samegoal

Training Cleanup

After training users using the Gifted/Talented Training Script, complete these cleanup steps before conducting another training.

Cleanup

Cleanup: Delete the user bank you created.

1. Navigate to an incomplete G/T Education Plan.
2. Click into the **Goal or learning opportunity** field and select **edit bank**.
3. Select the **X** to delete the bank.

Cleanup: Delete the documents you created during training.

- Delete all documents for student **Test001**.
- Delete all documents for student **Test002**.

Cleanup: Prep a new G/T Education Plan to be completed during the next training.

- Follow the steps in the Training Manual to prepare a new Education Plan.

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.

Cleanup: If needed, delete the district CogAT score ranges you added.