

## Using the Goals Tool

With the *Goals* tool, you can create, organize, and present learning goals to students. Goals can also be associated with other tools within eLearning Vista so students can go to one area and see a list of goals and their associations. Goals can be created as a single goal or grouped into a category of goals. The *Goals* tool helps students understand expectations and how each activity contributes to the overall learning objectives of the course.

### Adding the Goals Tool

To begin, you must be on the Build tab. Select **Manage Course** from the Designer Tools menu.






Select **Tools** from the list of options.



Click the **Goals** checkbox under Student Learning Activities and click **Save**.

#### Student Learning Activities

-  **Assessments**  
Create quizzes, self tests, and sur
-  **Assignments**  
Create assignments for Students t
-  **Goals**  
Create goals that list the qualitativ

### Enabling the Goals Tool

Also check the *Goals* settings to make sure the tool is enabled and that students can see the content associated with each goal. To do this, select **Manage Course** from the Designer Tools menu. Click the **Settings** option. Under the **Tools** menu, click **Goals**. Select the two **true** radio buttons for both values to enable access to the tools option and see the content available with each goal.

## Goals Tools

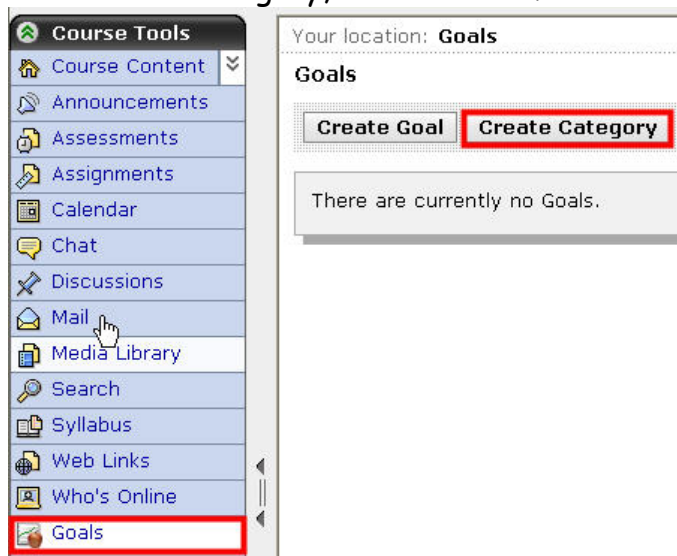
Title	Value
Allow Students to see content that has been associated with Goals *	<input checked="" type="radio"/> true / <input type="radio"/> false
Enable Goals tool *	<input checked="" type="radio"/> true / <input type="radio"/> false

\*Required fields

You may choose to create a category for listing university goals or goals that pertain to each unit of your course.

## Organizing Goals

To create a category, select **Goals** from the Course Menu and click **Create Category**.



The screenshot shows the 'Course Tools' sidebar on the left with 'Goals' selected and highlighted with a red box. The main content area shows 'Your location: Goals' and a 'Goals' section with two buttons: 'Create Goal' and 'Create Category', with the latter highlighted by a red box. Below the buttons is a message box that says 'There are currently no Goals.'

Enter the information for the title and description.

### Edit Category

\*Title:

Description:

\* Required field

- **Title:** This should be a global title, since it will encompass several goals.
- **Description:** This should be short and describe what types of goals are expected of students.

Once you have filled in all the fields click **Save**.

## Adding Goals

To add goals, select **Goals** from the *Course Menu* and click **Create Goal**.

Enter description information such as title, description, item visibility, and if you want it to be included in a category.

### Create Goal

\*Title:

\*Description:

Item Visibility:  Show Item  
 Hide Item

### Category (Goals can be organized into categories.)

Select Category:

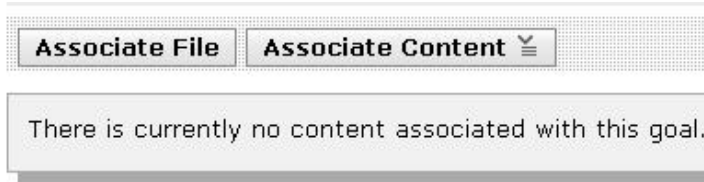
\* Required field

- **Title:** This will be a short description so students will understand the objectives of the work they are completing.
- **Description:** This should describe the objectives of the activity.
- **Item Visibility:** If you want students to see the goal as soon as you save it, select the **Show Item** radio button. If you want the goal to be hidden until you are ready to release, select the **Hide Item** radio button. You will need to go back and manually show the goal if you hide it at this point.
- **Category:** Select **None** from the drop-down menu if you do not want the goal associated with a category. If you would like to add it to a category, you have the option to select **Create a New Category** or **Select a Category** that has already been created.

Once you have filled in all the fields, click **Save**.

### Associating a Goal with an Activity

After you have saved a goal, you can associate files or other content to it.



If you want to associate a file, upload the file inside the eLearning Vista File Manager and then associate it to the goal.

You can also associate content from Assessments, Assignments, Chat, Discussion, Media Library Collections, and Web Links. Create the content before you associate it to the goal.

If you have a set of goals created and want to change the order they appear, select the checkbox for the goal and use the arrows next to the row you want to move the goal above or below.

