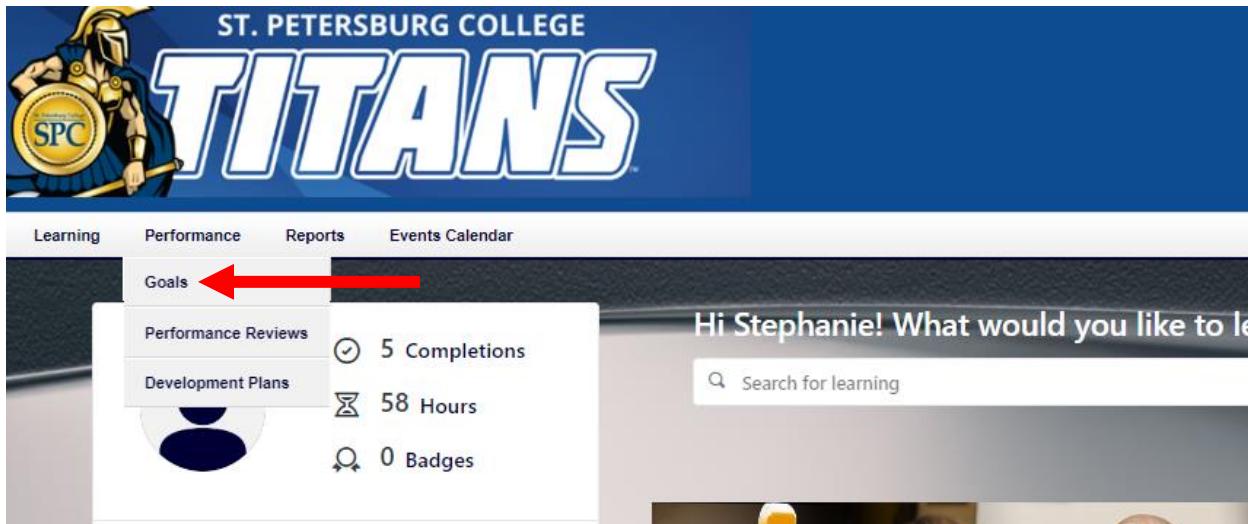


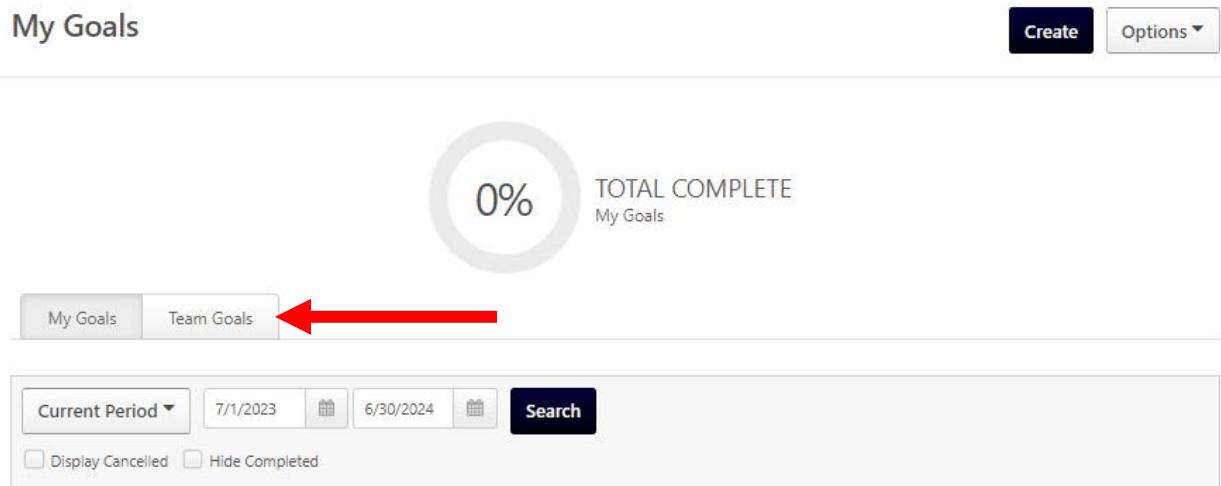
## How to Edit and Comment on Direct Report's Goals

\*These instructions are for managers that would like to make changes to or add comments to their direct reports' goals.

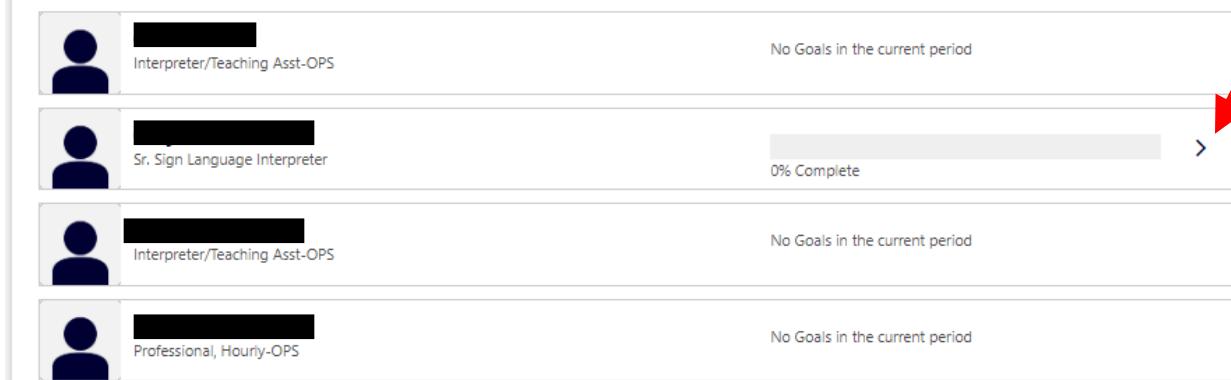
### 1. From your Cornerstone homepage, go to Performance > Goals



