

Training Outline

Print this out and use it to follow along and pace yourself while leading a training (based on a 2 hour training duration).

Getting Started (20 minutes)		
Introduction to SameGoal	5 minutes	<ul style="list-style-type: none"> • Discussion: What is SameGoal? • Discussion: Why the district is moving to SameGoal • Discussion: Overview of training
Logging In	10 minutes	<ul style="list-style-type: none"> • Discussion: How does login work for the district? • Activity: Log in to SameGoal
Screen Overview	5 minutes	<ul style="list-style-type: none"> • Discussion: Working with test data • Discussion: Left menu navigation • Activity: Check building permissions
Creating Documents (15 minutes)		
Search for Students	4 minutes	<ul style="list-style-type: none"> • Discussion: Navigating to a student's Documents tab • Activity: Search for your test student • Discussion: Tabs on a student's page
Create a Document	4 minutes	<ul style="list-style-type: none"> • Discussion: Create new dropdown • Discussion: Home Language Survey • Activity: Create a document for your test student • Discussion: When a document is created

Bulk Create Documents	3 minutes	<ul style="list-style-type: none"> • Discussion: Documents can be created in bulk • Demonstration: Bulk create Home Language Surveys
Authoring Documents	4 minutes	<ul style="list-style-type: none"> • Discussion: Tools to edit documents • Activity: Explore Autosave • Discussion: Attachments • Activity: Add an attachment
Completing Documents (15 minutes)		
Complete a Document	5 minutes	<ul style="list-style-type: none"> • Discussion: All required fields must be filled out • Activity: Complete a document • Discussion: When a document is completed • Discussion: Documents can be incompleted
Program Participation	3 minutes	<ul style="list-style-type: none"> • Discussion: Student will be under eligibility review for EB • Activity: View a student's Programs tab
Deadlines	3 minutes	<ul style="list-style-type: none"> • Discussion: See info by hovering over the program badge • Activity: View a student's Deadlines tab • Discussion: Deadlines calendar • Activity: View the Deadlines calendar
LPAC Initial Review	4 minutes	<ul style="list-style-type: none"> • Discussion: Potential English learners need an initial LPAC • Activity: Create an LPAC Initial Review • Discussion: Documents can be bulk created by deadlines • Demonstration: Use deadlines to bulk create documents
Holding Meetings (10 minutes)		
Meeting Mode	3 minutes	<ul style="list-style-type: none"> • Discussion: Meetings can be held in-person or remotely • Activity: Enter Meeting Mode

		<ul style="list-style-type: none"> • Discussion: Meeting Mode can also group documents together • Demonstration: Use Meeting Mode to group multiple documents
Identification and Placement	3 minutes	<ul style="list-style-type: none"> • Discussion: The LPAC Committee must make an identification decision and placement recommendation • Demonstration: Make placement decisions
Validations	4 minutes	<ul style="list-style-type: none"> • Discussion: Documents run validation checks in real-time • Activity: Explore validation checks • Discussion: Documents cannot be completed until all checks pass • Activity: Fill out remaining required fields using Validation Mode and mark your document complete • Discussion: Your student will be enrolled in the EB program under ESL • Demonstration: Review placement decisions for three test students
Parent Communication (10 minutes)		
Standard Letters	2 minutes	<ul style="list-style-type: none"> • Discussion: The TEA maintains standard letters • Activity: Create a Parental Notification Document
Translation	3 minutes	<ul style="list-style-type: none"> • Discussion: SameGoal has saved standard letter translations • Activity: Display a document translation • Discussion: Document translations can also be requested
Share With Parents	3 minutes	<ul style="list-style-type: none"> • Discussion: Documents can be shared with parents electronically • Activity: Share your document with a parent • Discussion: Parents can fill the document out with their consent decision, which will drive deadlines

Printing	2 minutes	<ul style="list-style-type: none"> • Discussion: You can also share a document with parents by giving them a hard copy • Activity: View a print preview
Collaboration (20 minutes)		
LPAC Annual Review	3 minutes	<ul style="list-style-type: none"> • Discussion: The school will need to conduct an LPAC annual review at the end of the year • Discussion: A new placement decision will need to be made based on the student's progress • Activity: Create an LPAC Annual Review
Share Documents	5 minutes	<ul style="list-style-type: none"> • Discussion: Documents can be shared with other users • Activity: Share a document with another user • Discussion: Permission levels • Discussion: When a document is shared with you
Collaborative Editing	5 minutes	<ul style="list-style-type: none"> • Discussion: Users can work in one document simultaneously • Activity: Work in a document with another collaborator
Bank Values	3 minutes	<ul style="list-style-type: none"> • Discussion: User bank values • Discussion: Banks support name and pronoun substitution • Activity: Create and use a user bank value • Discussion: District bank values
Signatures	4 minutes	<ul style="list-style-type: none"> • Discussion: SameGoal supports electronic signatures • Activity: Electronically sign a document • Discussion: You are able to save your signature and stamp it into documents • Activity: Store your signature
Reclassification (15 minutes)		

Pending Reclassification	3 minutes	<ul style="list-style-type: none"> • Discussion: If you suspect an EB student may be reclassified based on upcoming assessment results • Demonstration: Document that a student is Pending Reclassification
Amendments	3 minutes	<ul style="list-style-type: none"> • Discussion: A document can be amended after it's completed if a change needs to be made • Demonstration: Amend the LPAC Annual Review
Document History	3 minutes	<ul style="list-style-type: none"> • Discussion: Document History tracks past document events • Activity: View documents in the Document History panel • Discussion: Document History is helpful in several ways
Exiting Emergent Bilingual	3 minutes	<ul style="list-style-type: none"> • Discussion: Two years of required monitoring • Activity: Create the required notification documents • Discussion: Once the documents are completed, if the parents agree, the student will be enrolled in Reclassification Monitoring
Reclassification Monitoring	3 minutes	<ul style="list-style-type: none"> • Discussion: Monitoring after reclassification • Activity: Create a Monitoring After Reclassification document • Discussion: After completing the monitoring document
Additional Workflows (10 minutes)		
Decisions Regarding Assessments	4 minutes	<ul style="list-style-type: none"> • Discussion: Decisions Regarding Assessments can be used to determine which assessments and accommodations a student needs • Activity: Create an LPAC Decisions Regarding Assessments document
Instructional Accommodations	3 minutes	<ul style="list-style-type: none"> • Discussion: Accommodations can be logged directly in SameGoal • Activity: Create and fill out an EB Instructional Accommodations Log

LPAC Other	3 minutes	<ul style="list-style-type: none"> • Discussion: LPAC Other can be used to document a failure review • Activity: Create and fill out an LPAC Other
Wrap Up (5-30 minutes)		
Support	5 minutes	<ul style="list-style-type: none"> • Discussion: SameGoal has many online support resources • Activity: Access SameGoal's support resources
Questions	Varies	<ul style="list-style-type: none"> • Discussion: Ask questions
Explore Your Environment	Varies	<ul style="list-style-type: none"> • Activity: If time, explore your environment