

Training Cleanup

After training users using the Emergent Bilingual Training Outline, Complete these cleanup steps before conducting another training.


Cleanup


 **Cleanup:** Delete the user bank you created in the **LPAC Meeting Minutes/Notes** field in the **Decision** section of the **LPAC Annual Review**.

1. Locate the specified field in an incomplete LPAC Annual Review.
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 Parental Notification documents for test students Test002, Test003, and Test004.

 **Callout:** You do not need to delete the LPAC Initial Review documents for Test002, Test003, and Test004. These documents can be used for the next training, but you may choose to update the dates in these documents in order to prevent past due deadlines during the demonstration.

 **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.