

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
Getting Started	<input type="checkbox"/>	
Introduction to SameGoal	<input type="checkbox"/>	
Logging In	<input type="checkbox"/>	
Screen Overview	<input type="checkbox"/>	
Creating a Document	<input type="checkbox"/>	
Search for Students	<input type="checkbox"/>	
Create a Document	<input type="checkbox"/>	
Authoring Documents	<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"/>	
Collaboration	<input type="checkbox"/>	
Sharing a Document	<input type="checkbox"/>	
Collaborative Editing	<input type="checkbox"/>	
Chat	<input type="checkbox"/>	
Document History	<input type="checkbox"/>	
Bank Values	<input type="checkbox"/>	
User Banks	<input type="checkbox"/>	

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

Amendments	<input type="checkbox"/>	
Progress Reports	<input type="checkbox"/>	
Copy from an Existing Document	<input type="checkbox"/>	
Wrap Up	<input type="checkbox"/>	
Support	<input type="checkbox"/>	
Questions	<input type="checkbox"/>	
Explore Your Environment	<input type="checkbox"/>	