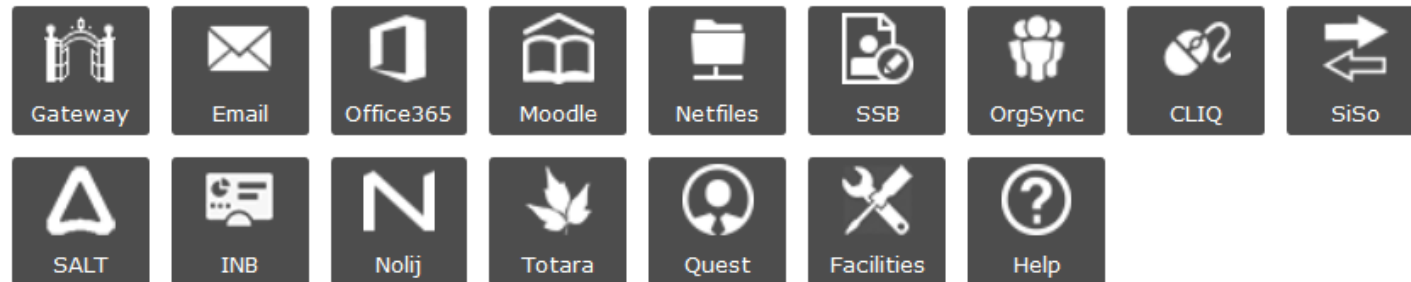
Sign into the Gateway



Gateway: Home

- My Gateway >
- Employees >
- Campus Documents >
- Faculty Meetings >
- Alumni Directory >
- FAS Directory >

APPLICATION LAUNCH PAD



PASSWORD RECOVERY CONFIGURATION

CAMPUS BALANCES

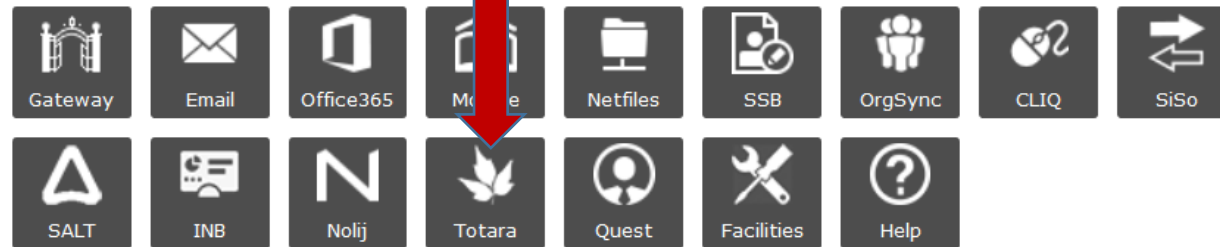
Click on “Totara”



Gateway: Home

- My Gateway >
- Employees >
- Campus Documents >
- Faculty Meetings >
- Alumni Directory >
- FAS Directory >

APPLICATION LAUNCH PAD



PASSWORD RECOVERY CONFIGURATION

CAMPUS BALANCES

Go to the "Performance" tab



The screenshot shows a web dashboard with a red navigation bar at the top. The navigation bar contains three tabs: "Dashboard", "Performance", and "Find Learning". The "Performance" tab is currently selected and highlighted. Below the navigation bar, there is a breadcrumb trail: "Dashboard / My Learning". A dropdown menu is open under the "Performance" tab, showing three options: "Latest Appraisal", "All Appraisals", and "Goals".

The main content area is divided into several sections:

- MY LEARNING:** Contains links for "Learning Plans", "Bookings", and "Record of Learning".
- NAVIGATION:** Contains a "Dashboard" section with sub-links for "Home", "Site pages", and "Courses".
- CURRENT LEARNING:** A box stating "You do not have any current learning. For previously completed learning see your [Record of Learning](#)."
- ALERTS:** Shows "Showing 1 of 1" and a message: "Appraisal '2016 Nonexempt Annual Review' has been closed by an administrator". A link "View all alerts" is provided.
- LATEST BADGES:** A box stating "You have no badges to display".
- UPCOMING EVENTS:** A box with a plus sign icon, indicating no events are currently listed.
- LATEST NEWS:** A box stating "(No news has been posted yet)".

At the bottom of the page, there is a red footer bar containing navigation links: "Home", "Dashboard", "Performance" (with sub-links "Latest Appraisal", "All Appraisals", "Goals"), and "Find Learning" (with sub-link "Courses"). Below these links, it says "[Dennette Moul] You are logged in as John Dickinson [Log out](#)". At the very bottom, it says "Powered by Totara LMS".

