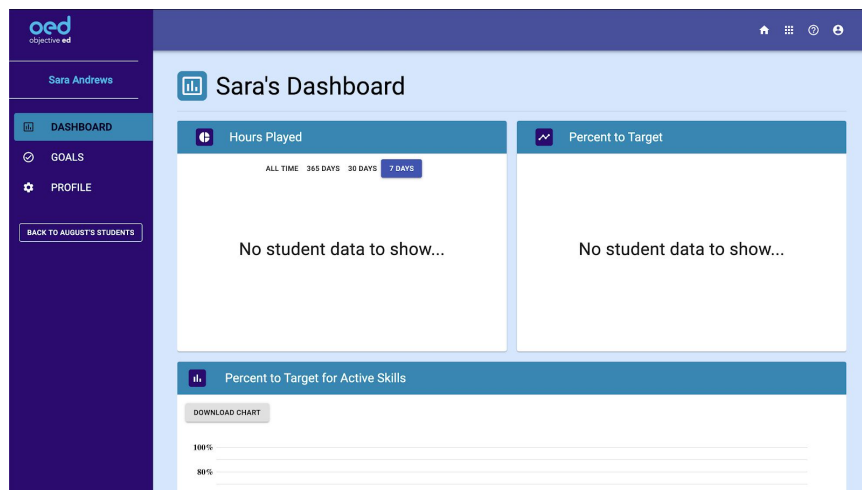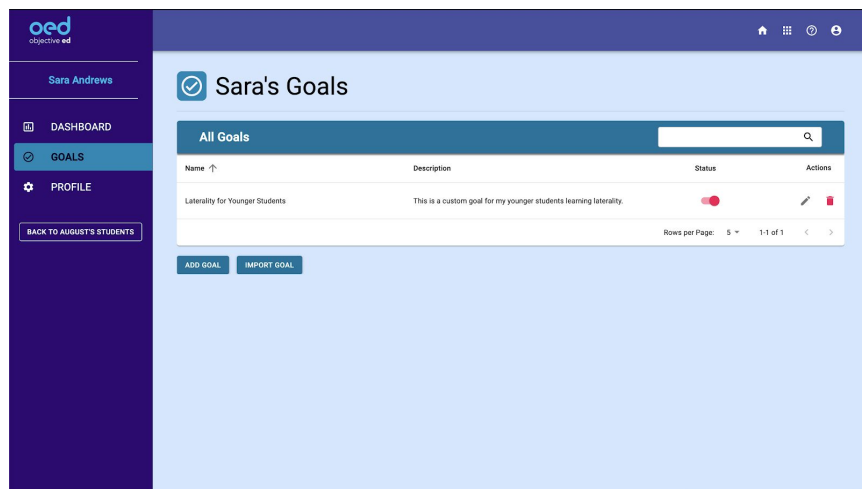# Importing Goals

Importing goals can be a great way to get a student started with some goals and skills to work on right away! This guide will cover how you can import goals on to a student's account to get them set up quickly.
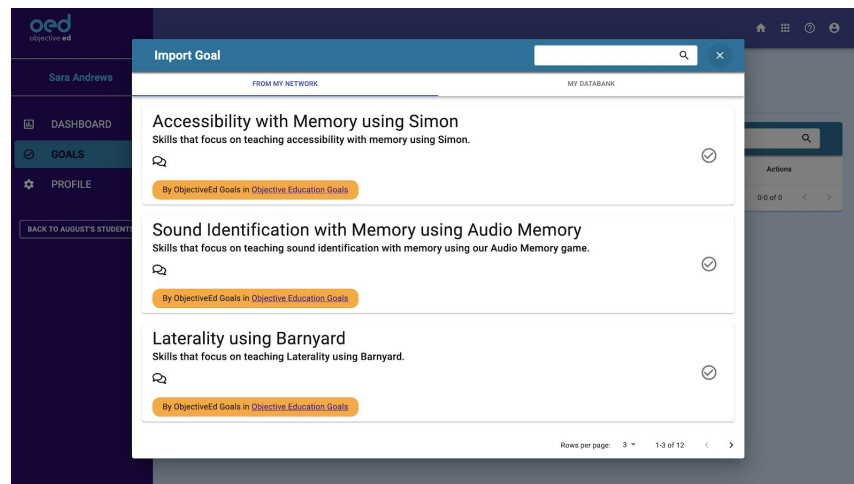
1). Navigate to a student's dashboard (See Teacher Dashboard (Overview) document for information on how to do this)



2). Go to the student's "Goals" page

3). Select "Import Goal"



There are two tabs in the Import Goal button.  One tab says "From my Network" and the other says "My Databank"
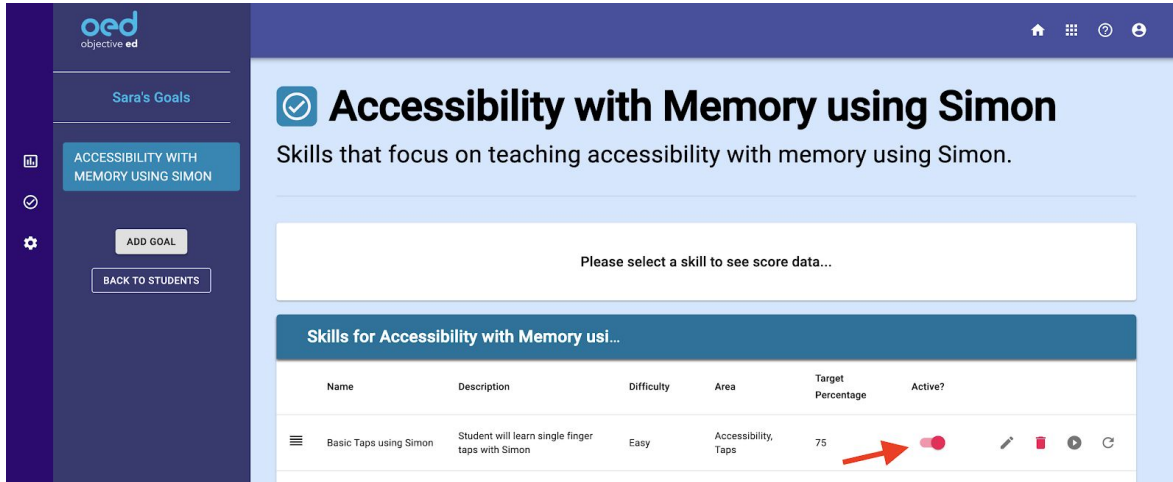
**From my Network:** This shows you all of the goals that have been shared to groups that you are a member of on the Professional Network.  For everyone this will include your District's private group and the ObjectiveEd Goals Group.  When you are starting out you will just see ObjectiveEd's goals here.  As your colleagues start sharing the custom goals they have made, or if you join any public groups on the Professional Network, those goals will appear in this tab as well.

**My Databank:** When selected this tab will show you any goals you have on your "Databanks" page on your teacher dashboard.  So if you have made any custom goals on your "Databanks" page you can import them onto the student's account using the "My Databank" tab of the "Import Goal" button.

4). Find the goal you want to import and press the check mark next to it

Continues on the next page…

5). After that you are all set. We recommend that you click on the goal that you have imported and make sure that the skills you want the student to practice are set to "Active" (Slider is Red)