

GoalView Homepage: MY STUDENTS

1. What is “MY STUDENTS?”

- “My Students” is a new feature that has been added to the GoalView homepage.
- It is an optional feature that allows you to create and maintain a list of students with whom you work.
- The “My Students” list may be especially helpful to itinerant staff working with students in multiple schools, as it will provide easy access to their files.
- A student’s name may be on multiple staff lists.

Please note:

- The “My Students” list is not meant to be a complete list of all the students in your school who have IEP, 3-year Re-evaluation, Eligibility, and other critical timelines.
- Leaving a student’s name off your “My Students” list is not a defensible reason for missing critical timelines.

2. Once a list of students is created, it can be accessed and/or viewed from the homepage by either selecting the “My Students” folder at the top of the menu tree, or the the name of a student in the “My Students” box at the bottom of the home page.

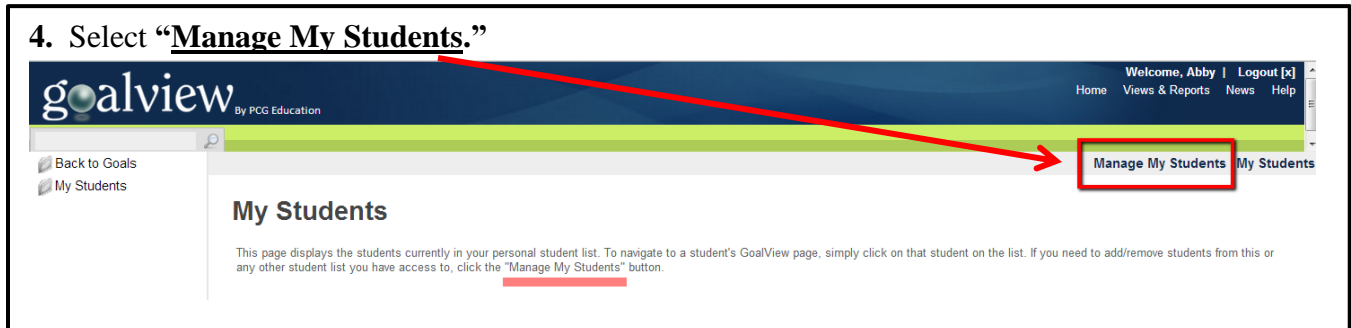
The screenshot shows the GoalView homepage with a navigation menu on the left. The 'My Students' menu item is highlighted with a red box. A red arrow points from this menu item to a table at the bottom of the page. The table is titled 'My Students' and contains the following data:

First Name	Last Name	Student ID	Attend School	Program
Atlanta	Georgia	2121211	A Summer Training School	Special Ed
Milly	Middleschool	7777777	A Summer Training School	Special Ed

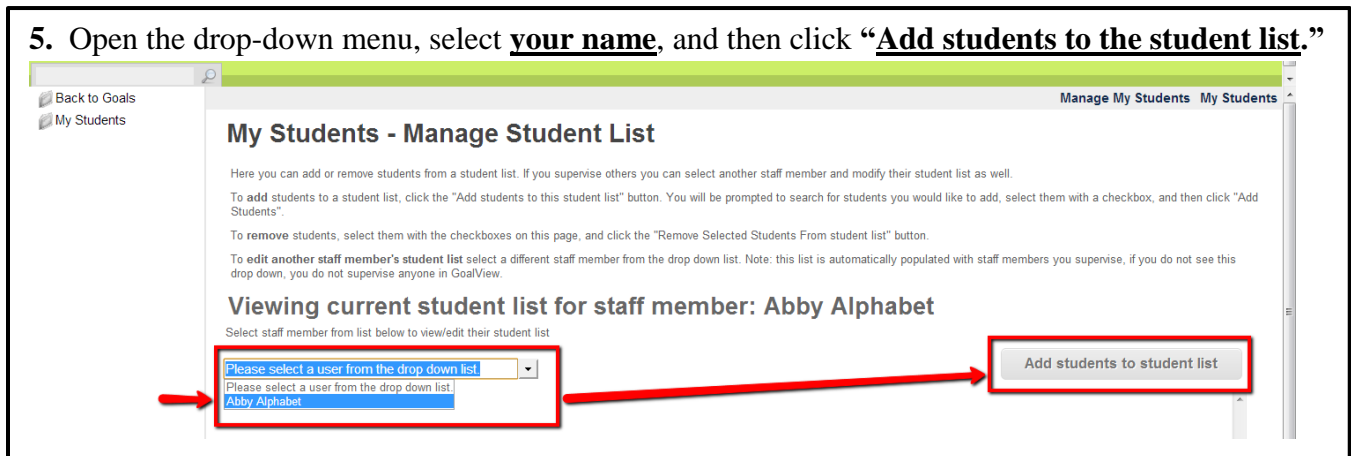
3. To create a list, select either “My Students” or “Caseload” on the homepage.

