samegoal

Training Cleanup

After training users using the Emergent Bilingual Training Script, 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 Home Language Surveys for test students Test002, Test003, and Test004.
- The LPAC Initial Reviews for test students Test005 and Test006.

> **Callout:** You do not need to delete the Home Language Surveys for Test005 and Test 006. These documents can be used for the next training, but you may choose to update the dates in these documents.

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.