

## Checklist for Onsite Staff Trainings

I have included the basics of what you should cover, along with suggested times to help you stay on track.

- Introduction Slides (10 minutes)**
  - Learning Genie backstory and purpose
  - Learning Genie users across state/US
  - Agenda
  - Grounding activity/Icebreaker
- Homepage (5 minutes)**
  - Roles/access (teacher/site admin/agency admin)
- Roster Page (10 minutes)**
  - Edit Class
    - Framework
    - Rating periods
  - Edit Child
    - Change classes
    - Privacy filter
    - Individualized rating periods
  - Add child
  - Add teacher (recommended to be done by admin in web portal)
  - Parent codes
- Portfolio Page (30 minutes)**
  - Filter Portfolio
  - Add Portfolio
    - Custom tags
    - Draft mode
    - Sharing/blurring photos of privacy filter kids
    - Editing portfolio note after it is saved
    - Removing children from notes
    - Individualizing portfolio notes
    - Lightning draft
  - Portfolio Status
    - Number of pieces of evidence in parentheses
    - Red dots (and making them disappear)
  - Rating Measures
    - Changing ratings
- Reports (20 minutes)**
  - Filtering by date
  - Adding Reports
    - Book

- Media
  - Reminder (syncs to mobile calendar)
  - Nap/potty/diaper/meal/mood/incident
- Recommendations for implementing reports (buy-in/consistency)
- Daily report send time
- Genie Quests/Prizes (20 minutes)**
- Break (10 minutes)**
- Web Portal Layout (10 minutes)**
- Web Portal Exclusive Portfolio Buttons (10 minutes)**
  - PDF
  - Rate all (portfolio status is recommended method for rating, but rate all is available for quick ratings)
  - Class status
  - Explain that merge is available but not recommended
- Dashboard (15 minutes)**
  - Checking status of completion of DRDP
  - Generate Excel for DRDP Tech import
- Lesson Planning Feature (15 minutes)**
  - Riverside County SELPA public lessons
  - DRDP Key and Searchbar
  - My Lessons
  - Applying lessons
- Break\* (Optional, 10 minutes, if they are using ARM)**
- Analytical Reporting Module\* (Optional, 45 minutes, if they are using ARM)**
  - Filters at the top
  - Demographic Graph (turn on/off)
  - Download to PDF
  - Detailed Measure Report
  - Detailed Tables with Child Names
  - Child Report
    - Domain view
    - Measure view
      - Change over time
  - Kindergarten School Readiness Goals Analysis
    - Setting goals
    - Normal view
    - Terms view
- Genie Quests/Prizes (20 minutes)**
- Closure/Questions (10 minutes)**