samegoal

Forms

A list of all active forms in your district may be found by visiting **Settings > Form Settings**.

Copy to a new document

Available to districts on the PLUS or PRO edition of SameGoal.

Admin users can control (on a per form basis) which users, if any, may copy an existing document to create a new document for a student.

For form types that have the **Allow copy to new document** feature enabled, admins may select whether all users, admin users, or no users can copy the form type to create a new document.

Steps *To update copy to new document permissions*

1. Visit **Settings > Form Settings**.
2. Select the form type you would like to update.
3. In the **Allow copy to new document** field, select which users should have have access to copy the form type to a new document.
4. Save your changes.

Require acknowledgement

Available to districts on the PRO edition of SameGoal.

Admin users can control whether documents of a given form type require acknowledgement of receipt from the student team.

When acknowledgement of receipt is required, notifications requesting a signature will be sent to student team members when documents of this form type are marked complete.

Steps

To require acknowledgement:

1. Visit **Settings > Form Settings**.
2. Select the form type you would like to update.
3. Check the box next to **Require acknowledgement** if you want to require acknowledgement for the form type. Uncheck the box if you do not want to require acknowledgement.
4. Save your changes.

Form translation

Available to districts on the PRO edition of SameGoal.

In order to be able to request a document translation, the form type (e.g. Individualized Education Program) must have a saved translation.

Each form type will only need to be translated once per language. When a form type has been translated into a given language once, that saved form translation will be used for subsequent document translations of that form type, in that language.

Form translations can occur in one of two ways:

1. The first time the form type is requested within a document.
    - For example, the first time a request for an IEP to be translated in Spanish is made, the IEP form type will also be sent to the translator in a separate email to be translated in Spanish. Once the form type has been translated, the next time an IEP translation in Spanish is requested, only the document fields will be included.
2. When an administrator requests a translation for the form type.
    - If a form needs to be retranslated, an administrator can also request a retranslation.

Steps *To request a form translation/retranslation:*

1. Visit **Settings** (left menu) > click on **Form Settings**.
2. Select the form type that should be translated/retranslated.
3. Locate the **Form translation:** option and click the **Translate/retranslate** button.
4. Complete the **Translate/retranslate form** dialog.
    - **Language**: Select the language you wish the form to be translated/retranslated to.
    - **Translator Email**: The email address of the first or third party translator that will be translating or review/editing automated text.
        - Even if your district has enabled automated machine translation, a qualified human reviewer will need to review and complete the translation.
    - **Note for Translator (optional)**: An optional field to include a note to be included in the email sent to the translator.

5. Click the **Request Translation** button to send an email with a link to the requested form type to the email provided.
6. Click **Cancel** to cancel the request.
7. Once the form has been translated, you will receive a notification.

Tip Since this action can only be taken by an administrative user account, you will not need to approve/deny this request.

Tip While implementing SameGoal, it can be helpful to pre-translate high-impact forms before users start working in SameGoal.