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.

- Individualized Education Program for Test001
- Progress Report, Contact Log, Accommodations Log, and Instructional Log for Test002
- Completed Individualized Education Program for Test002
    - The incomplete IEP for Test002 doesn't necessarily need to be deleted. Another IEP will need to be prepared for the next training. Rather than creating a new IEP, use the incomplete IEP for Test002 and update it as needed. You should not reuse the completed IEP since it has an amendment. You will need a new IEP for the next training.

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.