

The School Year Goals Page: A How-To Guide

The **School Year Goals** page is where you set the goals you are working toward this year: a shared **Family Focus** for the whole family, plus **Individual Goals** for each student and for you. Each goal can carry a set of steps and a simple progress tracker, so you can watch it move from started to achieved.

This guide walks through every function on the page.

Set the goals you are working toward this school year: a shared Family Focus, plus individual goals for each student or for you. Students can also add their own goals from their login, and those show up here for you to follow.

Family Focus

[+ Add family goal](#)

No family goals yet. Add a goal the whole family is working toward together.

Individual Goals

● Ada

No goals yet.

+ Add goal

● Linus

No goals yet.

+ Add goal

Parent

No goals yet.

+ Add my goal

Opening the page

From the main menu on the left, open the menu and click **School Year Goals** (its short name in the phone bar is **Goals**). The page opens with a short intro and two areas: **Family Focus** at the top and **Individual Goals** below.

Students can add their own. A student can create goals for themselves from their own login, and those appear here for you to follow, marked with who added them.

Family Focus

Family Focus goals are the ones the whole family is working toward together.

1. Click + **Add family goal**.
2. Fill in the goal form (see **The goal form** below) and click **Save**.

Before you add any, this area reads "No family goals yet. Add a goal the whole family is working toward together."

Individual Goals

Below Family Focus, each student has their own group, and there is a **Parent** group for your own goals.

- Click + **Add goal** next to a student to add a goal for that child.
- Click + **Add my goal** in the **Parent** group to add a goal for yourself.

Each group that has no goals yet reads "No goals yet."

The goal form

The same form is used whether you are adding or editing a goal.

New goal

This goal is for

Family focus (everyone) 

My goal is to...

e.g. Read 20 books this year

Target date (optional)

mm/dd/yyyy



Circles to color in

10

Why this goal matters (optional)

What makes this important?

Steps (optional)

+ Add a step

My reward (optional)

When I reach my goal, I will celebrate by...

Cancel

Add goal

Field	What it does
This goal is for	Who the goal belongs to: the whole family, a particular student, or you (the parent). Shown when you add from the top of the page.
My goal is to...	The goal itself, for example "Read 20 books this year." Required.
Target date (optional)	A date you are aiming to reach the goal by.
Circles to color in	How many progress circles the goal has (1 to 100). Color them in as you make progress.
Why this goal matters (optional)	A sentence on what makes the goal important.
Steps (optional)	A checklist of smaller steps toward the goal. Click Add a step for each, and remove one with its X.
My reward (optional)	A treat to look forward to when the goal is reached, for example "a family movie night."

Click **Save** to keep the goal, or **Cancel** to close the form without saving. (To avoid losing what you typed, the form does not close if you click the background or press **Esc**; use **Cancel**.)

Tracking a goal

Each goal shows as a card. Without opening the form, you can:

- **Check off steps** as you finish them.
- **Color in the progress circles** to show how far along you are.
- **Mark it achieved** when it is done. Achieved goals are shown as complete.
- **Edit** the goal to change any detail, or **Delete** it (you will be asked to confirm).

Tip: Family goals you mark also appear in the **Our Goals** panel of the printable **Year at a Glance** overview.

Quick reference

I want to...	Do this
Add a whole-family goal	+ Add family goal → fill in the form → Save
Add a goal for a student	+ Add goal in that student's group → Save
Add a goal for myself	+ Add my goal in the Parent group → Save
Add steps to a goal	In the form, Add a step for each smaller task
Show progress	Color in the goal's circles, or check off its steps
Mark a goal done	Use the goal card's achieved control
Change or remove a goal	Edit or Delete on the goal card