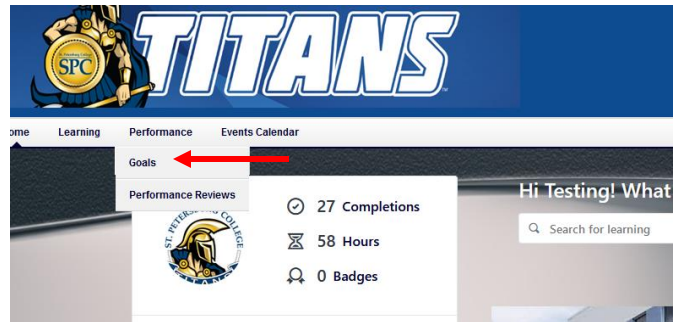


## How to Track and Log Goal Progress

After you have submitted goal(s) and they have been approved, you can log your progress toward your goal(s) by accessing your goals page on Cornerstone.

1. From your Cornerstone homepage, go to Performance > Goals.

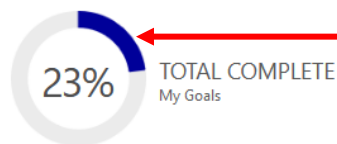


2. **FOR GOALS THAT DO NOT HAVE TARGETS**

On your My Goals page, under each goal you have that *does not* have targets, you will find a sliding scale button that can be adjusted any time you make progress toward your goal(s). When you adjust the sliding scale, your overall progress toward all of your goals will automatically update.

My Goals

Create Options



Overall Progress for all goals

My Goals

Current Period

7/1/2023

6/30/2024

Search

☐ Display Cancelled ☐ Hide Completed

My Goals

41%

**FY 24-25 Goal for Testing User1**

Due Date : 6/30/2024 SPC Pillar : Community Engagement



10%

**Goal #2 for Testing User1**

Due Date : 6/30/2024 SPC Pillar : Economic Mobility



67%

**Sample Goal for 2024-2025**

Due Date : 6/30/2025 SPC Pillar : Academic Excellence



Individual Goal Progress


### 3. **FOR GOALS THAT HAVE TARGETS**

If you have entered targets into your goal, click on the goal title to expand it and view your targets. On the right side of the target, you will see a field called “Actual”. This is where you can enter the progress toward your target.

0%

**Third SMART Goal for 2023-2024**

Due Date : 6/30/2024 SPC Pillar : Economic Mobility





Individual Goal Progress

Description :  
This is my Third goal I want to work on for 2023-2024

Start Date : 4/3/2024

Targets


	Description: Target 1	Target: 10.0	Start Date : 4/3/2024	Due Date : 6/30/2024	Weight: 20%	Actual: <input style="width: 80px;" type="text" value="0.0"/>
	Description: Target 2	Target: 100 Hours	Start Date : 4/3/2024	Due Date : 6/30/2024	Weight: 80%	Actual: <input style="width: 80px;" type="text" value="0.0"/>

To update your target progress, enter a number in the “Actual” field that corresponds to the target type you chose. For example, if the type is number of hours, such as 100, and you completed 75 hours, type “75” in the “Actual” field. If your target type is days, such as 30, and you are halfway there, type in “15”. Your goal progress will automatically be updated. If the progress does not automatically update, refresh the page.

68%

**Third SMART Goal for 2023-2024**




Due Date : 6/30/2024 SPC Pillar : Economic Mobility




Description :  
This is my Third goal I want to work on for 2023-2024

Start Date : 4/3/2024

Targets

	Description: Target 1	Target: 10.0	Start Date : 4/3/2024	Due Date : 6/30/2024	Weight: 20%	Actual: <input style="width: 80px;" type="text" value="5.0"/>
	Description: Target 2	Target: 100 Hours	Start Date : 4/3/2024	Due Date : 6/30/2024	Weight: 70%	Actual: <input style="width: 80px;" type="text" value="75.0"/>
	Description: Target 3	Target: 30 Days	Start Date : 4/3/2024	Due Date : 6/30/2024	Weight: 10%	Actual: <input style="width: 80px;" type="text" value="15"/>

When you have finished updating your targets, click “Close”.

	<b>Description:</b> Target 3	<b>Target:</b> 30 Days	<b>Start Date :</b> 4/3/2024	<b>Due Date :</b> 6/30/2024	<b>Weight:</b> 10%	<b>Actual:</b> <input type="text" value="15"/>
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**Attachments**

Choose File

Jpload up to 3 attachments. Maximum upload 1MB

**Comments**

Add Comment

Last Saved at 9:19 AM

Close