

FREQUENTLY ASKED QUESTIONS ABOUT GOALVIEW

- Q: WHAT IF I HAVE PROBLEMS LOGGING IN TO GOALVIEW?
A: First check your web address. It should be www.goalview.com/ut . Many times people forget the /ut at the end.
Next check your user I.D. and password. You must use capital letters where there are capital letters
If you have lost your password please contact me at karen.standing@slc.k12.ut.us
Password format is set up through Goalview and if another password is requested another random password will be assigned.
- Q: WHAT FORMS ARE AVAILABLE TO CREATE IN GOALVIEW?
A: Notice of Meeting
Regular Education at Risk Intervention Documentation
Referral for Evaluation
Prior Notice and Consent for Eval/Re-Eval
Evaluation Results Summary Report
Prior Notice for Identification and Determination of Eligibility
Re-Evaluation Data Review
Prior Notice of Initial Placement
Prior Notice Change of Placement
Progress Reports
- Q: WHY HAS THE DISTRICT CHANGED TO A WEB-BASED SYSTEM?
A: Many districts have made the change to a web-based management tool. Goalview addresses teacher paperwork concerns. It also helps to guide through compliance. All IEP members have shared access and there is access wherever there is internet access. Goalview communicates with the district student information system. Goalview allows for more informed and meaningful conversations about students.
- Q: CAN I CHANGE MY PASSWORD?
A: No. Goalview set up the password format. If you lose your password or forget it, another random 4 letter 4 number combination will be assigned to you. Remember, passwords are case sensitive.
- Q: I SEEM TO FREQUENTLY LOSE DATA I'VE COMPLETED. HOW OFTEN DO I NEED TO SAVE MY WORK?
A: It is advisable to save your work in Goalview often. If you finish a section of the IEP and move to the next section then your work will be saved. If a section is not finished and your session is interrupted or you exit before finishing then you will lose your work.
- Q: IN SECTION ONE, "STUDENT INFORMATION", WHAT IF MY STUDENTS AREN'T IN MY GOALVIEW STUDENT LIST?
A: If your student does not appear on your list at your school then you need to email Lilianna the information on a level sheet and she will add them.
- Q: WHAT DO I DO IF MY STUDENT INFORMATION IS INCORRECT?
A: Again, you will need to email Lilianna the information on that student on a level sheet so she can update our records.

Q: WHAT CHANGES CAN I MAKE IN FIELD NUMBER ONE, "STUDENT INFORMATION"?

A: The information that you can change in this field is IEP Meeting, IEP Due (date should be one year from the IEP meeting), and the classification. In order to change the student grade you will need to submit that information to Lilianna at the district, and the change will be made from there.

Q: IN SECTION TWO, "PRESENT LEVELS OF PERFORMANCE", WHICH SECTIONS REQUIRE PLEP STATEMENTS?

A: Fill in only the text boxes that are applicable for your student. Boxes left blank will not print. Use your professional judgment and select the most appropriate areas.

Q: HOW DO I MARK THE "SPECIAL FACTOR" FIELD IN SECTION FOUR, "MEASURABLE GOALS" OF THE IEP?

A: The center column identifies that the student does not need accommodations or modifications for a given area. Remember that each section must be marked before a final draft can be printed.

Q: WHAT ARE THE STEPS I NEED TO FOLLOW TO ADD GOALS?

A: Select "Add Goals" under section 5. A window will open with a blue screen. Use only "Next" and "Previous" in this section. Save only when the word "Save" appears in the right hand corner when you have navigated through this screen. First select the area that your goal falls under. Click "Next". Select the topic for your goal by choosing one of the given areas or typing in the text box. Click "Next". Now add a goal for your student by again selecting from one of the goals given or typing in the text box. Click "Next". You can now add objectives by clicking on the boxes that apply to your student's goal or by typing objectives in the text boxes. Goalview requires that you add objectives at this time and will not allow you to continue with your goal until at least one objective is added. Click "Next". In the next field add measurement criteria. The minimal areas that need to be filled in this area are the person responsible, your baseline data taken from your PLEPs, your target, evaluation methods that are going to be used, and the assessments that will be used for this goal. These areas must be filled in for each goal and each objective under the goal. When this is done you click "Save" to preview your goal and objectives.

Q: DO I NEED TO INCLUDE "OBJECTIVES" IN SECTION FOUR, GOALS?

