TRAX Goal Manager Training Activity (Video 2)
Writing Present Levels, Annual Goals, and Objectives/Benchmarks

1) Start by selecting a student from your list that you have completed the transition planner for or use the *practice student* you previously used for the transition planner training.

2) Click on the appropriate Goal Manager link by the student's name.

3) Start by practicing how to reorder the goals, add a custom goal with a rubric behind it, and exploring the printer icon and the "Edit Rubrics" button.

4) Then click on the "Define Goal Behavior" button and choose the behaviors (skills) you want to set for the annual goal (G), and objectives/benchmarks (O). If you would like to practice adding measurement details (M), select these also. Click "Submit" when you have finished.

5) Next on the "Generate Goal" screen, choose a goal style and the scales for the present level, annual goal, and objectives. Then start with the present level and choose from the dropdowns to generate the text. After you have finished selecting from the dropdowns, edit the present level in the Generated Text box. When you are finished with the present level, click on "Save". Go on and complete the Annual Goal and Obj/Bench the same way, saving each one as you

finish them. When you are completely finished with the present level, goal, and obj/bench, click on "Submit".

6) From the Goal IEP Content Screen, practice copying and pasting the content and printing. Click "Close" when you have finished.

7) Continue repeating steps 4-6 for the other behaviors/skills.

*Do not delete any goals you have completed until you finished the Goal Manager Training.