

# QUICK REFERENCE GUIDE

NCVIP PM Technology Training for Employees

How to Update Goal Progress



**From the Home tab, click "Universal Profile."**

The screenshot shows the 'NC Learning Center' homepage with a navigation menu (Home, Learning, Leadership Training, My Team, Reports, ILT Admin, Content, Performance, Admin, Integration Suite) and various content tiles including 'My Training and Transcript', 'Browse for Training', 'Connect', 'Event Calendar', 'My Task List', 'Cybersecurity Online Learning', and 'Microsoft Office Training'. A search bar and user profile icon are in the top right.

**From your Bio screen, click "Actions."**

The screenshot shows the 'Bio' page for Annis Barbee, a Human Resources Consultant. The left sidebar contains links for 'Bio', 'Transcript', 'Actions', and 'Snapshot'. The main content area includes a profile picture, name, title, and address. A 'Team' section below lists other consultants like Jennifer McGinnis.

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Due Later

- Goals: Performance Consulting Due: 6/30/2015 Status: On Track **Manage**
- Goals: Organizational Effectiveness Consulting Due: 6/30/2015 Status: On Track **Manage**
- Goals: Research and Development Due: 6/30/2015 Status: On Track **Manage**
- Goals: Internal Team Due: 6/30/2015 Status: On Track **Manage**
- Launch: Due: No Due Date Status: On Track **Launch**
- Launch: Due: No Due Date Status: On Track **Launch**
- Select Session: NC Learning Center User Group Meeting (Star... Due: No Due Date Status: No Show **Select Session**
- Launch: NC Learning Center New User Orientation Due: No Due Date Status: Registered **Launch**
- Launch: NC Learning Center Transcript Quick Reference Guide Due: No Due Date Status: Registered **Launch**
- Launch: OSHR Guide to External Training Due: No Due Date Status: Registered **Launch**
- Launch: NCVIP Performance Management Philosophy for Em... Due: No Due Date Status: In Progress **Launch**

**From the Actions screen, locate the goal you wish to update, . . .**

**. . . and click "Manage."**

### Manage Goals

Details Edit

**General**

Goal Title: Research and Development  
Goal Description: Serve as subject matter expert (SME) on trends, research, and opportunities in the areas of learning and development, performance management, organizational development, organizational effectiveness, and employee development.  
Progress:  75%  
Start Date: 12/11/2014  
Due Date: 6/30/2015  
Status: On Track  
Perspective: State of NC  
Goal Category(s): Education & Training  
Weight: 10%  
Visibility:  Allow other users to see and align with this goal.

**Alignment**

This goal is not aligned.

**Tasks**

Description	Start Date	Due Date	Weight	Progress
Focus weekly on reading and study of accredited professional literature.	12/11/2014	6/30/2015	40%	<input type="text" value="75"/> 75 %
Author and distribute a quarterly newsletter on organizational development topics.	12/11/2014	6/30/2015	40%	<input type="text" value="75"/> 75 %
As appropriate and when available, attend professional conferences, seminars, and workshops to maintain and/or earn professional certifications.	12/11/2014	6/30/2015	20%	<input type="text" value="75"/> 75 %

**Attachments**

**Comments**

Jennifer McGinnis 2/13/2015 12:30 PM  
I am really pleased with your first publication of The Learning Habit and look forward to disseminating that to the agencies. I can tell that your wheels are always turning and you are often looking for the linkages between our work and other sources, especially those that seem to not have a connection with our work. Let's further discuss the conference opportunities you e-mailed me about this week.

**Historical Activity**

[Back](#) [Save](#) [Save and Close](#)

**Update the progress on tasks in each progress box.**

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Manage Goals Edit

**Details**

**General**

Goal Title: Research and Development  
Goal Description: Serve as subject matter expert (SME) on trends, research, and opportunities in the areas of learning and development, performance management, organizational development, organizational effectiveness, and employee development.  
Progress:   
Start Date: 12/11/2014  
Due Date: 6/30/2015  
Status: Completed  
Perspective: State of NC  
Goal Category(s): Education & Training  
Weight: 10%  
Visibility:  Allow other users to see and align to this goal.

**Alignment**

This goal is not aligned.

**Tasks**

Description	Start Date	Due Date	Weight	Progress
Focus weekly on reading and study of accredited professional journals and articles.	6/30/2015	6/30/2015	40%	<input type="text" value="100"/> %
Author and distribute a quarterly newsletter on organizational effectiveness.	6/30/2015	6/30/2015	40%	<input type="text" value="100"/> %
As appropriate and when available, attend professional conferences and seminars to stay current on professional certifications.	6/30/2015	6/30/2015	20%	<input type="text" value="100"/> %

**Attachments**

**Comments**

Jennifer McGinnis  
I am really pleased with your first publication of The Learning Center's newsletter. It is a great start toward disseminating that to the agencies. I can tell that your wheels are always turning and you are often looking for the linkages between our work and other sources of information. It seems that you and I seem to not have a connection with our work. Let's further discuss the conference opportunities you e-mailed me about this week.  
2/13/2015 12:30 PM

**Historical Activity**

When you click "Save", the goal and task progress update.

**Due Later**

- Goals: Performance Consulting**  
Due: 6/30/2015 Status: On Track
- Goals: Organizational Effectiveness Consulting**  
Due: 6/30/2015 Status: On Track
- Goals: Internal Team Support**  
Due: 6/30/2015 Status: On Track
- Launch: NC Learning Center Instructor Course**  
Due: No Due Date Status: Registered

**Note: If you update your goal progress to 100%, the system will consider the goal complete. It will, therefore, no longer be listed on your Actions screen.**

- Select Session: NC Learning Center User Group Meeting (Star...**  
Due: No Due Date Status: No Show
- Launch: NC Learning Center New User Orientation**  
Due: No Due Date Status: Registered
- Launch: NC Learning Center Transcript Quick Reference Guide**  
Due: No Due Date Status: Registered