



## **Adding Goals/Creating a Goal Bank**

1. Log into Easy IEP and pull up the student's page.
2. Click on Special Education Tools in the blue header bar
3. Choose either IEP process or Speech-Only IEP process
4. Choose Annual Goals and Objectives
5. At the bottom, there are three choices:

(Remember, the goals are the overall picture – they're not incredibly specific.)

**Add Goals from List** – gives you some generic pre-written goals. Click on the dropdown box and scroll down to the Speech goals. Check the goal(s) you want and click Save and Continue.

**Add Custom Goals** – if you can't find what you want on the list, you can write your own goals. Just fill it in and click Save and Continue. If you want to add more than 5 goals, you do this process twice (or more!)

**Add Goals from Bank** – this allows you to create your own goal bank of the goals that you use most often. Click Manage Goals in Bank and then you can write your own goals, you can add goals from the List, you can import goals (this will put every goal from every student on your caseload into your bank – you can delete some later if you don't like them), and you can edit/create categories for your goals. Once you do this, you can click Add Goals from Bank for any student and those goals will be available.

6. Once you have chosen your goals, then you choose objectives. Objectives are more specific. Under each goal will be three buttons: Add Objectives from List; Add Custom Objectives; and Add Objectives from Bank. The above descriptions apply to these as well.

7. After you have added goals, choose your Evaluation Procedure and your Evaluation Schedule from the dropdown menu. You only need one or two. If the student receives therapy once a week, don't make your evaluation schedule weekly. That would mean that you're "testing" his ability to do that skill during every single session – when would you be actually teaching the skill?

8. After you have added objectives, you have to add a criteria from the dropdown box. We're not supposed to have the exact same criteria for every single objective. Also, you should never use 100% as a criteria – nobody can do anything with 100% accuracy. When that's all done, click Save and Continue.