Creating and viewing goals

33 Steps

Created by	Creation Date	Last Updated
WDAT	June 7, 2023	July 27, 2023

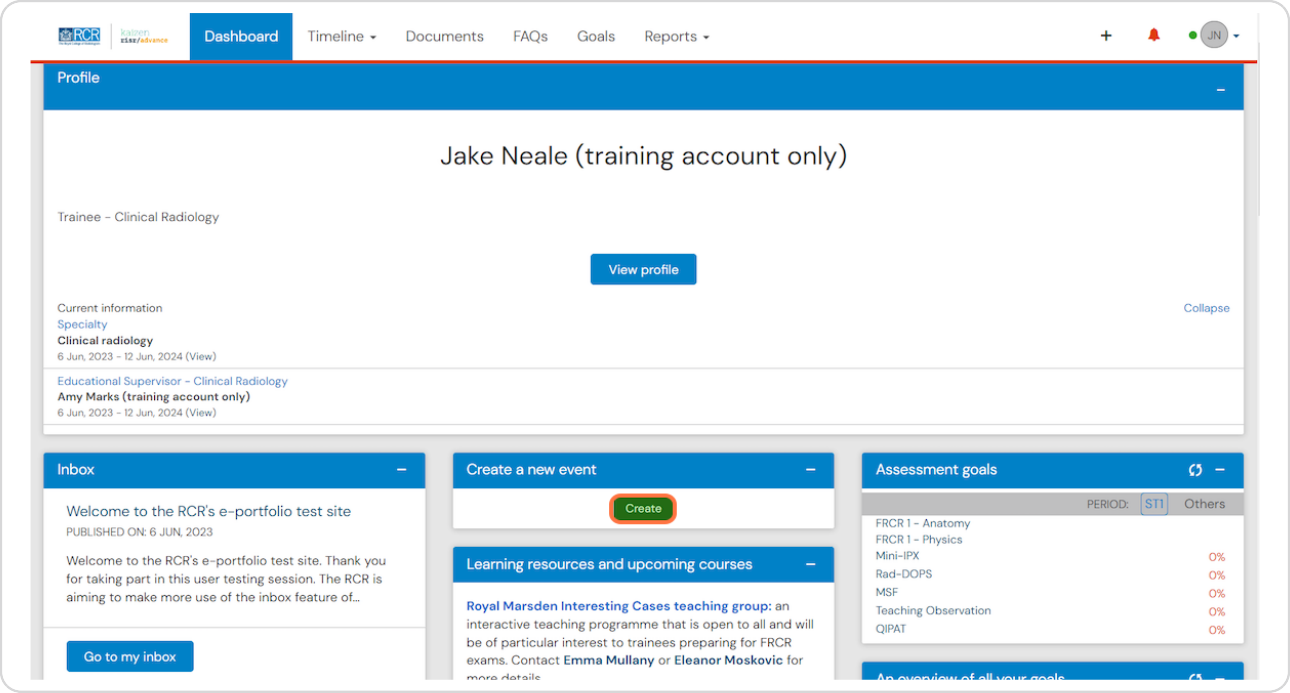
Adding assessment goals

7 Steps

STEP 1

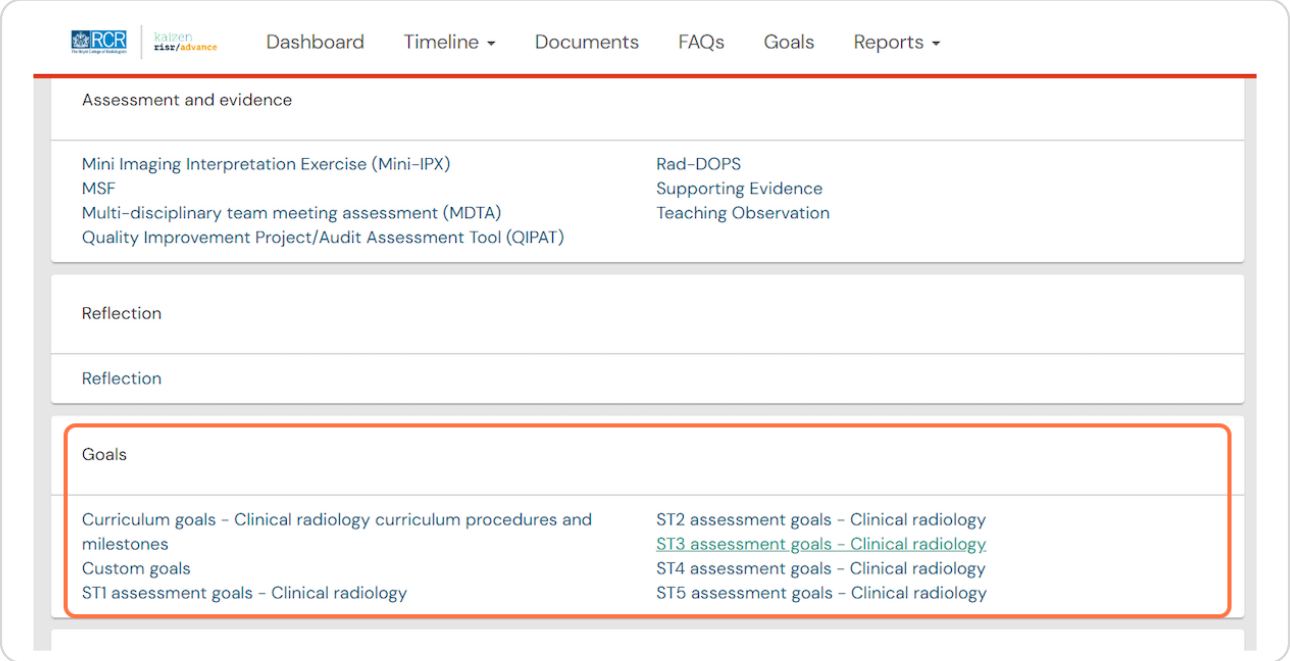
From your dashboard click on Create

You can also click the + button in the top righthand corner of your screen



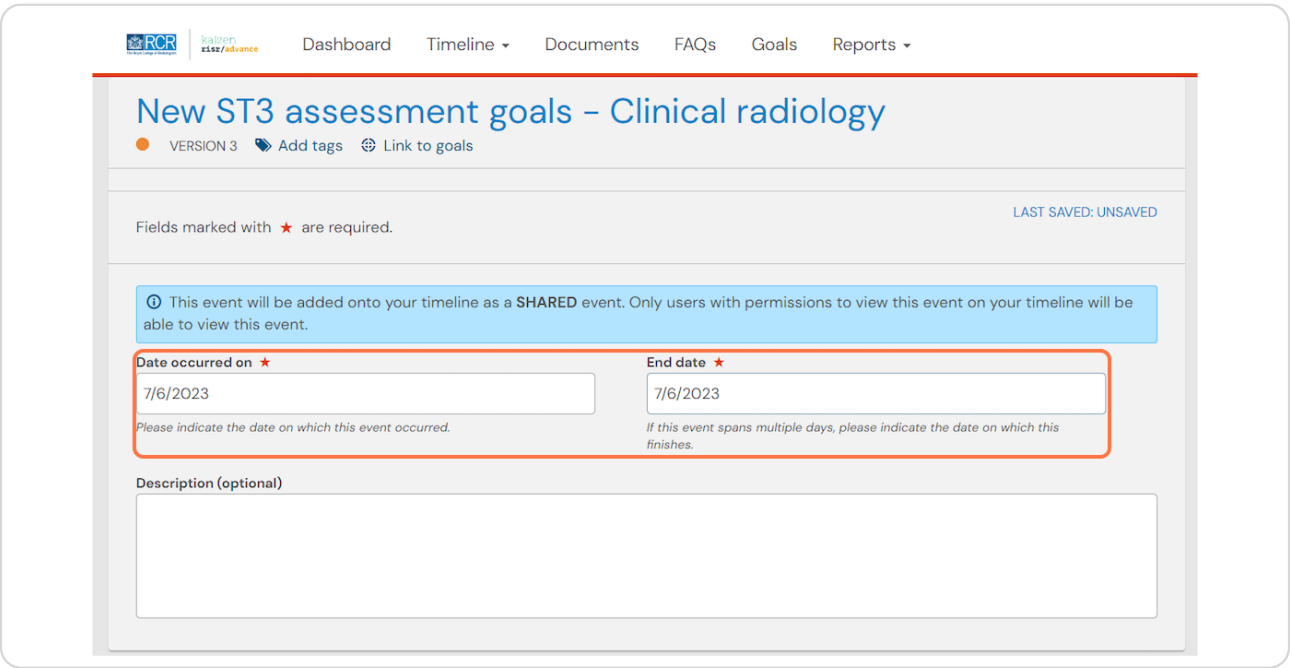
STEP 2

Select the appropriate goal set from the goals section of the create menu



STEP 3

Enter the start and end dates for the goal period



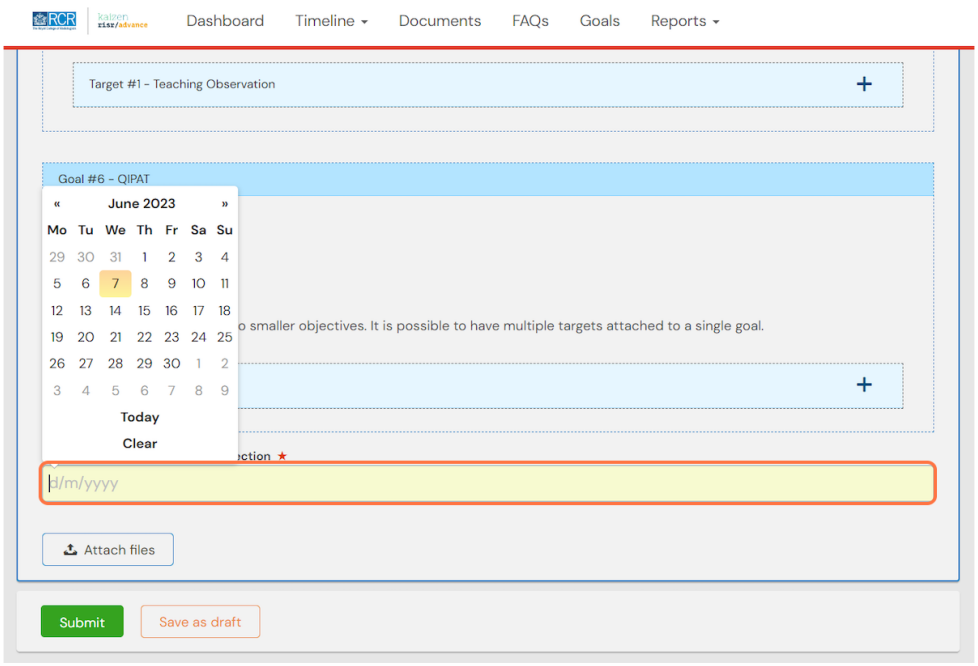
STEP 4

The assessment goals for each training grade have been pre-set according to the minimum curriculum requirements

STEP 5

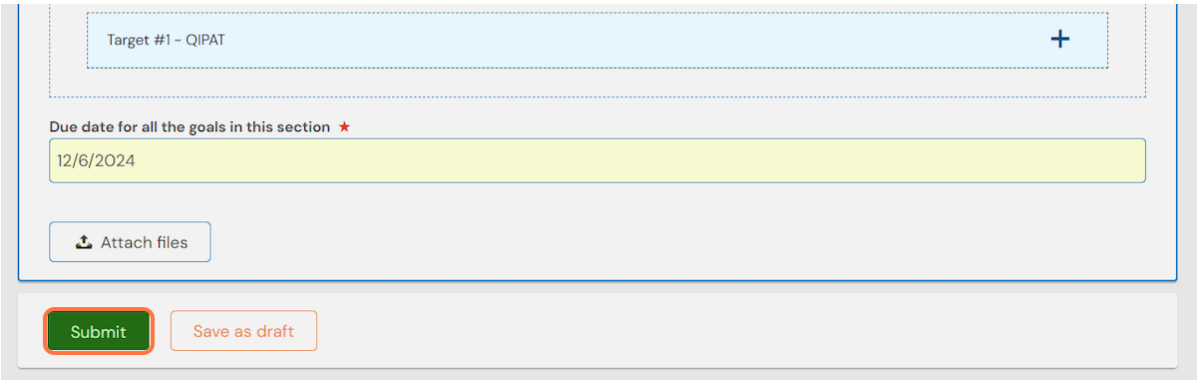
Enter the due date for all the goals in this section

