Alabama Department of Education

Instructions for adding Goals, Objectives, and Activities

Initial Import:

<u>Step 1</u>	Select the "Goals and Objectives" tab in sheet selection area below and add your content.
<u>Step 2</u>	Using your Technology Survey results, choose a needs assessment area to work on for the next three years. Your "Needs Assessment" can be found in eProve Diagnostic.
<u>Step 3</u>	Do **not** delete any of the columns. If you are not using a given column, please leave it blank. Add content to the white cells only.
<u>Step 4</u>	If you need to add additional goals, objectives, etc.use the "Additional Goals, etc." tab in sheet selection area.
<u>Step 5</u>	Upload your completed file to eProve Diagnostic when you are finished.

Questions?

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