samegoal

Training Companion

Print this out and use it to follow along and take notes during training. Bolded topics are the overall lessons. Non-bolded topics are the subtopics within each lesson.

Topic	Covered	Notes
Getting Started	☐	
Introduction to SameGoal	☐	
Logging In	☐	
Screen Overview	☐	
Creating Documents	☐	
Search for Students	☐	
Create a New Document	☐	
Autosave	☐	

Completing Documents	☐	
Completing a Document	☐	
Program Participation	☐	
Deadlines	☐	
Collaboration	☐	
Notice and Consent	☐	
Share with Parents	☐	
Evaluation	☐	
Sharing a Document	☐	
Collaborative Editing	☐	
Chat	☐	
Document History	☐	

Authoring Documents	☐	
Invite Parents to Meeting	☐	
Add and Remove Sections	☐	
Initial Plan	☐	
Rich Text Editing	☐	
Eligibility	☐	
User Banks	☐	
District Banks	☐	
Meetings and Signatures	☐	
Validations	☐	
Holding Meetings	☐	
Signatures	☐	

Translation	☐	
Additional Tools	☐	
Printing a Document	☐	
Clerical Errors	☐	
Progress Reports	☐	
Attachments	☐	
Amendments and Revisions	☐	
Wrap Up	☐	
Support	☐	
Questions	☐	
Explore Your Environment	☐	