

Training Cleanup

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

Cleanup

↻ **Cleanup:** Delete the user banks 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.
4. Repeat for the second bank.

↻ **Cleanup:** Delete the documents you created during training.

- Progress Report for Test003.
- Progress Report for Test004.
- Progress Report and IEP for Test001.
- Progress Report and completed IEP 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.

↻ **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.