

# Success Plans - Updating Progress for Final Review



- 1 Navigate to [cornerstone.unco.edu](https://cornerstone.unco.edu)

Navigate to the Performance Objectives

- 2 Click on the "STEP 1" section of the Reviews section on the main page.

A screenshot of the 'Final Reviews' section in the Cornerstone system. The page has a header with a 'PROFILE' button and a background image of trees. On the left, there is a table with a 'Due Date' of 6/16/2023. The main content area is divided into two columns. The left column contains a 'Final Reviews' card with two steps: '1 Update Your Goals & Objectives' and '2 Evaluate Your Plan'. The right column contains a 'PERFORMANCE PLANNING' card with a checklist icon and a pencil. Below the 'PERFORMANCE PLANNING' card is a user profile icon with a checkmark.

	Due Date
view	6/16/2023

**Final Reviews**

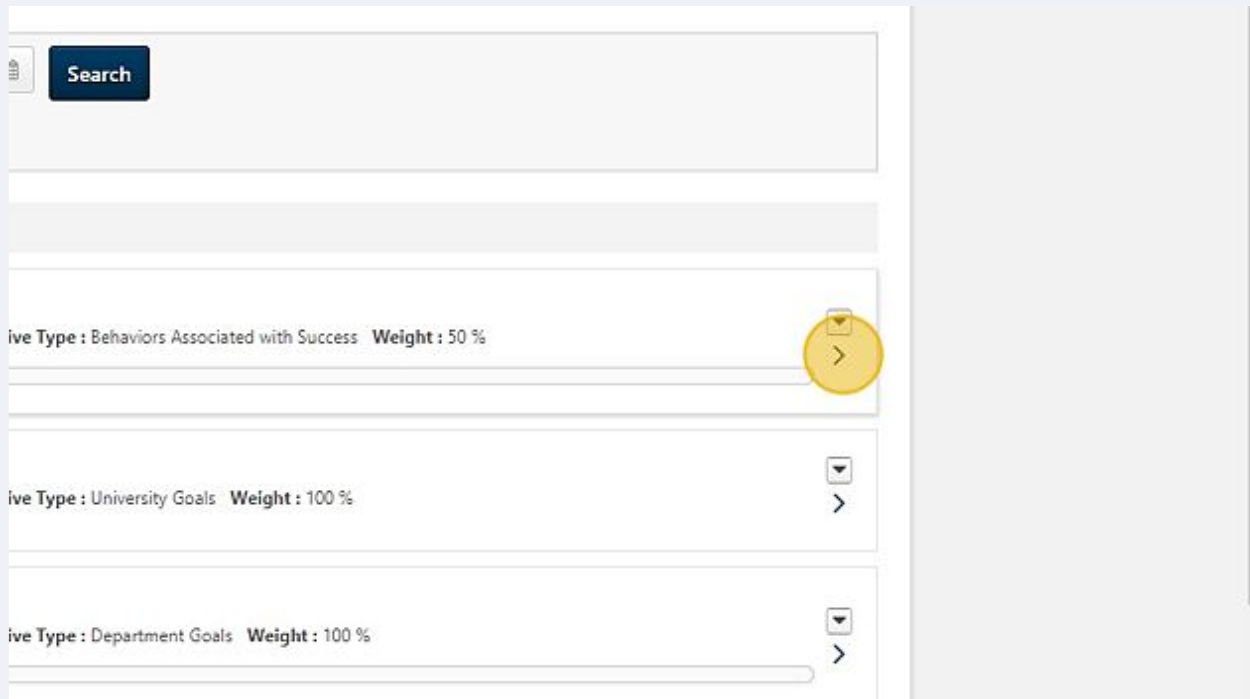
- 1 Update Your Goals & Objectives
- 2 Evaluate Your Plan

(click on step above to complete step)

