samegoal

Training Cleanup

After training users using the Section 504 Training Script, Complete these cleanup steps before conducting another training.

Cleanup

Cleanup: Delete the user bank you created in the Section 504 Plan.

1. Locate the specified field in an incomplete Section 504 Plan.
2. Click into the field and select **edit bank**.
3. Select the **X** to delete the bank.

Cleanup: Delete the documents you created during training.

- All documents for Test001
- The incomplete Plan for Test002

> **Callout:** You can leave the completed Plan for Test002 and use it during the next training.

Cleanup: Delete the documents created by attendees on the other test students (as needed). If you have enough unused test students, you can give a different set of test students to the new attendees and leave the existing documents. If you do delete the attendees' documents, make sure you wait until they are done testing/exploring with their test documents.