### 2. From your My Goals page, click on "Team Goals"

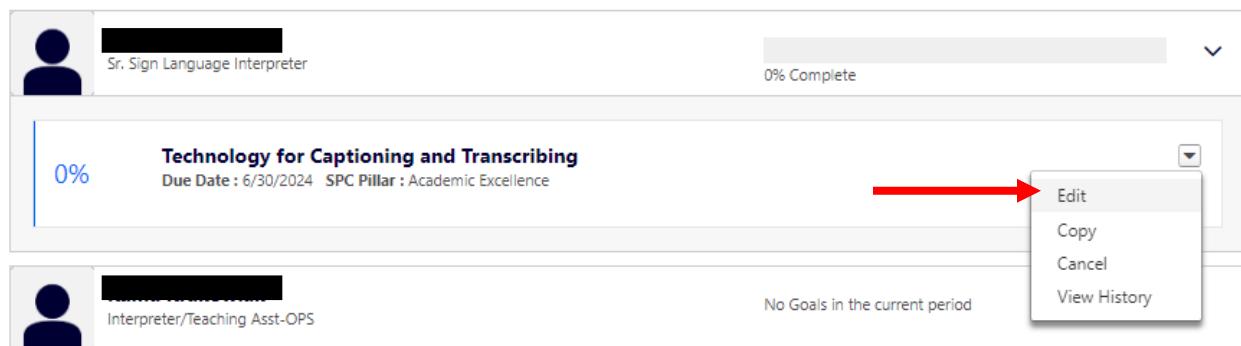


**3. Find the direct report who has a goal that you want to edit, and click on the small arrow to expand the field.**



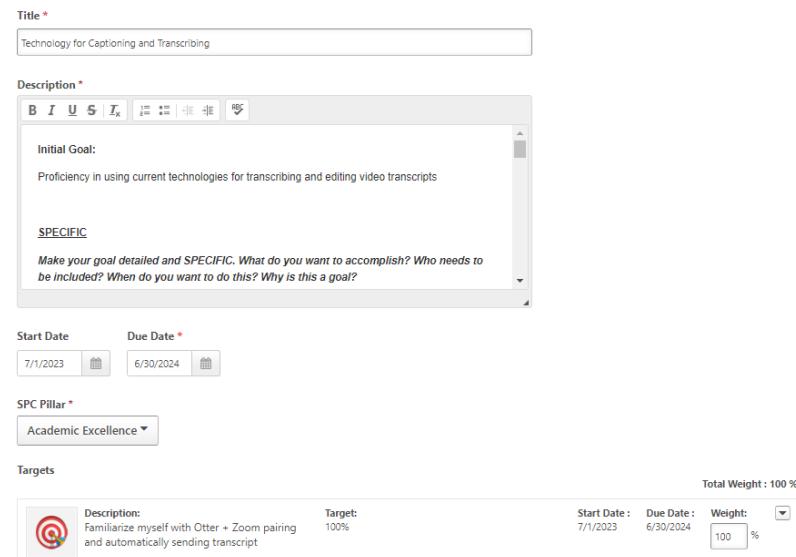
	Interpreter/Teaching Asst-OPS	No Goals in the current period
	Sr. Sign Language Interpreter	0% Complete >
	Interpreter/Teaching Asst-OPS	No Goals in the current period
	Professional, Hourly-OPS	No Goals in the current period

**4. Click on the drop-down arrow and click “Edit”.**



	Sr. Sign Language Interpreter	0% Complete >
<b>Technology for Captioning and Transcribing</b> Due Date : 6/30/2024 SPC Pillar : Academic Excellence		
	Interpreter/Teaching Asst-OPS	No Goals in the current period

**5. Make edits to the fields you want to edit in the goal.**



**Title \***  
Technology for Captioning and Transcribing

**Description \***  
Initial Goal:  
Proficiency in using current technologies for transcribing and editing video transcripts

**SPECIFIC**  
Make your goal detailed and SPECIFIC. What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?

**Start Date** 7/1/2023    **Due Date \*** 6/30/2024

**SPC Pillar \*** Academic Excellence

**Targets**

Total Weight : 100 %			
	Description: Familiarize myself with Otter + Zoom pairing and automatically sending transcript	Target: 100%	Start Date: 7/1/2023 Due Date: 6/30/2024 Weight: 100 %

**6. To make comments, scroll down to the very bottom of the page and click “Add Comment”.**

Targets

Total Weight : 100 %

	Description: Familiarize myself with Otter + Zoom pairing and automatically sending transcript	Target: 100%	Start Date : 7/1/2023	Due Date : 6/30/2024	Weight: 100 %
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[Add Targets](#)

Attachments

[Choose File](#)

Upload up to 3 attachments. Maximum upload 1MB

Visibility

Allow other users to see and align

Comments

[Add Comment](#) 

[Cancel](#) [Submit](#)

**7. Enter your comments and click “Add”.**

Visibility

Allow other users to see and align

Comments





[Cancel](#) [Add](#) 

**8. After you have finished making edits or comments, click “Submit”.**



**9. Your direct report will receive an email indicating that their goal has been modified.**