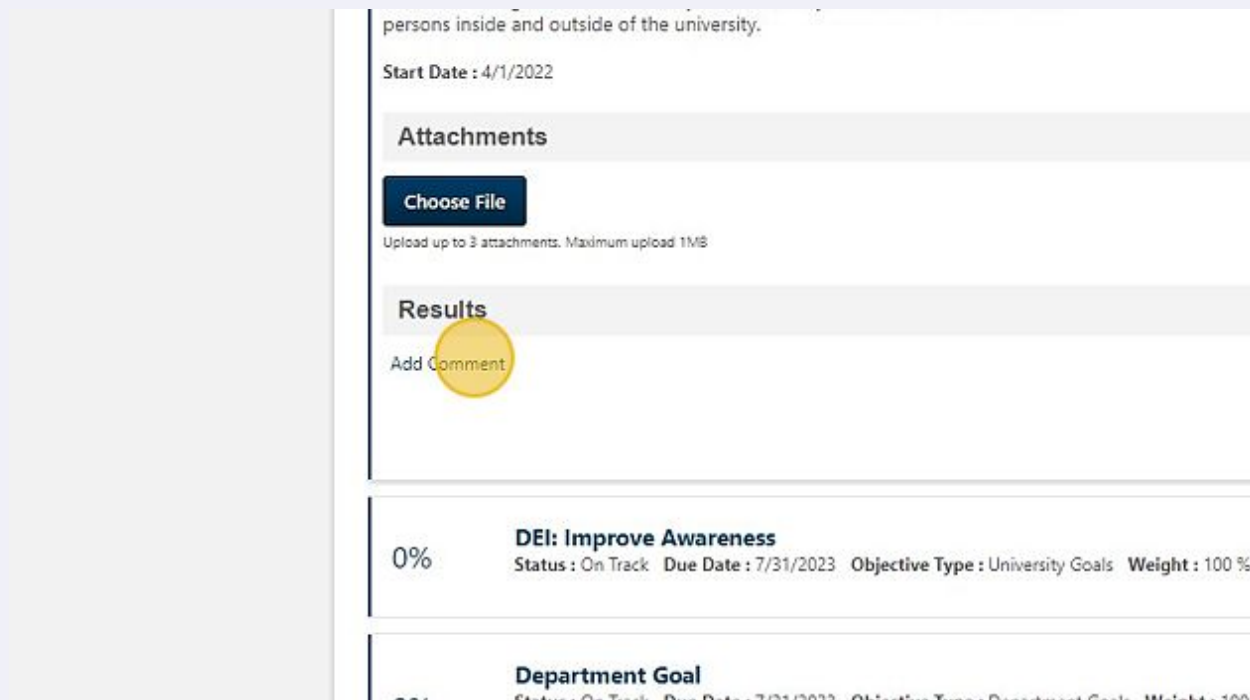
**PERFORMANCE PLANNING**

Edit/Update Current Objectives

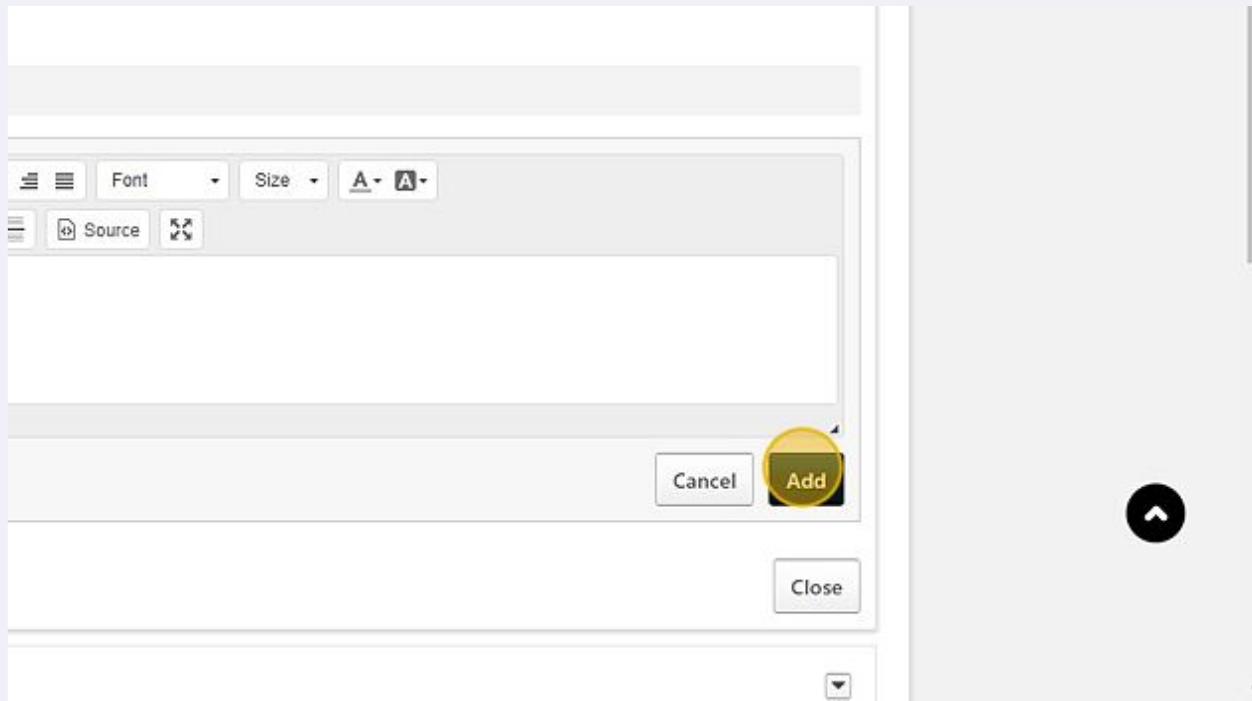
**3** To expand the information related to a goal/objective, click on the sideways arrow.