This will be the date that you expect to complete the training grade



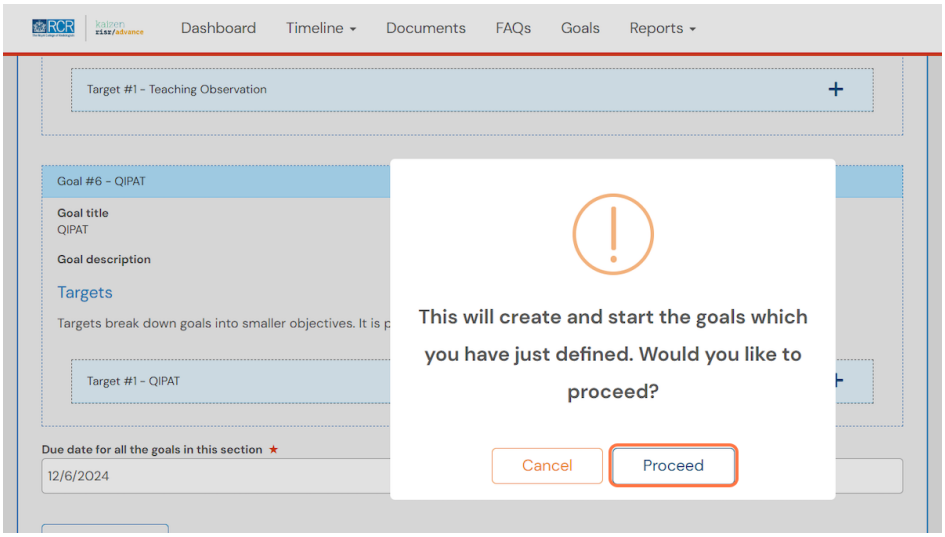
STEP 6

Click on Submit



STEP 7

Click on Proceed



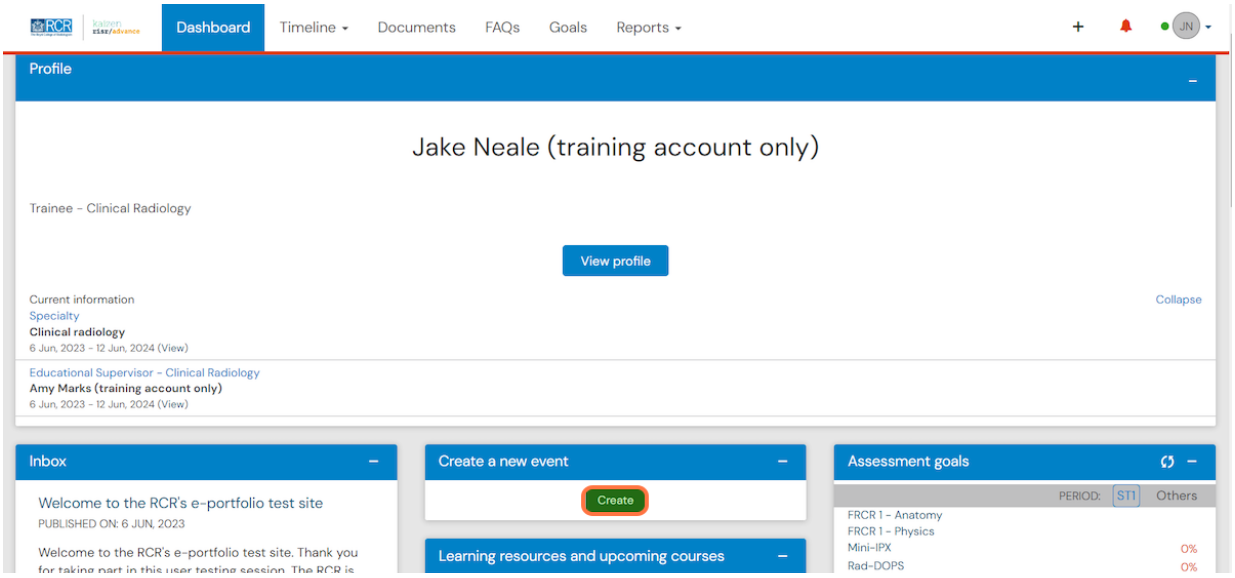
Adding curriculum goals

7 Steps

STEP 8

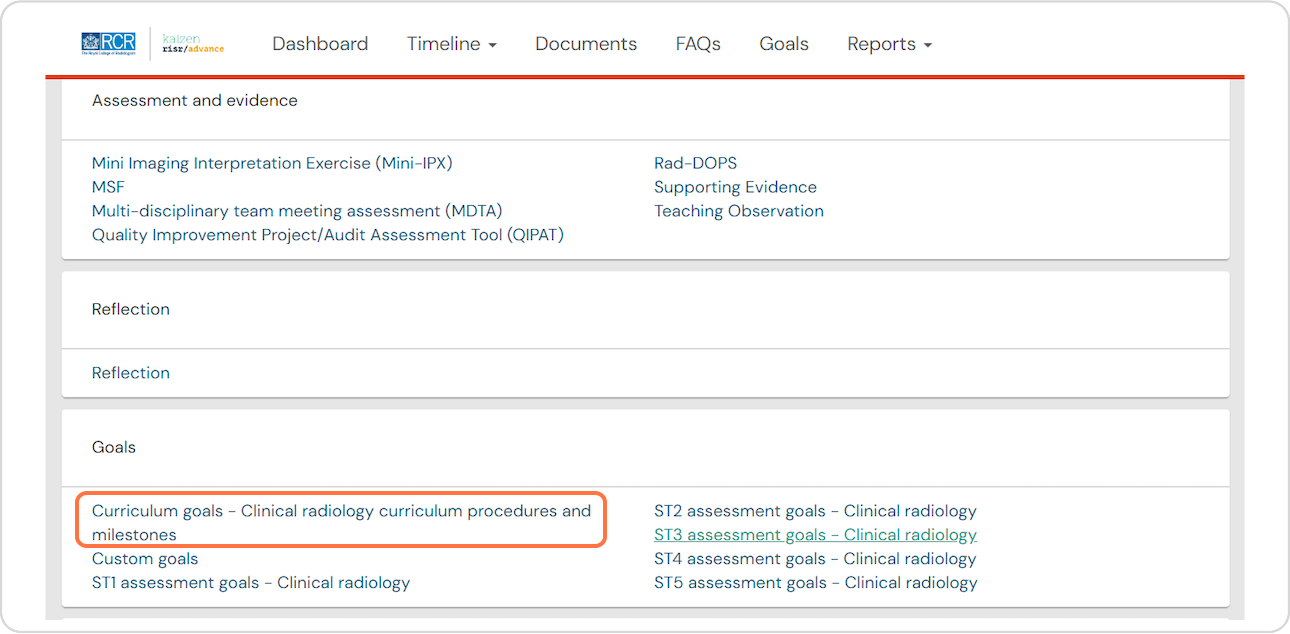
From your dashboard click on Create

You can also click the + button in the top righthand corner of your screen



STEP 9

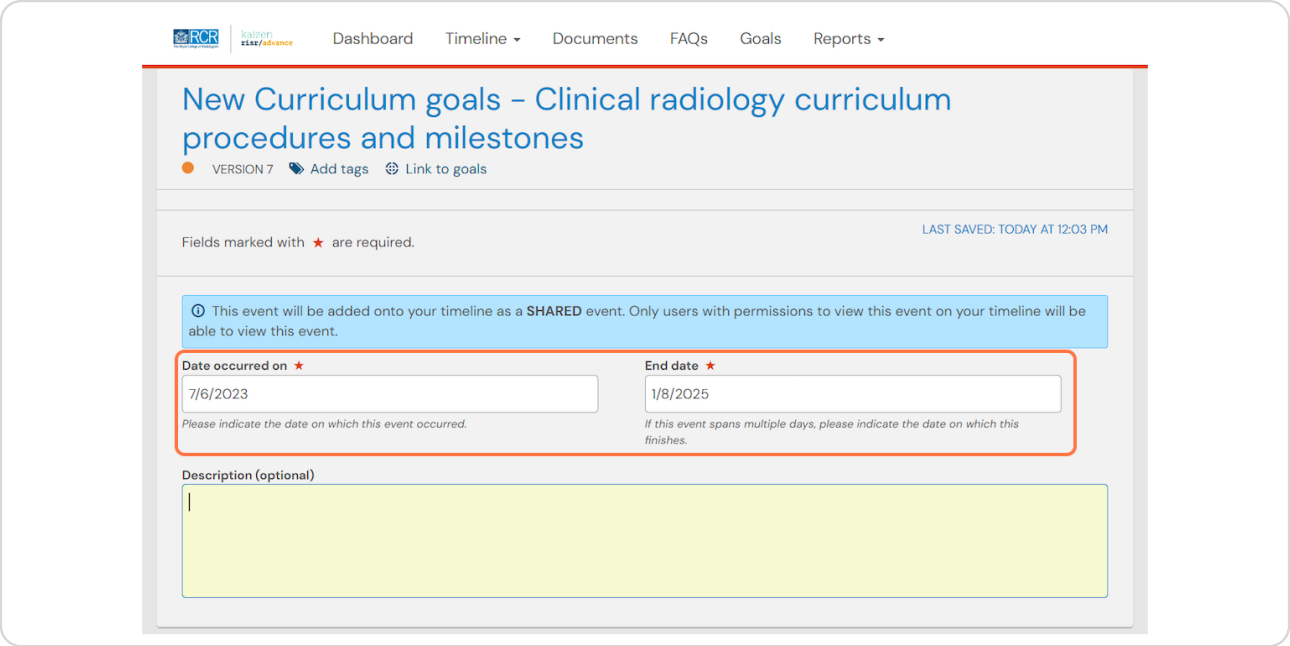
