# Strive for Teachers

In Eduphoria, Appraisals and Workshops are now combined into Strive. Goals and a Self-Reflection are required each year as part of T-TESS. These documents will be created in Strive.

1. Login to Eduphoria and select **Strive.**
2. If you are a returning teacher, the goals from last year will appear. If you are a new teacher, there will not be any visible goals yet.
3. To create a new goal, click the **+ sign** to the right of Professional Goals.
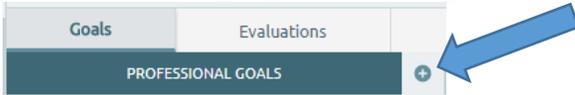
4. For step one, **type the SMART goal**. To the right, enter the **date to be completed**. Step two, **check the boxes** beside the T-TESS dimensions it relates. Step three, select **Add an Action.**

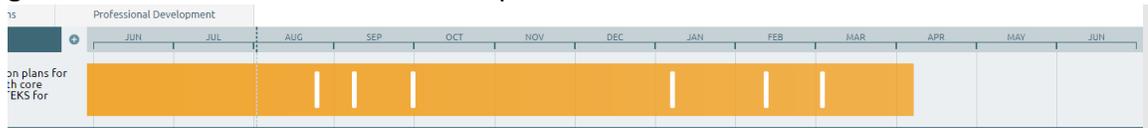5. For each action item, enter a **date of completion** and the **task to complete**. Later you will be able to submit evidence of task completion.

6. Click Additional Action to add more tasks. When finished select **Save**.

7. For each goal, a timeline is then created. For each goal, the timeline to completion is gold and the white marks are the completion dates for tasks.

8. Click on the goal text at any time to make changes. Even after submitted, changes may be made.

9. When the goal editing is finished, click **Submit for Approval**. Changes can still be made after submission.

10. Use the messages button at the bottom to message your appraiser with comments or questions about your goal.

11. The delete button at the top may be used to remove a goal. If any changes are made, make sure to click **Save**. Click **Close** to return to the list of goals.

12. The list of goals are color coded. Goal icon colors on the timeline correspond to submitting for approval.

Grey - Goal is still in *edit mode* and has not been submitted for approval.

Yellow - Goal has been *submitted for approval* and is waiting for approval from the appraiser.

Blue - Goal has been *approved* and is on target for a future completion date. Action items can be added.

Green - Goal has been *completed.*

13. To view Evaluations and create a Self-Reflection, click on the tab Evaluations. There will be a + beside Self-Reflection to create a new document.

14. To view workshops attended or register for a district training, click on Professional Development from the personal view.