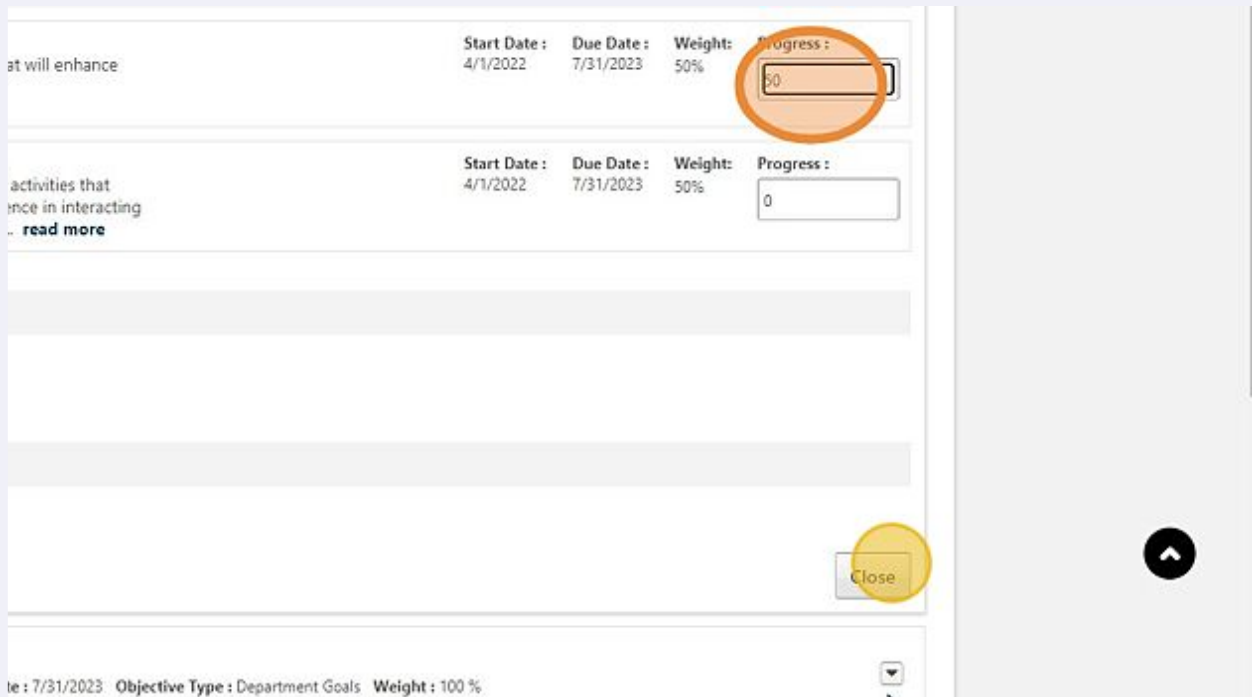
**4** Once the goal/objective has been expanded, you can add attachments and make comments.



5 Click "Add" to save comments.



6 You can also enter progress percentages to any tasks you've listed within a goal/objective. Once finished with updates, "Close" the section.



