

## 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
<b>Getting Started</b>	<input type="checkbox"/>	
Introduction to SameGoal	<input type="checkbox"/>	
Logging In	<input type="checkbox"/>	
Screen Overview	<input type="checkbox"/>	
<b>Creating a Document</b>	<input type="checkbox"/>	
Search for Students	<input type="checkbox"/>	
Create a Document	<input type="checkbox"/>	
<b>Authoring Documents</b>	<input type="checkbox"/>	

Document Overview	<input type="checkbox"/>	
Rich Text Editing	<input type="checkbox"/>	
Autosave	<input type="checkbox"/>	
Attachments	<input type="checkbox"/>	
Printing a Document	<input type="checkbox"/>	
<b>Collaboration</b>	<input type="checkbox"/>	
Sharing a Document	<input type="checkbox"/>	
Collaborative Editing	<input type="checkbox"/>	
Chat	<input type="checkbox"/>	
Version History	<input type="checkbox"/>	
<b>Bank Values</b>	<input type="checkbox"/>	
User Banks	<input type="checkbox"/>	

District Banks	<input type="checkbox"/>	
<b>Meetings and Signatures</b>	<input type="checkbox"/>	
Validations	<input type="checkbox"/>	
Holding Meetings	<input type="checkbox"/>	
Signatures	<input type="checkbox"/>	
Translation	<input type="checkbox"/>	
<b>Completing Documents</b>	<input type="checkbox"/>	
Completing a Document	<input type="checkbox"/>	
Participation	<input type="checkbox"/>	
Deadlines	<input type="checkbox"/>	
<b>After Completing a Document</b>	<input type="checkbox"/>	
Clerical Errors	<input type="checkbox"/>	

Amendments and Revisions	<input type="checkbox"/>	
Copy from an Existing Document	<input type="checkbox"/>	
<b>Additional Tools</b>	<input type="checkbox"/>	
Progress Reports	<input type="checkbox"/>	
Contact Log	<input type="checkbox"/>	
Accommodations Log	<input type="checkbox"/>	
Instructional Log	<input type="checkbox"/>	
<b>Wrap Up</b>	<input type="checkbox"/>	
Support	<input type="checkbox"/>	
Questions	<input type="checkbox"/>	
Explore Your Environment	<input type="checkbox"/>	