samegoal

Training Cleanup

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

Cleanup

Cleanup: Delete the user bank you created in the **Measurable annual goal** field in Section 6 of the IEP.

1. Locate the specified field in an incomplete IEP.
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
- All documents for Test002

> **Callout:** You will need to complete a new Plan for Test002 before the next training so you do not already have an amendment on the document you will be amending during training. To save time, you may copy the completed Plan to a new Plan and update it as needed before deleting the previous Plan.

Cleanup: Delete the amendment in the IEP you prepared for Test002. (Alternatively, you can delete the existing IEP and prepare a new IEP.)

- Incomplete the IEP for Test002.
- Delete the amendment table section you added.

- Open Document History, and locate the amendment event.
- Click on the three dots next to the event and delete the amendment.
- Remove the new related service that was added during training.
- Mark the document complete again.

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.