The screenshot shows the GoalView homepage. A red box highlights the 'My Students' menu item on the left. Another red box highlights the 'Caseload' link in the top right corner of the page. Two red arrows originate from the text above: one points to the 'My Students' menu item, and the other points to the 'Caseload' link.

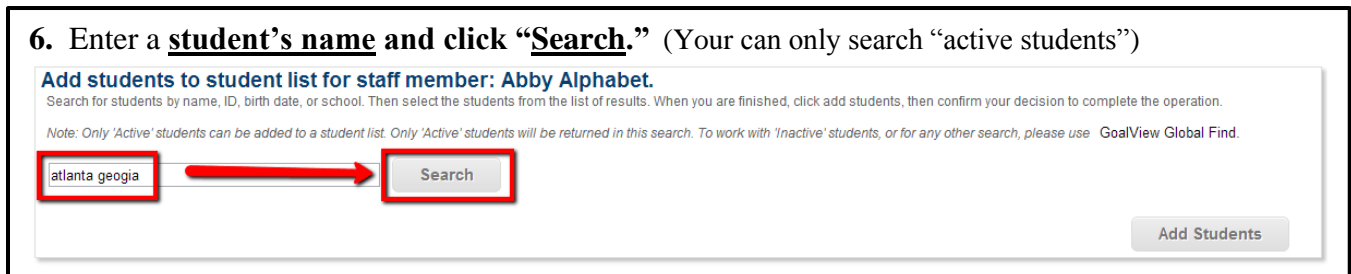
4. Select **“Manage My Students.”**



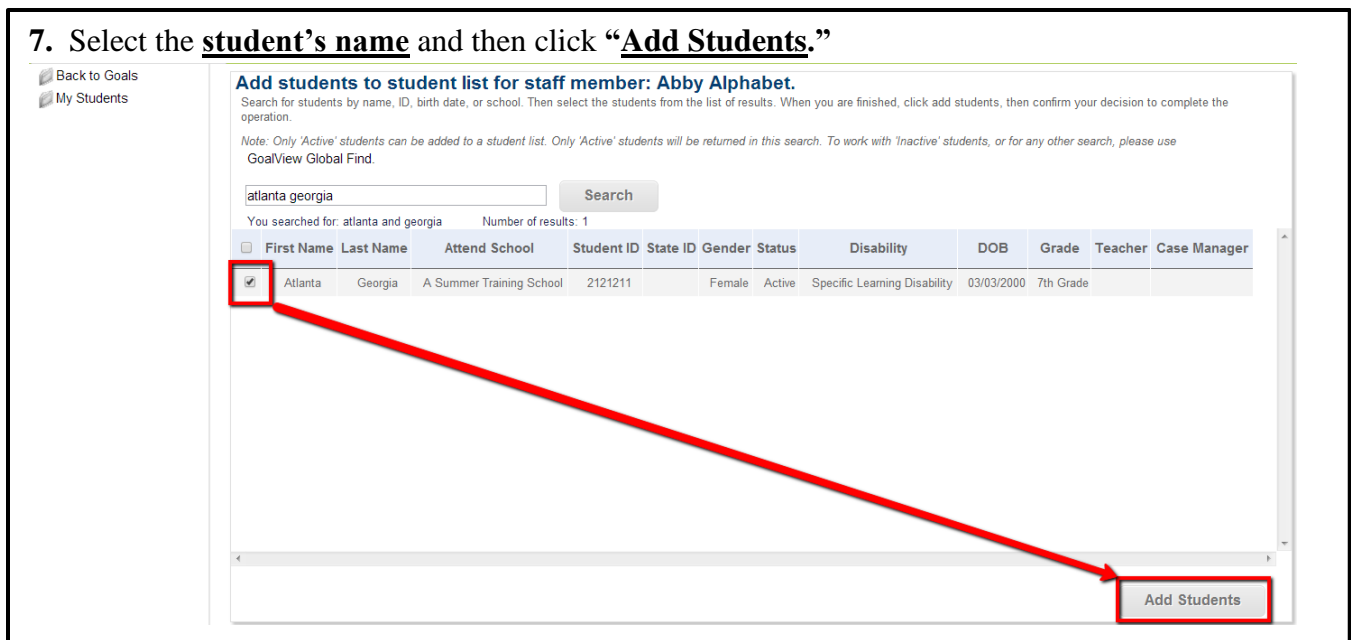
5. Open the drop-down menu, select **your name**, and then click **“Add students to the student list.”**



