



## Goal Manager Training Activity (Video 3) Data Collection

### Editing Scales

- 1) Start in the Goal Manager (Annual Goal List screen) and click on the “My Scales” button.
- 2) Select a scale to edit. **\*Don’t forget to click on “Make a Copy for Me” to be able to edit the scale.**
- 3) Edit the scale by changing the scale name and adding and deleting from the legend and measurement values.
- 4) When you are finished editing, click submit, then click close to go back to the go to the student’s annual goal list. Then choose a goal that hasn’t been completed or add a new goal and practice writing the goal by first defining the goal behavior, then select the goal style and *the scale you just edited.*

### Designing New Rubrics

- 5) Next, go back to the Data Scales library by clicking on the “My Scales” button, and then click on the “New Scale” button.
- 6) Enter the name, choose a group, and select what the scale will be used for (goals and objectives). Then type or copy and paste the legend and click submit. Then to go back into the scale and add the measurement values. When you are finished, click submit, then click close to go back to the go to the student’s annual goal list.

**7) Choose a goal that hasn't been completed or add a new goal and practice writing the goal by first defining the goal behavior, then select the goal style and *the new scale you just entered*.**