



SameGoal Copy from Existing Document



How To Series by LACA

Step 1: Choose your student and the document you need. The document you choose must be completed.

Step 2: Click on the completed document.

Step 3: Choose the “lock” icon located in the upper right corner of your page.

Step 4: Choose copy to new document.

The screenshot shows the SameGoal Pro web application interface. The main content area displays an Individualized Education Program (IEP) form for a student named Aaron Aardvark. The form includes sections for CHILD'S INFORMATION, MEETING INFORMATION, and various checkboxes for reporting and completion. A red arrow points to a lock icon in the top right corner of the document view. A purple arrow points to the 'Copy to new document' option in the context menu that appears when the lock icon is clicked. A green box contains the following instructions:

How to copy from previous document.
 * 1. Choose your document
 2. Go to the lock icon
 3. Copy to new document

The Windows taskbar at the bottom shows the system time as 12:12 PM on 8/3/2022.