6. Enter a **student’s name** and click **“Search.”** (Your can only search “active students”)



7. Select the **student’s name** and then click **“Add Students.”**



8. If this is the correct student, select **“Add Selected Students.”**

Are you sure you want to add these students?

Adding students gives permission to the student list owner to see more detailed information about each student you add to the student list.
Only add students to student list where this is OK.

1. Atlanta Georgia

Cancel Add Selected Students

9. Congratulations, you have added a student to your list!

My Students - Manage Student List

Here you can add or remove students from a student list. If you supervise others you can select another staff member and modify their student list as well.

To add students to a student list, click the "Add students to this student list" button. You will be prompted to search for students you would like to add, select them with a checkbox, and then click "Add Students".

To remove students, select them with the checkboxes on this page, and click the "Remove Selected Students From student list" button.

To edit another staff member's student list select a different staff member from the drop down list. Note: this list is automatically populated with staff members you supervise, if you do not see this drop down, you do not supervise anyone in GoalView.

Viewing current student list for staff member: Abby Alphabet

Select staff member from list below to view/edit their student list

Abby Alphabet

Add students to student list

<input type="checkbox"/>	First Name	Last Name	Student ID	DOB	Attend School	Program	Disability	Last IEP	Next IEP	Last Eval	Next Eval	Case Manager	Teacher
<input type="checkbox"/>	Atlanta	Georgia	2121211	03/03/2000	A Summer Training School	Special Ed	Specific Learning Disability	11/07/2013	11/06/2014				

10. To add another student, click **“Add students to student list,”** and repeat steps 7 and 8.

Abby Alphabet

Add students to student list

<input type="checkbox"/>	First Name	Last Name	Student ID	DOB	Attend School	Program	Disability	Last IEP	Next IEP	Last Eval	Next Eval	Case Manager	Teacher
<input type="checkbox"/>	Atlanta	Georgia	2121211	03/03/2000	A Summer Training School	Special Ed	Specific Learning Disability	11/07/2013	11/06/2014				

11. To remove students from your list, select **“Manage My Students.”**

My Students

This page displays the students currently in your personal student list. To navigate to a student's GoalView page, simply click on that student on the list. If you need to add/remove students from this or any other student list you have access to, click the "Manage My Students" button.

First Name	Last Name	Student ID	DOB	Attend School	Program	Disability	Last IEP	Next IEP	Last Eval	Next Eval	Case Manager	Teacher
Atlanta	Georgia	2121211	03/03/2000	A Summer Training School	Special Ed	Specific Learning Disability	11/07/2013	11/06/2014				
Milly	Middleschool	7777777	12/20/2000	A Summer Training School	Special Ed	Autism	08/29/2013	08/28/2014				

12. Select the student's name that you want to remove and click **“Remove selected students from student list.”**

My Students - Manage Student List

Viewing current student list for staff member: Abby Alphabet

First Name	Last Name	Student ID	DOB	Attend School	Program	Disability	Last IEP	Next IEP	Last Eval	Next Eval	Case Manager	Teacher
Atlanta	Georgia	2121211	03/03/2000	A Summer Training School	Special Ed	Specific Learning Disability	11/07/2013	11/06/2014				
Milly	Middleschool	7777777	12/06/2000	A Summer Training School	Special Ed	Autism	08/09/2013	08/08/2014				

Remove selected students from student list

13. Confirm that this is the student(s) you want to remove from your list and click **“Remove Selected Students.”**

Are you sure you want to remove these students?

1. Milly Middleschool

Cancel Remove Selected Students

14. From the homepage, you will see your list of students with their Student ID, School, and Program. To go directly to a student's page on GoalView, hover over the student's name and click anywhere in the highlighted area.

Welcome to GoalView

First Name	Last Name	Student ID	Attend School	Program
Atlanta	Georgia	2121211	A Summer Training School	Special Ed
Milly	Middleschool	7777777	A Summer Training School	Special Ed

You can now select a document from the student's menu tree.