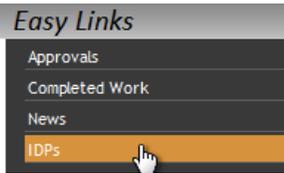
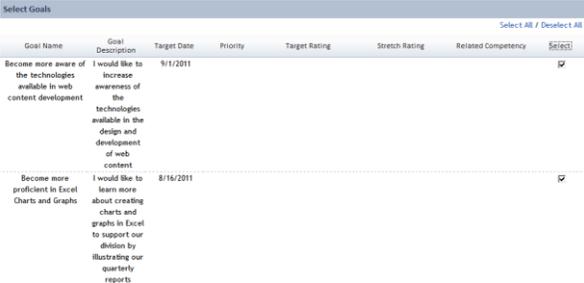


**Notes**

Be sure to check the date in the upper right hand corner to make sure you are using the latest version of this job aid.

## Adding An IDP Goal From Another Plan

When you create a new IDP in AgLearn, you are prompted to identify any goals you wish to carry over to your new plan. If some time has passed since you created your plan and you'd now like to add goals from a previous plan, the following procedure identify the steps you'll need to follow.

Step	Activity	View
1.	From the AgLearn Home Page, select the <b>IDPs</b> Easy Link.	
2.	Select your current IDP's corresponding <b>View Plan</b> button.	
3.	Select <b>New Goal</b> .	
4.	Select <b>Goal Wizard</b> .	
5.	Select <b>Add Goals from Other Plans</b> .	
6.	Select <b>Next</b> .	
7.	From the Select Plan area, select the plan from where you'll copy a goal.	
8.	Select <b>Next</b> .	
9.	In the Select Goals area, check the corresponding check box of each goal you wish to copy to your current plan.	
10.	Select <b>Next</b> .	

Notes

**Adding An IDP Goal From Another Plan**

11. For each added goal, enter the target date and identify the plan section where the goal will reside.

Goal Details								Select All / Deselect All	
* Goal Name	* Target Date (MM/DD/YYYY)	Priority	* Plan Section ID	Target Rating (0000,001)	Stretch Rating (0000,001)	Related Competency	Copy Activities	Select to Add	
Become more aware of the tech	02/14/2012		LONG TERM GOAL				<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Become more proficient in Excel	03/15/2012		LONG TERM GOAL				<input type="checkbox"/>	<input checked="" type="checkbox"/>	

12. Select **Finished**.  
**Note:** If you wish to add more goals from other plans, you can select **Save and Add Another** and then repeat steps 5 through 11.



13. Select **Submit for Approval**.