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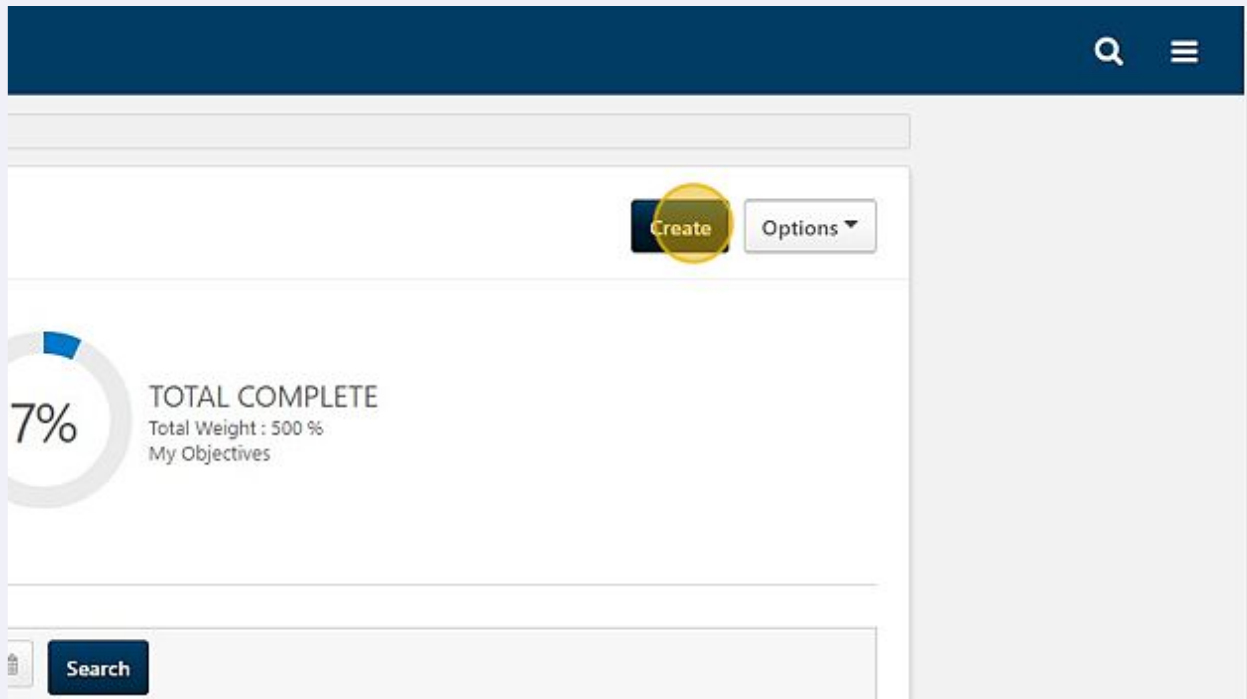
You can also update the status of a goal by sliding the bar under a given objective.

The screenshot displays a 'My Objectives' dashboard with four goal cards. Each card shows a 0% progress bar on the left and a status indicator on the right. A yellow circle highlights the status indicator for the 'Communication' goal.

Objective Name	Status	Due Date	Objective Type	Weight
Communication	On Track	7/31/2023	Behaviors Associated with Success	
DEI: Improve Awareness	On Track	7/31/2023	University Goals	100 %
Department Goal	On Track	7/31/2023	Department Goals	100
Individual Goal 1	On Track	7/31/2023	Individual Goals	50 %

## Creating a New Objective

- 8 At the top of the Performance Objective's screen, click "Create"



- 9 Add a title and description for your goal. You can also choose to create a new goal from the Library (top right corner).

### Create Objectives

Enter details or import using the SMART Wizard or the Library.

