

## Training Companion

Print this out and use it to follow along and take notes during training. Bolded topics are the overall lessons. Non-bolded topics are the subtopics within each lesson.

Topic	Covered	Notes
<b>Getting Started</b>	<input type="checkbox"/>	
Introduction to SameGoal	<input type="checkbox"/>	
Logging In	<input type="checkbox"/>	
Screen Overview	<input type="checkbox"/>	
<b>Creating a Document</b>	<input type="checkbox"/>	
Search for Students	<input type="checkbox"/>	
Create a Document	<input type="checkbox"/>	
<b>Authoring Documents</b>	<input type="checkbox"/>	

Document Overview	<input type="checkbox"/>	
Editing a Document	<input type="checkbox"/>	
Autosave	<input type="checkbox"/>	
Attachments	<input type="checkbox"/>	
Printing a Document	<input type="checkbox"/>	
<b>Collaboration</b>	<input type="checkbox"/>	
Sharing a Document	<input type="checkbox"/>	
Collaborative Editing	<input type="checkbox"/>	
Chat	<input type="checkbox"/>	
Document History	<input type="checkbox"/>	
<b>Bank Values</b>	<input type="checkbox"/>	
User Banks	<input type="checkbox"/>	

District Banks	<input type="checkbox"/>	
<b>Meetings and Signatures</b>	<input type="checkbox"/>	
Validations	<input type="checkbox"/>	
Holding Meetings	<input type="checkbox"/>	
Signatures	<input type="checkbox"/>	
Translation	<input type="checkbox"/>	
<b>Completing Documents</b>	<input type="checkbox"/>	
Completing a Document	<input type="checkbox"/>	
Clerical Errors	<input type="checkbox"/>	
Program Participation	<input type="checkbox"/>	
Deadlines	<input type="checkbox"/>	
<b>Workflow Options</b>	<input type="checkbox"/>	

New Plan Each Year	<input type="checkbox"/>	
Amended Plan Each Reporting Period	<input type="checkbox"/>	
New Plan Each Reporting Period	<input type="checkbox"/>	
<b>Other RTI Documents</b>	<input type="checkbox"/>	
Progress Report	<input type="checkbox"/>	
Follow Up	<input type="checkbox"/>	
<b>Wrap Up</b>	<input type="checkbox"/>	
Support	<input type="checkbox"/>	
Questions	<input type="checkbox"/>	
Explore Your Environment	<input type="checkbox"/>	