A: Goalview is set up so that you must add one objective. Remember that it is your prerogative to still add objectives to your IEP. If you wish to omit objectives you need to follow the steps in adding goals. When you come to the screen to add an objective you can simply type your goal again and then finish the goal process. When you are finished adding the goal and objective and you don't want the objective to appear on the IEP just follow the steps in deleting goals only simply use the drop down box and choose "deleted" from the options. Click "Save" and your objective will not appear on your IEP.

Q: HOW DO I EDIT A GOAL?

A: Select "Annual Goals" from the edit drop-down box and click "Edit Goals". A separate pop-up window will appear. This screen is sometimes referred to as a bubble screen. To make changes click on the bubble in front of the goal or objective that you wish to change and a text box will appear. Make your changes within the text boxes and then click "Save" within the box.

Q: UNDER SECTION FIVE, "SERVICES," HOW DO I GET THE SERVICE BOX TO READ "SPECIAL EDUCATION" TO COMPLY WITH SALT LAKE CITY SCHOOL DISTRICT IEP FORMAT?

A: Under "services" in this section select "other services" from the drop-box. Finish filling out the information under location, provider, minutes and frequency. After you save this

information a text box will appear under services. You can then type in the type of service that the student will receive.

Q: HOW DO I ADD MORE GOALS?

A: To add more goals select "add goals" under section 5. The same screen will appear as when you added your first goal. Remember to follow all of the steps until you reach the end of the blue screen and you can save your goal. You may add as many goals to your IEP as your PLEPs indicate.

Q: IN SECTION 6, "PARTICIPATION IN STATE & DISTRICT ASSESSMENT" MUST I INSERT A PARTICIPATION CODE IN EACH AREA?

A: Only mark the boxes for the assessments that your student will take during the IEP year. Don't mark them all since their needs change from year to year. Mark only the accommodations and modifications that the student will use during instruction. These accommodations and modifications are determined by the student's needs that are addressed in the PLEPs.

Q: UNDER SECTION 10, "NOTICES & PARTICIPANTS" WHAT FIELDS ARE REQUIRED?

A: Under section 10 you need to determine and mark if the student will be attending ESY. You also need to mark placement by checking the box "initial placement", "maintain current placement", or "change current placement". Fill in the drop boxes under participants and lastly check the box that indicates that the team reviewed the previous years IEP.

Q: HOW DO I ADD PARTICIPANTS UNDER SECTION 10 "PARTICIPANTS"?

A: Under "IEP Participants" click on "new contact". A screen will appear and allow you to add participants, including parents". Fill in the information and save. The names should now appear in the drop-down boxes of participants.

Q: WHAT IF PARENT(S)' NAMES DO NOT APPEAR UNDER THE "PARENTS" FIELD?

A: Again, under "IEP Participants" click on "new contact". A screen will appear and in the upper left-hand corner click on parent. Fill in all of the information that you have and in this section you will click yes next to custody if applicable. If the parents do not have custody then a contact needs to be added that does have custody.

Q: HOW DO I PRINT MY FORMS ON GOALVIEW?

A: In order to print any form on Goalview you must have Adobe Acrobat 5.0. When all of the sections of a form are green or yellow then you are ready to print. When you are ready to print select "Print" under "View" drop-down menu. A separate window will open. Select "PDF Draft" or "PDF Final" this will open Adobe Acrobat Reader and may take a minute or so. Select the printer icon within the Adobe Acrobat and your form will print. Remember to use the icons within Adobe and not the regular print process that you usually use.

Q: WHAT MUST I DO AFTER RECEIVING GOALVIEW TRAINING?

A. After receiving your initial training you need to complete the assignments within the first year. Your assignments are to complete 3 IEPs either newly generated IEPs or transferring IEPs already written on to Goalview. You must also complete 3 Notice of Meeting. When you complete an assignment email to karen.standing@slc.k12.ut.us with the names of the students whose IEPs you've completed and they will be reviewed by Karen Standing and your consultant.

Q: IF I HAVE RECEIVED GOALVIEW TRAINING IN ANOTHER DISTRICT MUST I GO THROUGH SALT LAKE DISTRICT TRAINING AS WELL?

A: Yes. Even if you have received training in another school district or if you received training last year in Salt Lake District you need to attend the training. The district wants us to all be on the same page.