Creating a Goal for Next Review Period

Go to
“Performance”
and then
“Goals”

The screenshot shows a web application interface with a red header and footer. The header contains navigation links: Home, Dashboard, Performance, and Find Learning. The 'Performance' menu is open, showing options: Latest Appraisal, All Appraisals, and Goals. A red arrow points from the text 'Go to “Performance” and then “Goals”' to the 'Goals' option. The main content area displays a '2016 Nonexempt Annual Review' section. Below the title, it lists the job assignment, participants, and a warning about missing roles. A yellow box highlights the 'Annual Review' status as 'In progress' with a 'View' button. Below this, a list of completion tasks is shown with checkboxes: 'You must complete this stage' (checked), 'Your Manager must complete this stage' (unchecked), and 'Your Manager's Manager must complete this stage' (unchecked). The footer contains the user's name and role, a 'Log out' link, and the text 'Powered by Totara LMS'.

Dashboard / My Appraisals / Review

Latest Appraisal
All Appraisals
Goals

2016 Nonexempt Annual Review Save PDF Snapshot Print

Job assignment linked to this appraisal:

- test HR adm assist (Admin Asst HR Services)

Participants:

- Learner: John Dickinson
- Manager: Mary Dickinson
- Manager's Manager: Benjamin Rush
- Appraiser: Role currently empty

Warning: there are missing roles which may prevent this appraisal being completed.

- Appraiser

Annual Review In progress View

Complete by
March 31, 2017

- You must complete this stage
- Your Manager must complete this stage
- Your Manager's Manager must complete this stage


Home Dashboard Performance Latest Appraisal All Appraisals Goals Find Learning Courses

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Creating Goals, Continued

The screenshot shows a web application interface for managing goals. The top navigation bar is red and contains links for 'Dashboard', 'Performance', and 'Find Learning'. Below this, there are sub-links for 'Latest Appraisal', 'All Appraisals', and 'Goals'. The main content area is divided into two sections: 'Goals' and 'Personal Goals'. The 'Goals' section has a table with columns for 'Name', 'Status', and 'Assigned via'. The 'Personal Goals' section has a table with columns for 'Name', 'Due', 'Status', 'Assigned via', and 'Edit'. A red arrow points to the 'Add personal goal' button in the 'Personal Goals' section. The footer is red and contains links for 'Home', 'Dashboard', 'Performance', and 'Find Learning'. It also displays the user's name 'John Dickinson' and a 'Log out' button.

Click "Add personal goal" 

Goals



Company Goals

[Add company goal](#) [View Goal Frameworks](#)

Name	Status	Assigned via
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Personal Goals

[Add personal goal](#) [Show details](#)

Name	Due	Status	Assigned via	Edit
2016 Computer Skills Goal		Goal In Progress	Self	 

Export as [Export](#)

Home Dashboard Performance Latest Appraisal All Appraisals Goals Find Learning Courses

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Creating Goals, continued

The screenshot shows the 'Create new personal goal' form. The 'Name' field contains '2017 Office 365 Goal'. The 'Description' field contains the text: 'Would like to become proficient in using Office 365 to assist in creating documents that can be viewed, shared, and updated by all members of Human Resource Services.' The 'Type' dropdown menu is open, showing options: 'Unclassified', 'Business', 'Development', and 'Wellness/Enrichment'. The 'Target date' is set to '23 January 2017'. There are 'Save changes' and 'Cancel' buttons at the bottom.

Provide a “Name” and brief “Description” of the goal to be worked on during the upcoming review period.

Choose the type from the drop down list “Business, Development or Wellness/Enrichment”

Creating Goals, continued

Dashboard Performance Team Reports Find Learning

Latest Appraisal All Appraisals Goals

Dashboard / Goals / Add personal goal

Create new personal goal

There are required fields in this form marked *

Name * 2017 Human Resource Information System

Description To become proficient in utilizing the Banner system for inputting appropriate employee information.

Type Business

Scale Goal scale

Target date 30 December 2017 Enable

Save changes Cancel

Home Dashboard Performance Latest Appraisal All Appraisals Goals Team Reports Find Learning Courses

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Select "Goal Scale" from the dropdown list.

Click on the "Enable" box and then select the date you plan to have the goal completed

Creating Goals, continued

Dashboard Performance Find Learning

Latest Appraisal All Appraisals Goals

Dashboard / Goals / Add personal goal

NAVIGATION

- Dashboard
 - Home
 - Site pages
 - Courses

Create new personal goal

There are required fields in this form marked *

Name *

Description

Type

Scale

Target date Enable

Home Dashboard Performance Latest Appraisal All Appraisals Goals Find Learning Courses

[Denette Mou] You are logged in as John Didinon [Log out](#)

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Final step is to click
"Save Changes"



For assistance contact:

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