All fields marked "\*" are required

**Title \***

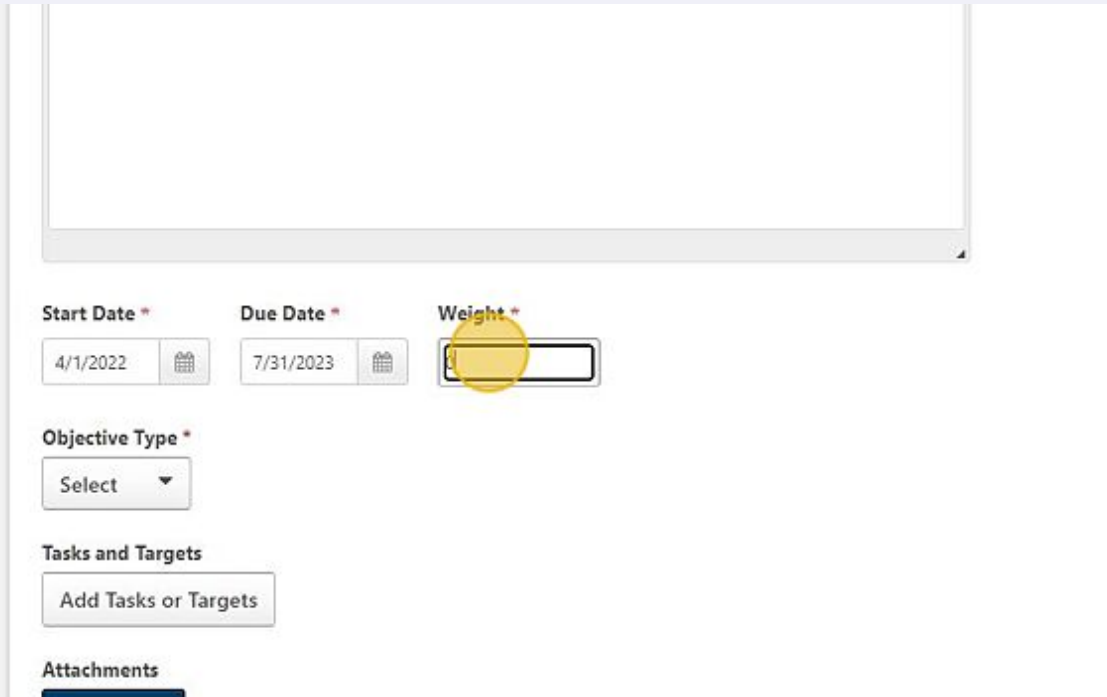
**Description**

**B I U S I<sub>x</sub>** [List] [List] [List] [List] [List]

[Rich text editor area]

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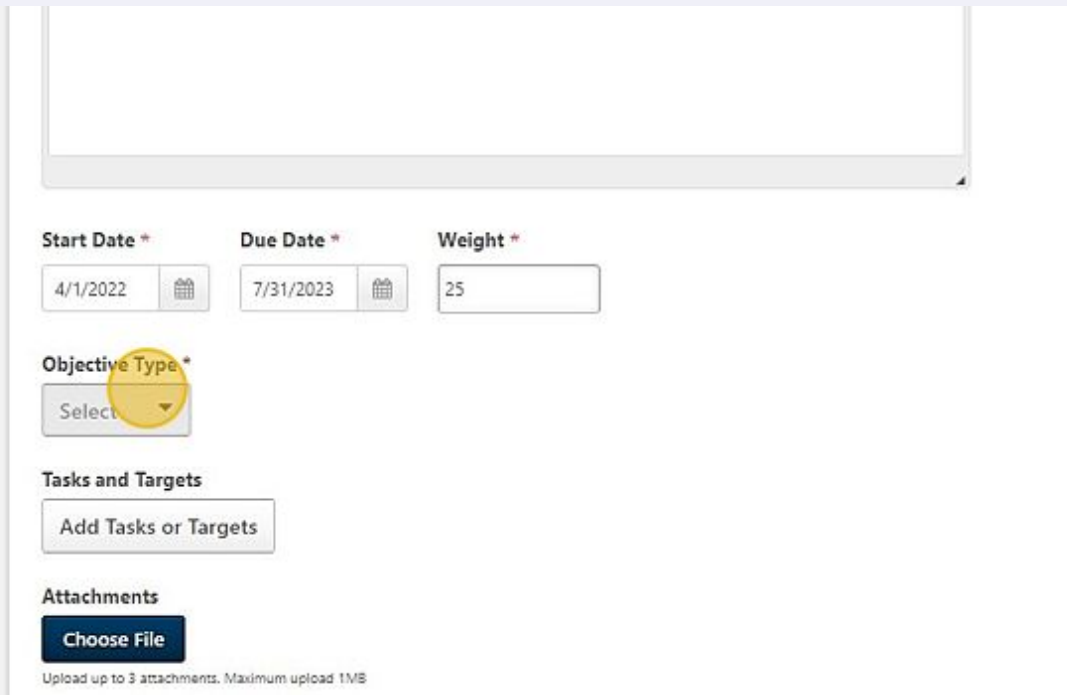
If you already have goals assigned to a specific section, you may not be able to add the correct weighting. If you cannot save, enter "0" for the new goal's weight.



A screenshot of a web form for creating a goal. At the top is a large empty rectangular box. Below it are three fields: "Start Date" with a calendar icon and the value "4/1/2022", "Due Date" with a calendar icon and the value "7/31/2023", and "Weight" with a text input field containing "0". A yellow circle highlights the "Weight" field. Below these is an "Objective Type" dropdown menu with "Select" and a downward arrow. Underneath is a section titled "Tasks and Targets" with a button labeled "Add Tasks or Targets". At the bottom is an "Attachments" section with a "Choose File" button.

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Select the category that best describes the type of goal/objective you've created.



A screenshot of a web form for creating a goal, similar to the one above. It features the same "Start Date" (4/1/2022) and "Due Date" (7/31/2023) fields. The "Weight" field now contains the number "25". The "Objective Type" dropdown menu is highlighted with a yellow circle. The "Add Tasks or Targets" button is present. The "Attachments" section now includes a "Choose File" button and a note: "Upload up to 3 attachments. Maximum upload 1MB".

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Click "Submit" to create the goal/objective. **\*\***"Save as Draft" keeps the goal in draft form.

