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 a Document	☐	
Search for Students	☐	
Create a Document	☐	
Authoring Documents	☐	

Document Overview	☐	
Rich Text Editing	☐	
Autosave	☐	
Attachments	☐	
Printing a Document	☐	
Collaboration	☐	
Sharing a Document	☐	
Collaborative Editing	☐	
Chat	☐	
Document History	☐	
Bank Values	☐	
User Banks	☐	

District Banks	☐	
Meetings and Signatures	☐	
Validations	☐	
Holding Meetings	☐	
Signatures	☐	
Translation	☐	
Completing Documents	☐	
Completing a Document	☐	
Participation	☐	
Deadlines	☐	
After Completing a Document	☐	
Clerical Errors	☐	

Amendments and Revisions	☐	
Copy from an Existing Document	☐	
Additional Tools	☐	
Progress Reports	☐	
Contact Log	☐	
Accommodations Log	☐	
Instructional Log	☐	
Wrap Up	☐	
Support	☐	
Questions	☐	
Explore Your Environment	☐	