Select Curriculum Goals from the goals section of the create menu



STEP 10

Enter the start and end dates for the goal period

The end date should be your expected CCT date



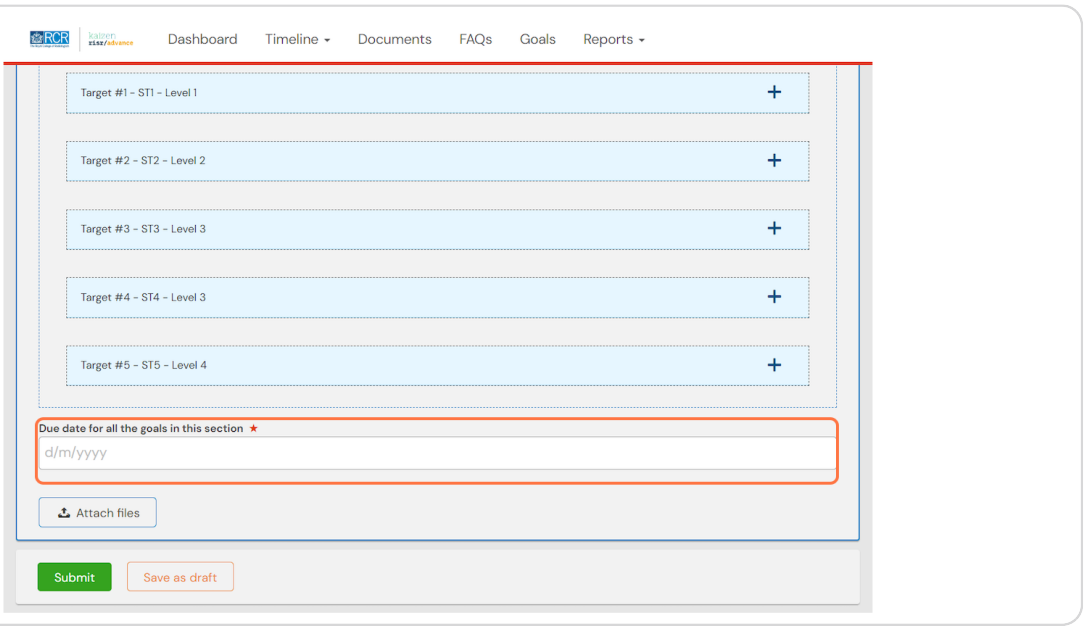
STEP 11

The goals for for this goal set have been pre-set according to the minimum curriculum requirements

STEP 12

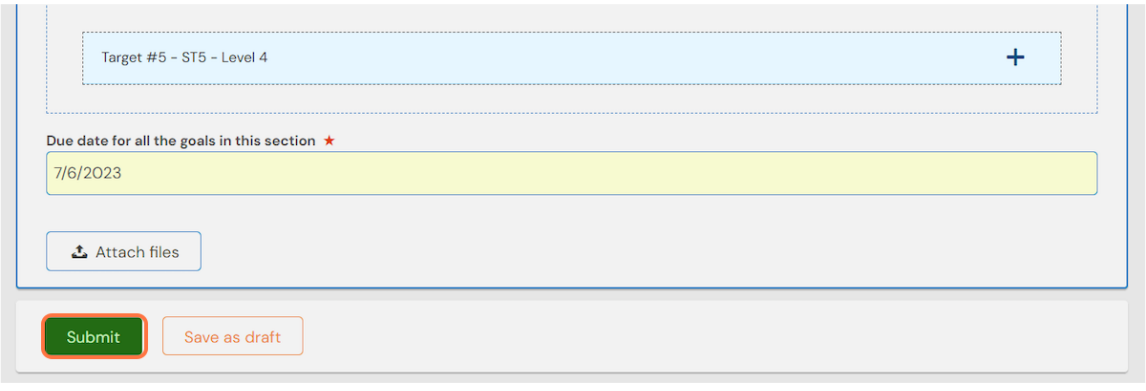
Enter the due date for all the goals in this section

This should be your expected CCT date



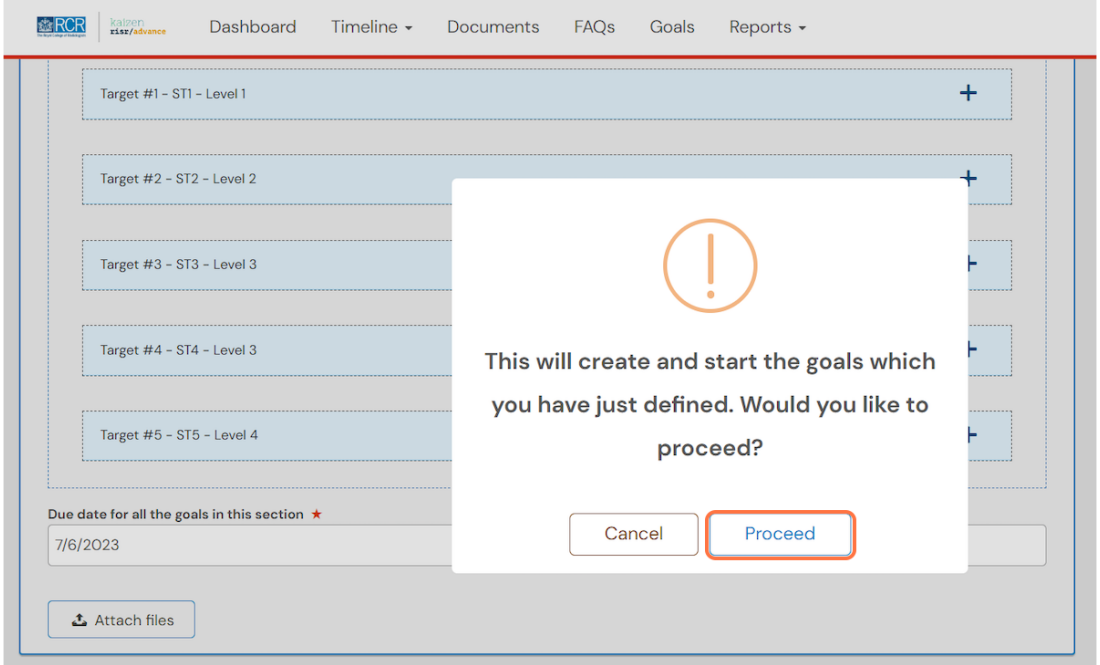
STEP 13

Click on Submit



STEP 14

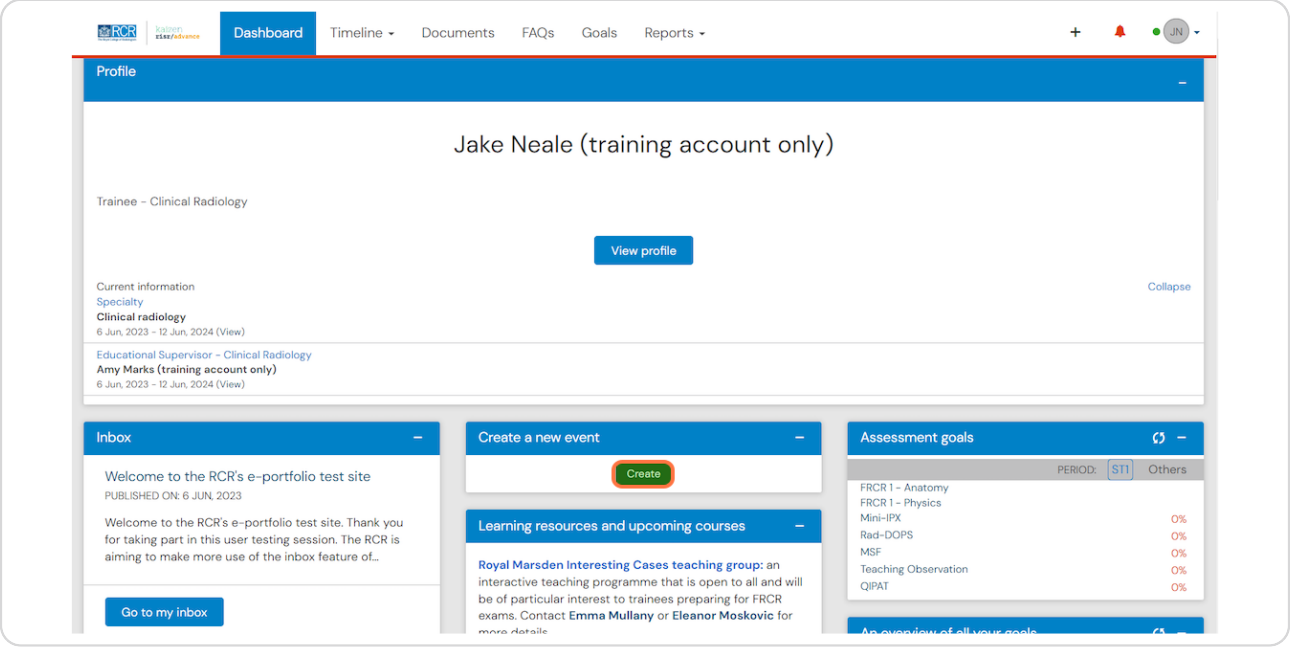
Click on Proceed



STEP 15

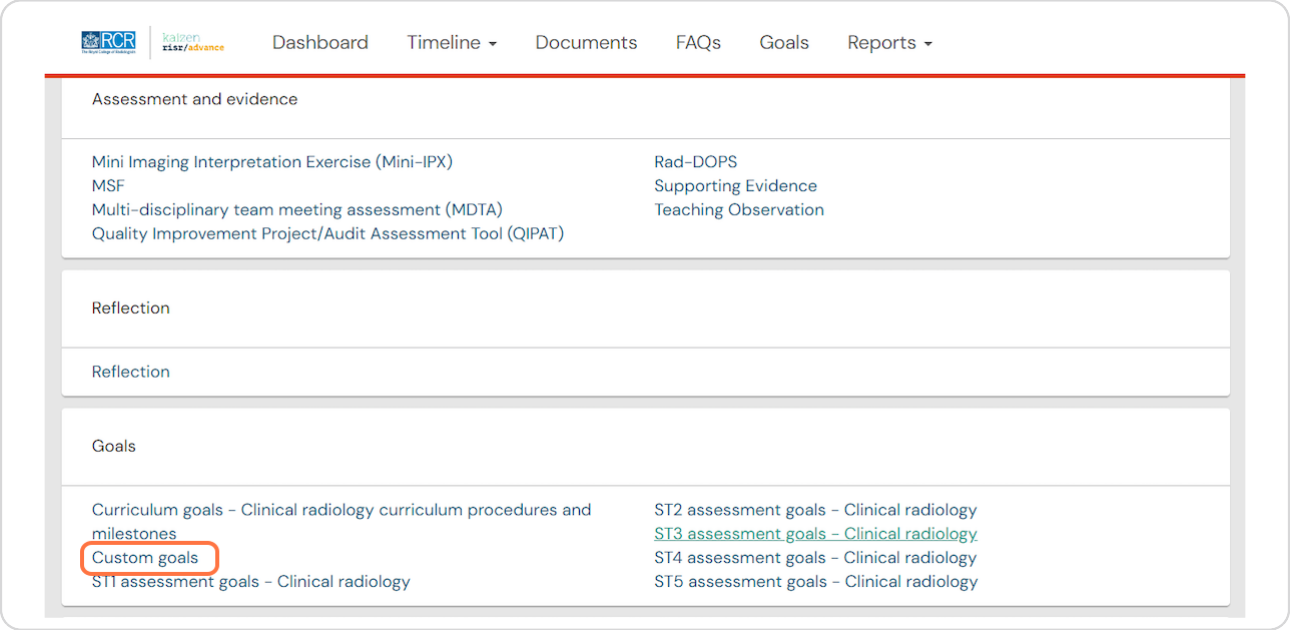
From your dashboard click on Create

You can also click the + button in the top righthand corner of your screen



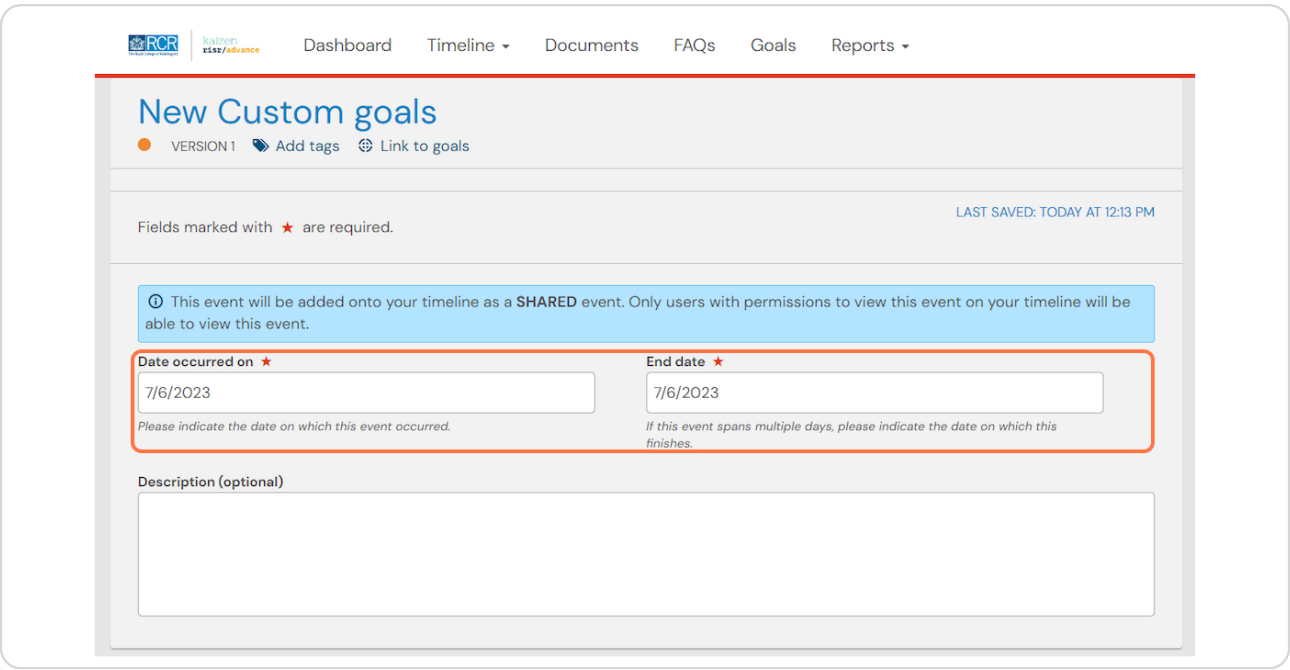
STEP 16

Select Custom goals from the goals section of the create menu



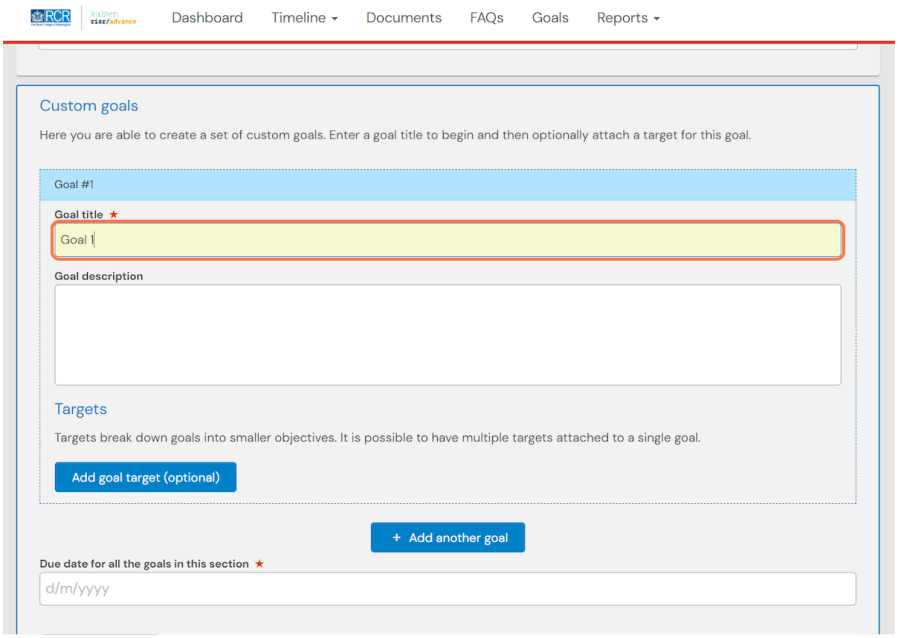
STEP 17

Enter the start and end dates for the goal period



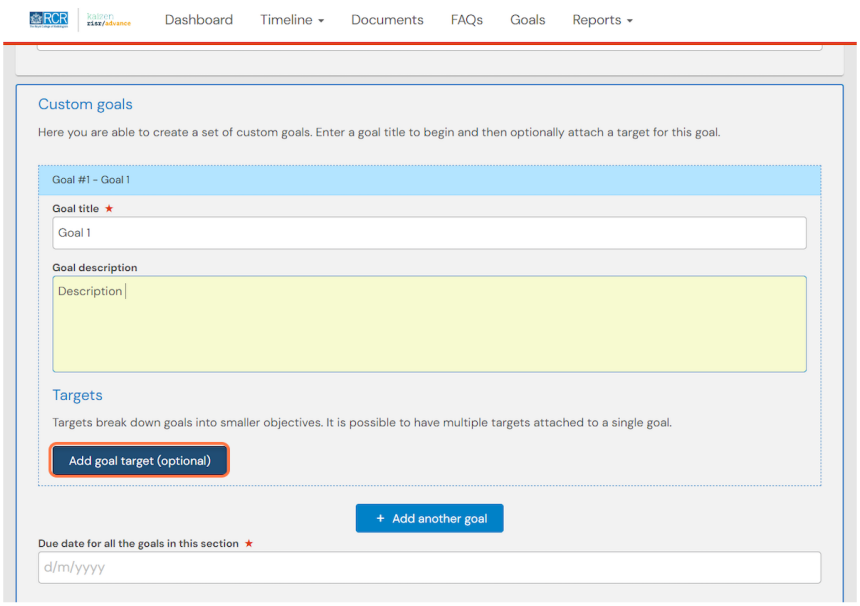
STEP 18

Add your custom goals



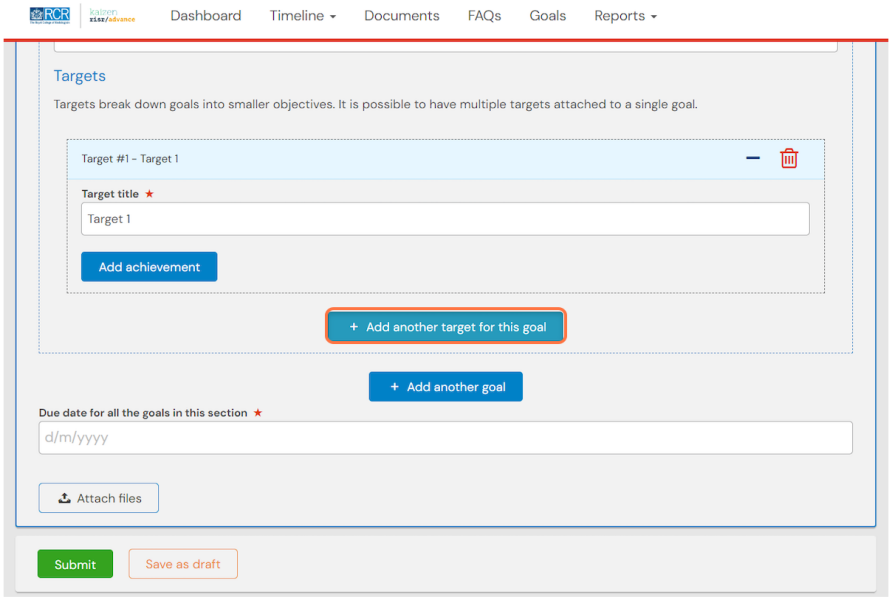
STEP 19

You can breakdown larger goals into individual targets by clicking on Add goal target (optional)



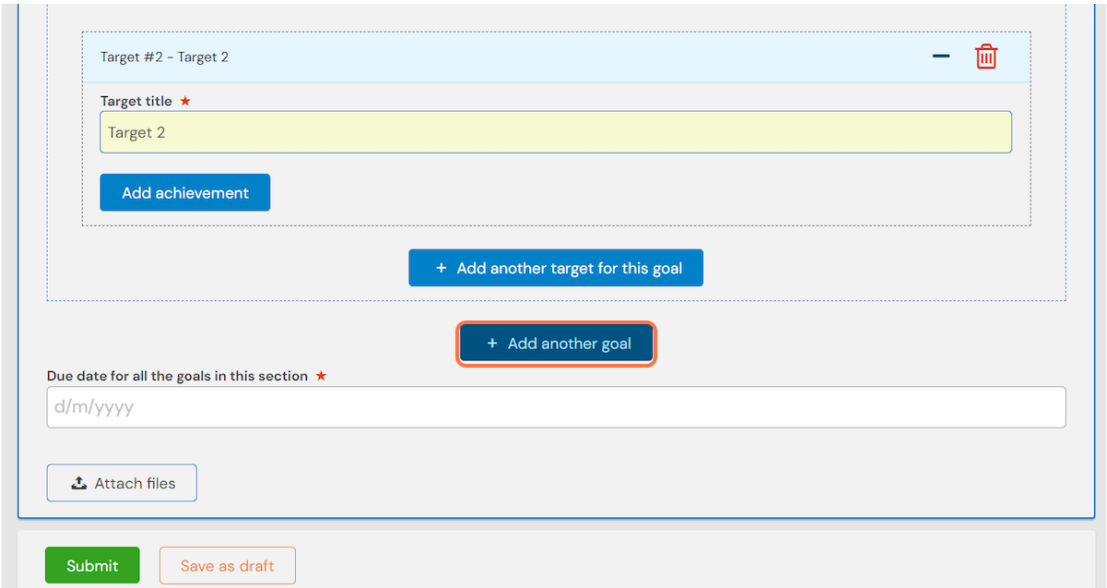
STEP 20

Clicking on Add another target for this goal will allow you to add multiple targets for one goal



STEP 21

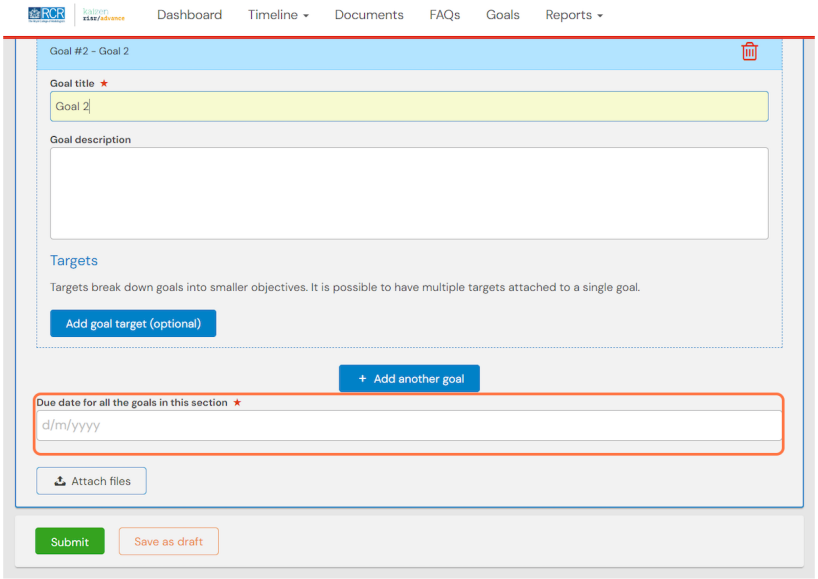
Clicking on Add another goal will allow you to add additional goals to this goal set



STEP 22

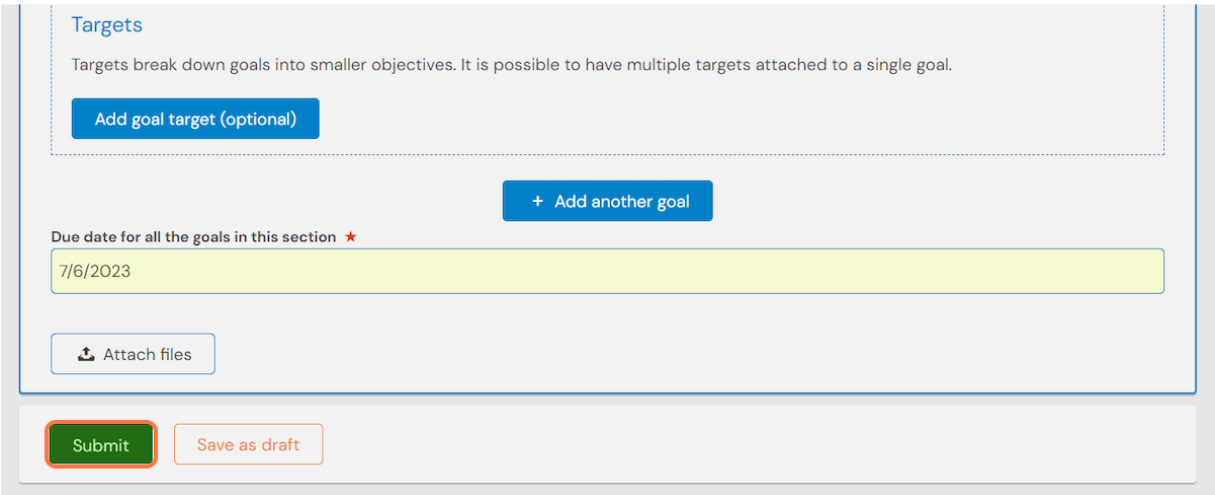
Enter the due date for all the goals in this goal set

All goals in a goal set must have the same due date. Separate goal sets will need to be created for goals with different due dates



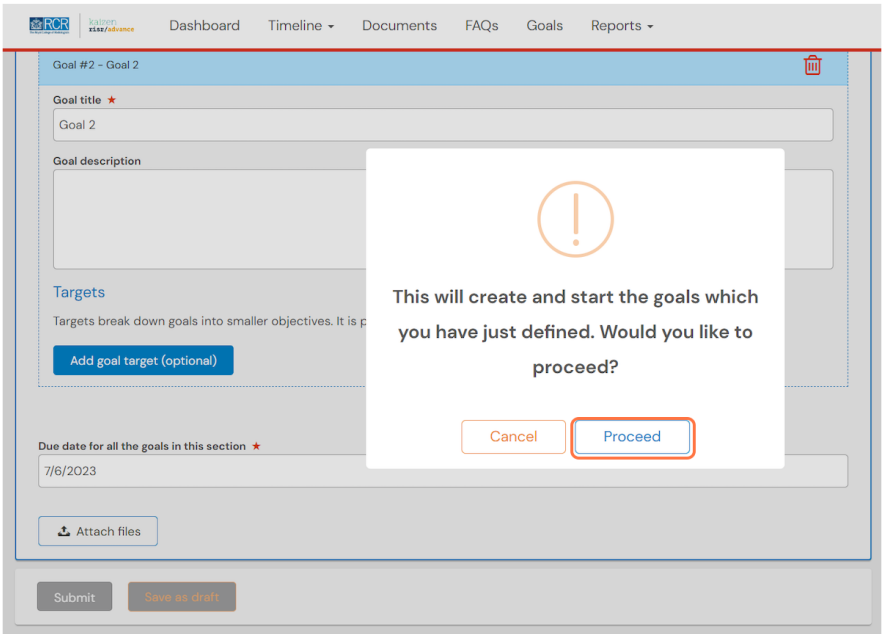
STEP 23

Click on Submit



STEP 24

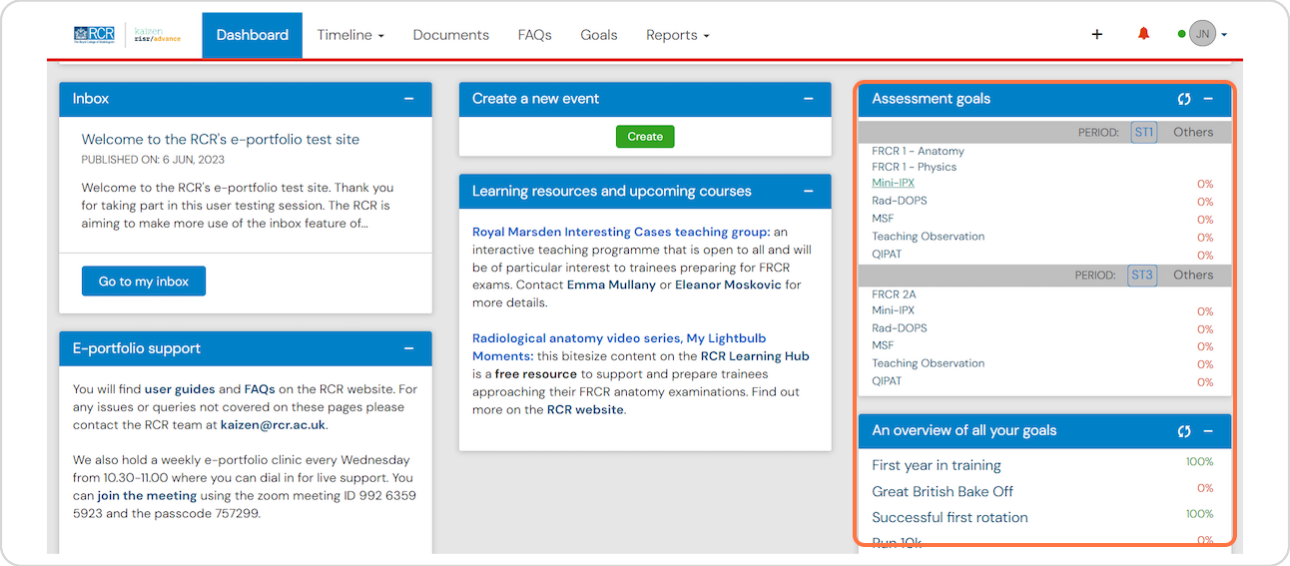
Click on Proceed



STEP 25

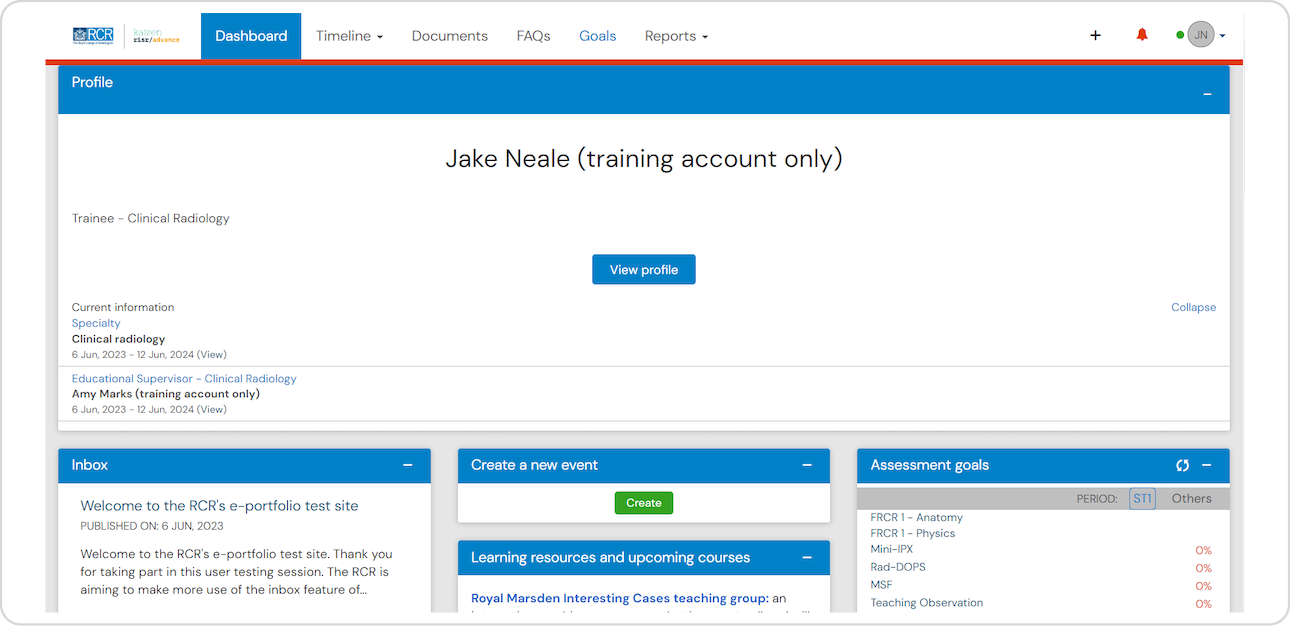
You can view a summary of your goals and progress towards them from your dashboard

Clicking on a goal will take you to the detailed view for that goal



STEP 26

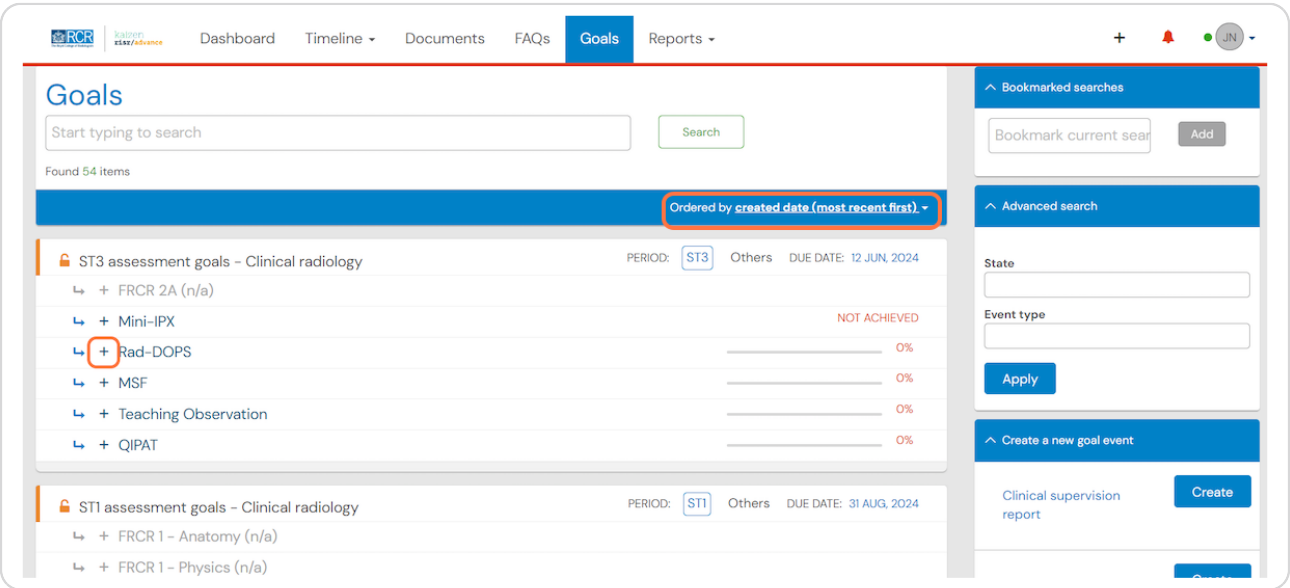
You can also view all goals by selecting the Goals menu at the top of the screen



STEP 27

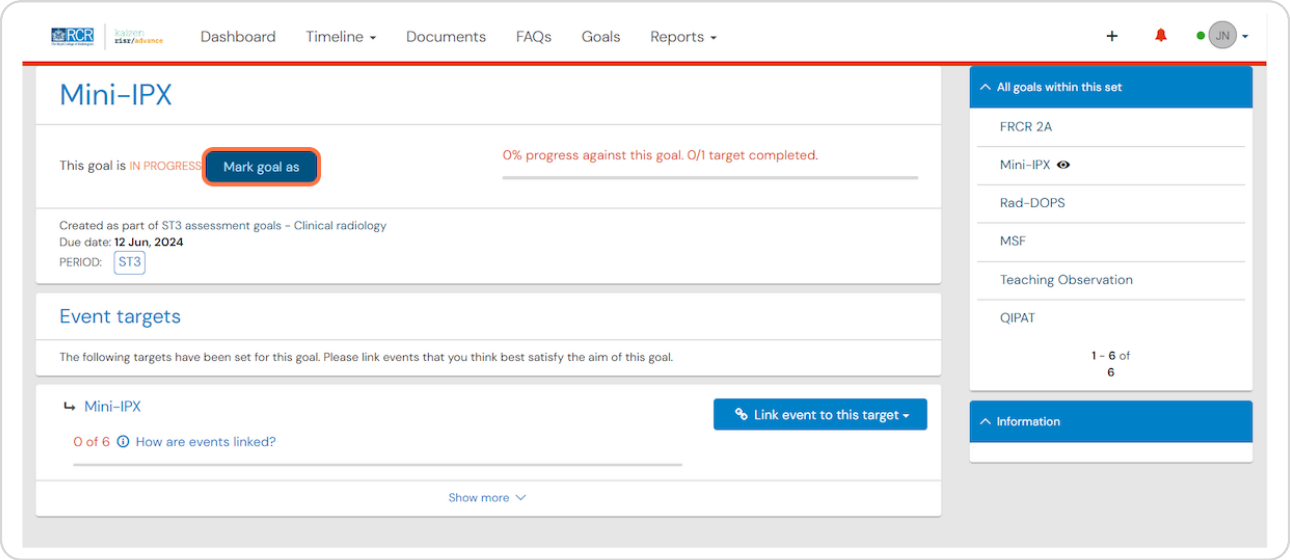
The goals summary page will show you all current and closed goals

You can change the order in which goals appear and click on any individual goal within a goal set to view more details for that goal. Clicking the + next to an goal will show any targets within that goal.



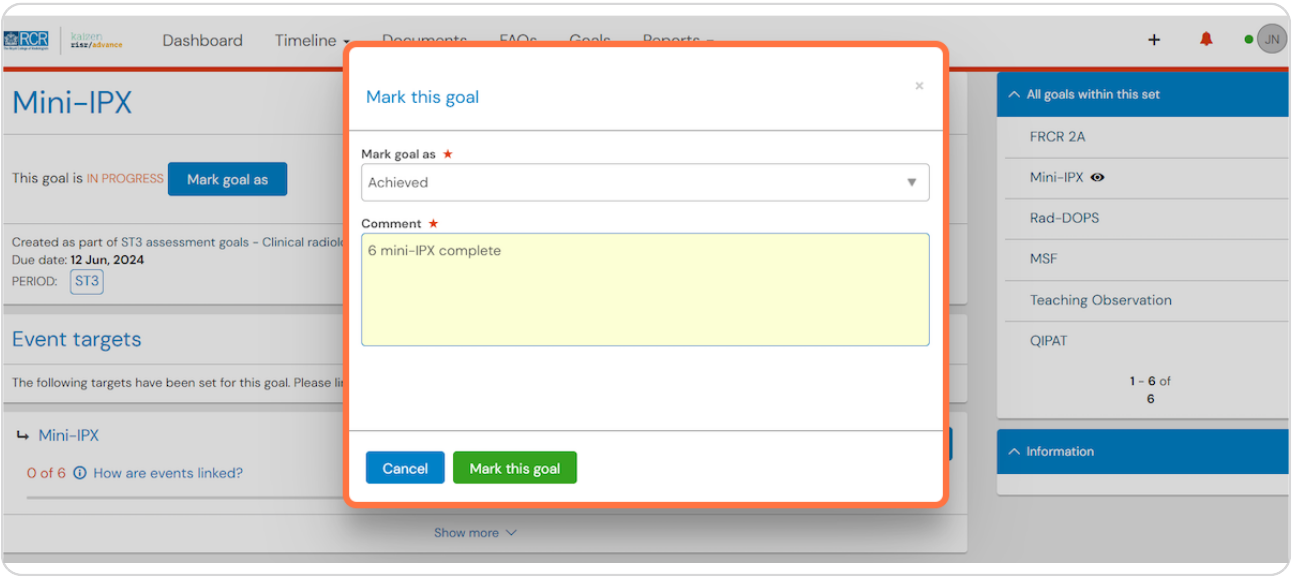
STEP 28

The detailed view for each goal will allow you to manually update the progress of the goal by clicking Mark goal as



STEP 29

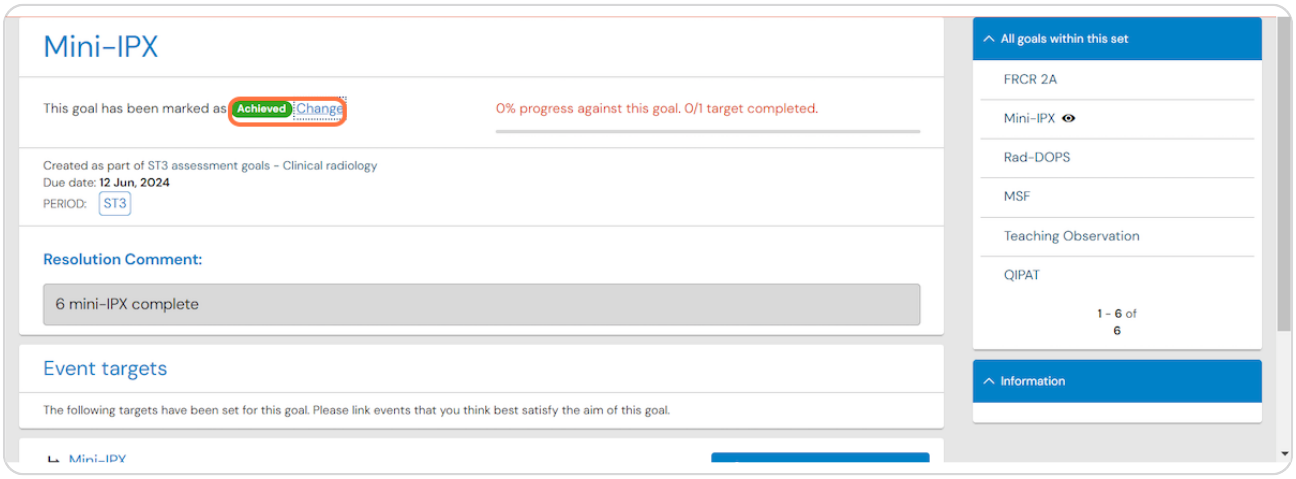
Further detail can be added in the commentary box



STEP 30

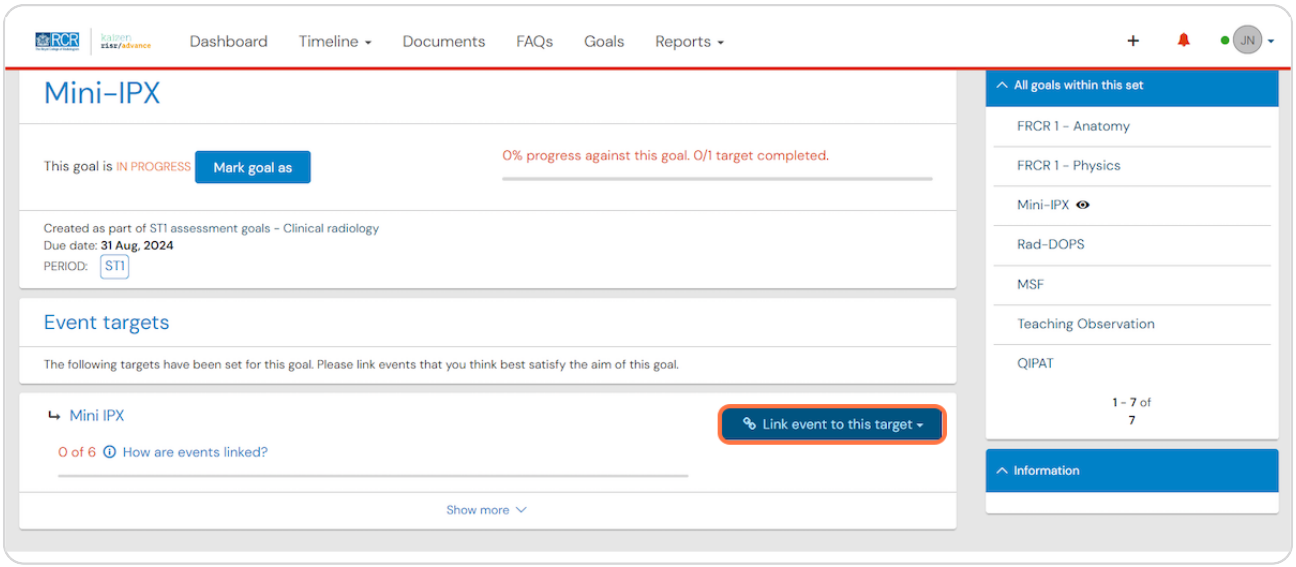
The goal progress will be updated with the comments shown

You can change the status of the goal by clicking on Change



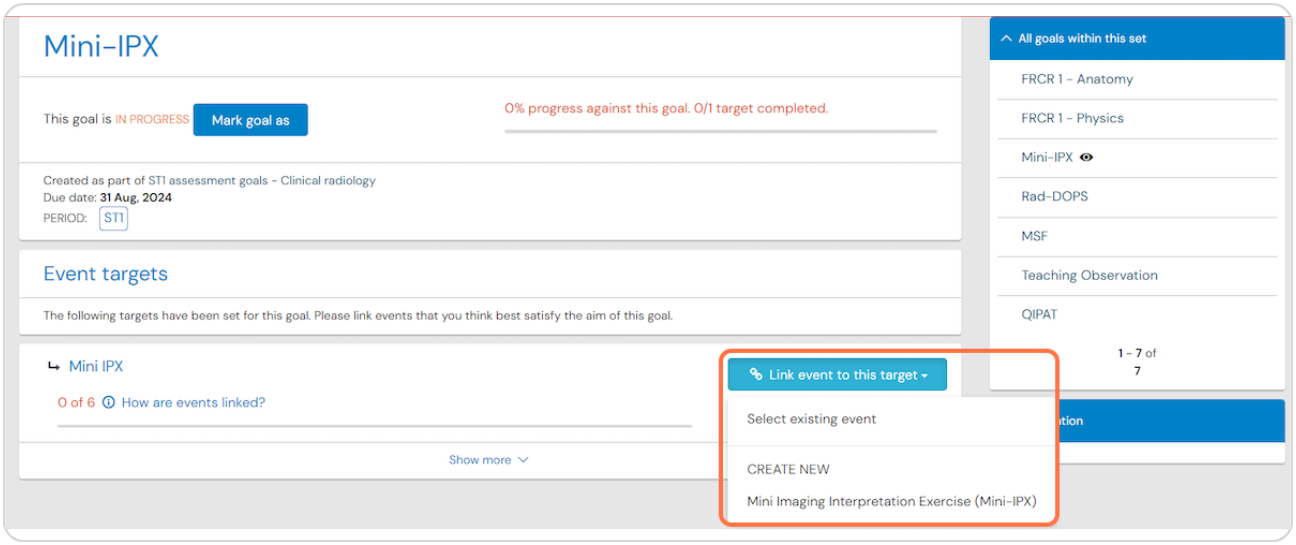
STEP 31

You can manually link events to a target by clicking on Link event to this target



STEP 32

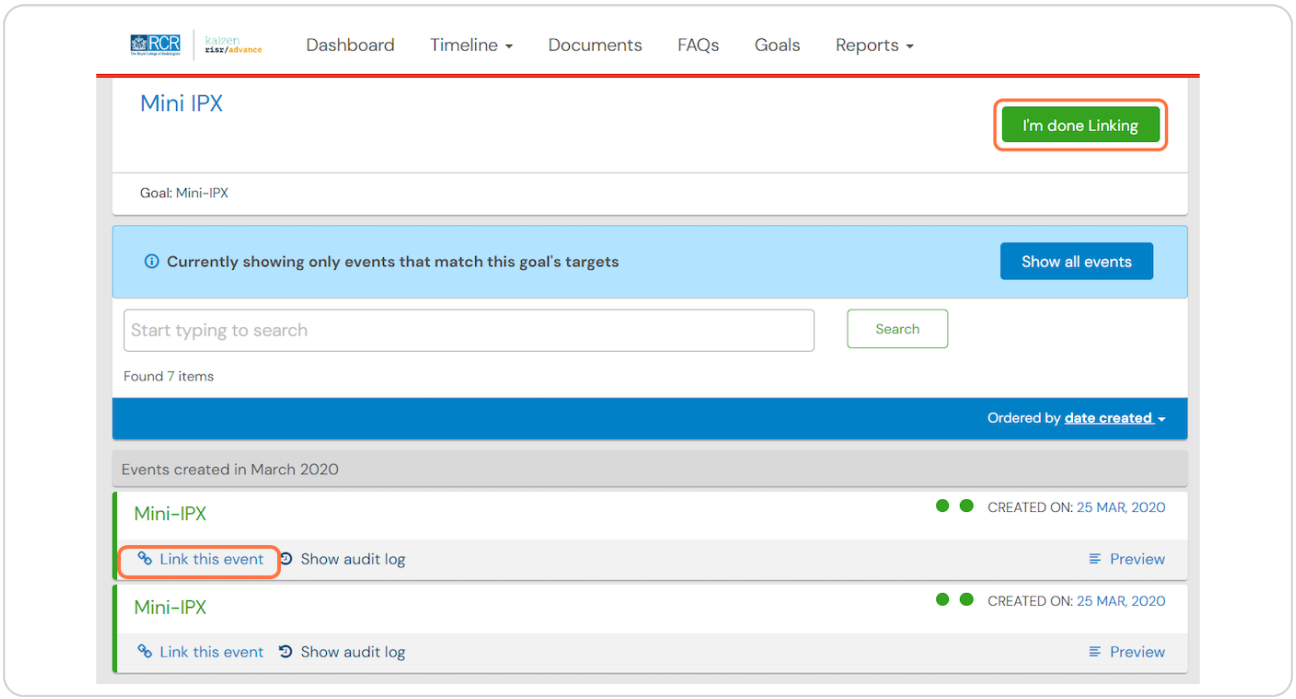
You can either select an existing event or create a new event that will be linked to this goal



STEP 33

If you choose to select an existing event, you will be taken to a list of all relevant events

You can link events to the goal by clicking Link this event then clicking I'm done linking to complete and return to the detailed view of the goal



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The Royal College of Radiologists