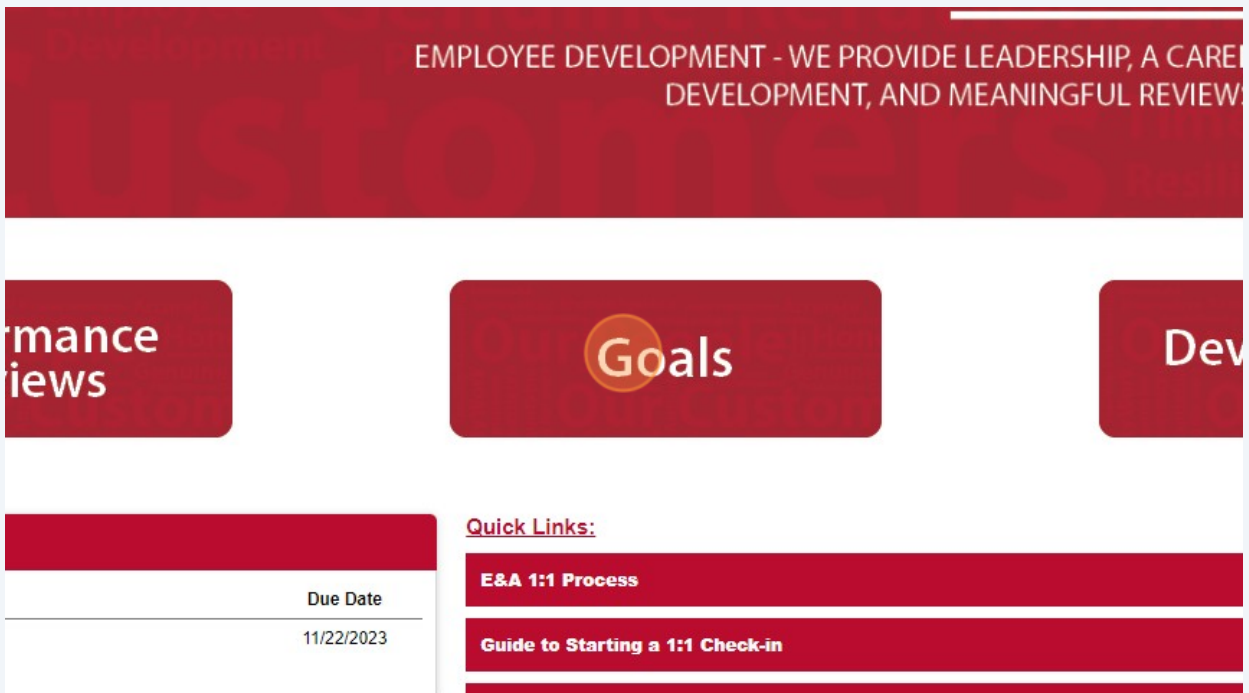


How to update your goals

1 Navigate to <https://eacg.csod.com/>

2 Click this image.



3 Choose the date range as shown below.

The screenshot shows a dashboard with a circular progress indicator at the top right displaying '33%' and 'TOTAL COMPLETE My Goals'. Below this is a 'My Goals' section header. Underneath, there is a filter bar containing a 'Current Period' dropdown, two date input fields (1/1/2024 and 12/31/2023), and a 'Search' button. Below the filter bar are two checkboxes: 'Display Cancelled' and 'Hide Completed'. The main content area shows a goal titled 'Job Knowledge' with a status of 'Completed' and a due date of '12/31/2023'. A green progress bar next to it is filled to 100%.

4 Click "Search"

This screenshot is identical to the one above, but the date range in the filter bar has been updated to 1/1/2024 and 12/31/2024. An orange circle highlights the 'Search' button, indicating it has been clicked. The rest of the dashboard, including the 33% completion rate and the 'Job Knowledge' goal at 100%, remains the same.

5 Now you can update the progress bar by clicking on the slide bar.

Current Period ▾ 1/1/2024 12/31/2024 Search

Display Cancelled Hide Completed

My Goals

0% **Job Knowledge: Growing my grading knowledge**
Status : Not Started Due Date : 12/31/2024

0% **Test 1**
Status : Not Started Due Date : 12/31/2024

0% **Test 1**
Status : Not Started Due Date : 12/31/2024

6 To update more details, click on the goal as shown.

My Goals

Current Period ▾ 1/1/2024 12/31/2024 Search

Display Cancelled Hide Completed

My Goals

41% **Job Knowledge: Growing my grading knowledge**
Status : On Track Due Date : 12/31/2024

0% **Test 1**
Status : Not Started Due Date : 12/31/2024

0% **Test 1**
Status : Not Started Due Date : 12/31/2024

7 Then Click "Add Comment"

the coming months to learn more and ask questions.

Start Date : 1/1/2024

Attachments

Choose File

Upload up to 3 attachments. Maximum upload 1MB

Comments

Add Comment

0% **Test 1**
Status : Not Started Due Date : 12/31/2024

Test 1

8 After updating the comments then click "Add".

Size A A

ssed grading and it has been helpful on projects X, Y and Z. I have seen

Cancel **Add**

Close

>

9

Then click "Close" once you are done updating the goals.

The screenshot shows a software interface with a form on the left and a large grey area on the right. The form has several sections, each with a dropdown menu and a right-pointing arrow. The text "ssed grading and it has been helpful on projects X, Y and Z. I have seen a" is visible in the first section. A "Close" button is highlighted with an orange circle in the bottom right corner of the form area.