



Alabama Department of Education

Instructions for adding Goals, Objectives, and Activities

Initial Import:

- Step 1 Select the "Goals and Objectives" tab in sheet selection area below and add your content.
- Step 2 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.
- Step 3 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.
- Step 4 If you need to add additional goals, objectives, etc. use the "Additional Goals, etc." tab in sheet selection area.
- Step 5 Upload your completed file to eProve Diagnostic when you are finished.

Questions?

Questions? If you have questions please contact ALSDE Educational Technology at 334.694.4641.