

Overview

Use provided tools such as goals, to-do lists and tasks in My Planner to create personalized plans of action to achieve your goals. From the My Planner overview page, you can quickly access overdue tasks, a calendar of past and upcoming events, and recently completed tasks and to-dos.

	Upcoming						
	🗇 Calendar Veer 🗮 1	int View			• Pro	vicum MAX 20	18 Next 🌩
Naviance Student	San	Mon	Tue	Wed	Thu	Pri	Sat
My Planner	29	30	 D1 Submit College applicat 	62	03	04	85
	05	07	08	09	10	"	12
Overview Goals To-Do List Tasks Assigned to Me	13	14	15	76	17	18	19
▲ Overdue	20	21	22	23	24	25	26
These are overdue. Do them soon to stay on track.	27	28	29	30	31	01	62

Goals

Adding a Goal

A set of goal categories will be visible when you navigate to **My Planner** > **Goals**.

- What is a **goal**? A goal is an aim or a desired result. **SMART goals** are a way of writing goals to make them more achievable.
- 1. Select a **goal category** and click the **+ sign** below the category to get started.

Alternatively, hit the Pink (+) button to select a goal category)

- 2. Fill in the **fields** to create your SMART goal.
- 3. Click Add.
- Once you have added your goal, you can add comments and next steps to help you achieve your goal.



- 5. The goal is now accessible from the Goal Category.
- 6. Open the goal to **mark it as done**, **edit** the goal, or **remove** it. Not all goals can be marked done but, instead, are completed once a file is uploaded or some other criteria is met.

Back	✓ Mark as done 🖉 EDIT 🔋 REMOVE			
10th Grade Long Term Achieve High Honors				
Here's how you defined your goal	Next steps:			
Specific: What specific things will you accomplish? Achieve high honor roll at the end of next semester.	This looks like a great goal! Now, it's time to think about what steps you are going to take to achieve it.			
Measurable: How will you know when you have achieved this goal? If I am on the high honor roll.	+ Define your next step			
Achievable: Is this goal realistic? Do you have the tools you need to achieve it? Yes.				

To-Do List

Adding to the To-Do List

Use the To-Do List to add or view action items that you need to complete.

- 1. Click the **pink +** (plus) button to add a To-Do.
- 2. Enter the information about the To-Do, use the drop-down to associate a goal or task with the To-Do, select a priority, and add an optional due date.
- 3. Click Add.

To-dos are actions you need to complete.		
you can relate them to a goal you make or a task good way to keep track of work you need to do c	chat your school has assigned to you. They can also be on their own, which is a or things coming up on your calendar.	
8 Cancel	Add To-Do	
* To-Do		
Start typing		
		14
Associated with a goal or task		14
Associated with a goal or task Not associated		14
Associated with a goal or task Not associated Priority		14
Associated with a goal or task Not associated Priority	Associate the T	To-Do
Associated with a goal or task Not associated Priority HIGH MEDIUM	Select a priority level Associate the T with a goal or	°o-Do task.
Associated with a goal or task Not associated Priority HIGH MEDIUM	Select a priority level Associate the T with a goal or	°o-Do task.
Associated with a goal or task Not associated Priority HIGH MEDIUM Use date: Select date (optiggat)	Select a priority level Associate the T with a goal or	°o-Do task.
Associated with a goal or task Not associated Priority Undate: Select date (optional)	Select a priority level Associate the Twith a goal or	°o-Do task.

Viewing the To-Do List

View the To-Do List using **sorting** and **filtering** tools.

My To-Do List To-dos are actions you need to complete.					
You can relate them to a goal you make or a task that your school has assigned to you. They can also be on their own, which is a good way to keep track of work you need to do or things coming up on your calendar.					
Sort by Deadline Deadline	Filters Al	General	Related to Tasks	Related to Goals	
Related goals and tasks Overdue					

9.

Tasks Assigned to Me

Overview

This section includes tasks that have been assigned to you by your school. They may be tasks that are required for graduation, so be sure to review the listed tasks.

The Tasks Assigned to Me page is broken down into four content cards. They include:

- Tasks you Need to Work On: Upcoming tasks that are either labeled as graduation or required tasks.
- Tasks you've Completed: Tasks that you have finished and marked completed.
- **Overdue**: Tasks in which the due date has already passed. These tasks require immediate attention.
- Tasks for Future Grades: Tasks that you do not need to worry about now, but that will be upcoming as you move to the next grade level.

Viewing Tasks

10. Click once on a task to open it and take an action such as:

- **Raise Hand**: Ask a question of the counselor or teacher that assigned the task.
- Add a Comment: Type and add a comment. Comments can be viewed by associated teachers and counselors, as well as parents.
- Attach Files: Add a file that relates to the task.
- **Create Connected To-Dos**: Create a To-Do item that will be added to your To-Do list but associated with the task.
- **Mark as Done:** Depending on the way that a task has been assigned by your school, you may have to manually mark the task as completed. This button will be visible next to Raise Hand if it is activated.

	✓ Mark as done	Praise Hand	
K Back			Raise Hand
Complete 20 Hours of Community Se	rvice		Status: Not started
DUE Sunday Jul 15, 2018	~		
Task information Requirement: REQUIRED Description: You are required to complete 20 hours of community services per year and at the end of the you are required to write a short essay on your activity. Add a comment • My comment		Drop Files or click to Browse To-Dos Define your next to-do No to-dos to show Recent Updates No Updates	
Start typing Add Comment			

In some instances, tasks will be shared with multiple students. If that is the case, you will see a note on the page above that reads as shown here:



When there is shared activity, you will also be able to use a filter to find all, your own, or other's activity:

