samegoal

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	• **Discussion:** What is SameGoal? • **Discussion:** Why the district is moving to SameGoal • **Discussion:** Overview of training
Logging In	10 minutes	• **Discussion:** How does login work for the district? • **Activity:** Log into SameGoal
Screen Overview	5 minutes	• **Discussion:** Working with test data • **Discussion:** Left menu navigation • **Activity:** Check building permissions
Creating Documents (15 minutes)		
Search for Students	4 minutes	• **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	• **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	• **Discussion:** Documents can be created in bulk • **Demonstration:** Bulk create Home Language Surveys
Authoring Documents	4 minutes	• **Discussion:** Tools to edit documents • **Activity:** Explore Autosave • **Discussion:** Attachments • **Activity:** Add an attachment

Completing Documents (15 minutes)

Complete a Document	5 minutes	• **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	• **Discussion:** Student will be under eligibility review for EB • **Activity:** View a student's Programs tab
Deadlines	3 minutes	• **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	• **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	• **Discussion:** Meetings can be held in-person or remotely • **Activity:** Enter Meeting Mode

		• **Discussion:** Meeting Mode can also group documents together • **Demonstration:** Use Meeting Mode to group multiple documents
Identification and Placement	3 minutes	• **Discussion:** The LPAC Committee must make an identification decision and placement recommendation • **Demonstration:** Make placement decisions
Validations	4 minutes	• **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	• **Discussion:** The TEA maintains standard letters • **Activity:** Create a Parental Notification Document
Translation	3 minutes	• **Discussion:** SameGoal has saved standard letter translations • **Activity:** Display a document translation • **Discussion:** Document translations can also be requested
Share With Parents	3 minutes	• **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	• **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	• **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	• **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	• **Discussion:** Users can work in one document simultaneously • **Activity:** Work in a document with another collaborator
Bank Values	3 minutes	• **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	• **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	• **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	• **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	• **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	• **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	• **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	• **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	• **Discussion:** Accommodations can be logged directly in SameGoal • **Activity:** Create and fill out an EB Instructional Accommodations Log

LPAC Other	3 minutes	• **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	• **Discussion:** SameGoal has many online support resources • **Activity:** Access SameGoal's support resources
Questions	Varies	• **Discussion:** Ask questions
Explore Your Environment	Varies	• **Activity:** If time, explore your environment