HOBSONS

Overview

You can use Family Connection to prepare for success after high school. Use this quick guide to get started with the Success Planning tools in Family Connection.

To access the Success Planning tools in Family Connection, log in and click the **My Planner** tab.

Define your Goals

The **My Planner** tab provides several tools relating to accomplishing your goals.

To create a goal in Family Connection:

- 1. Click the **My Planner** tab in Family Connection.
- 2. Click the Goals tab.
- 3. Select a goal type from the **Add a New Goal** drop-down menu.
- 4. Enter your goal in the **My Goal Is** field. This is required.
- 5. Complete the other fields.
- 6. Click the **Add Goal** button.

	Overview	Goals	To-do List	Tas	ks Assigned to Me		
		my goals > add a goal					
	d	Add A C	ioal for: Academic				
			My g	joal is:	To do better in my classes. (required)		
5	setting				Specific: What specific things will you accomplish?		
C	goals				I will get at least a B in all my classes this semester.		
le le	In your success plan, goals can be anything! You can set a goal to make the honor roll or to						
9							
th					Measurable: How will you know when you have achieved this goal?		
a	ecome an stronaut or				When I get my report card I will know if I achieved my goal. I will also keep an eye on my grades throughout		
	anything else you can think of. It's a good idea when you're making a goal to make it something you'll				the semester to make sure I will achieve my goal.		
SI					Achievable: Is this goal realistic? Do you have the tools you need to		
to	eed to work ward. Then, use he "next steps" to				achieve it? Yes. I have a tutor set up for the classes I have		
b	reak it down into maller parts like				trouble with and I told my mom and dad about my goal so they will help me succeed.		
79	petting an A in ath."						
					Relevant: Why is this goal important in your life?		
					I want to go to college and I know I need good grades to do that.		
					Timely: When can you achieve this goal?		
					This semester!		
					Cancel Add Goal		
					Cancer Hou over		

Accomplish your Goals

Once you have established your goals, you can define your next steps for meeting your goal.

To add a to-do for your goal:

- 1. Click the My Planner tab in Family Connection.
- 2. Click the **Goals** tab.
- 3. Click a goal.
- 4. Click the **Define Your Next Step** button.
- 5. Enter the to-do in the **Next Step** field.
- 6. Enter a due date for the to-do by clicking the calendar and clicking a date. The field will be populated automatically.
- 7. Click the **Add** button.
- 8. You can comment on your to-do items by clicking **Add Comment** and entering your comment in the provided text box. Click the **Add Comment** button to submit your comment to your counselor.

	courses	colleges careers about me 🖾 my planner					
	Overview	Coals To-do List Tasks Assigned to Me					
	C	<u>my goals</u> > To do better in my classes.					
		Here's how you defined your goal					
		Specific: What specific things will you accomplish? I will get at least a B in all my classes this semester.					
Ð	define your next step	Measurable: How will you know when you have achieved this goal? When I get my report card I will know if I achieved my goal. I will also keep an eye on my grades throughout the semester to make sure I will					
6	edit goal	achieve my goal.					
õ	add comment	Achievable: Is this goal realistic? Do you have the tools you need to achieve it? Yes. have a tutor set up for the classes i have trouble with and told my mom and dad about my goal so they will help me succeed. Relevance Why is high participant in your life? I want to go to college and I know I need good grades to do that.					
õ	mark complete						
8	delete goal	Timely: When can you achieve this goal? This semester!					
		Next steps					
		🗆 To-do Make an 85 on the first quiz in English, due date: Mar 08, 2012 🗢 🖉 🥥					

Track Tasks

Your school counselor may provide you with tasks to complete.

To view your tasks:

- 1. Click the My Planner tab in Family Connection.
- 2. Click the Tasks Assigned to Me tab.
- 3. Your list of tasks appears.
- 4. Required tasks are indicated with a star icon and tasks required for graduation are indicated with a graduate icon.
- 5. Click a task to see detailed information.
- 6. If you have completed the task, click **Mark Complete** and click the **Yes** button on the window asking if you are sure you want to mark the task as complete.
- 7. If you have a question about a task that has been assigned to you, click **Raise Hand** and enter your question in the provided text box. Click the **Submit Question** button to submit your question to your counselor.