START

Session Preparation

The **Session Preparation** screen contains all reports, alerts, forms, checklists, and actions needed for the next session, plus the attendance list and makeup session video links.

Video tutorial

Click here for a video introduction to Session Prep (~5.5 minutes)

How to get to Session Prep

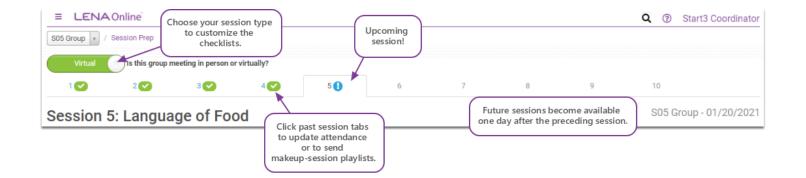
- 1. Select your group in the drop-down menu.
- 2. Open Session Preparation form the LENA Start section of the main menu, or click the icon on the group's detail dashboard.

Anywhere option: Use the menu to open Session Prep for your group.			s05 Group 😰 🔫 🛌 🚬	Dashbo	pard optio	
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Q Send Text Messages	Smith, Isabella	Isaac Smith		13	4 🔴	3
🗠 Performance Report	Smith, Isaiah	Inez Smith	ter Make up S2.	15	3 🔴	:
🕼 Parent Surveys	Smith, Julian	Jackie Smith	ta Make up S4. 💼 Needs to turn in 6 remaining recording(s).	-	3 🔴	0 *
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	© LENA 2013-2020		(hele			v2.6.168

Tabs across the top of the screen represent the LENA Start sessions. The **upcoming session**, indicated by a blue "information" icon, is automatically selected.

A toggle at the top lets you **choose In Person or Virtual** sessions to customize your session checklist. LENA will remember your selection for this group, but you can also change it at any time.

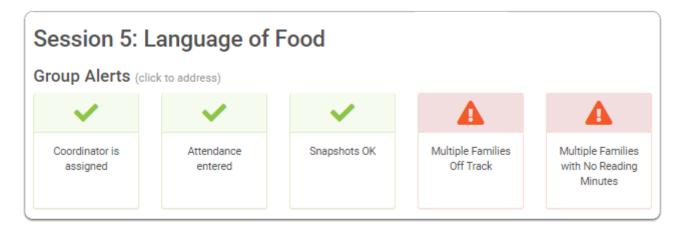




What's on the upcoming session tab?

Think of this tab as your session preparation dashboard. Click each numbered item for more information.

1. Group Alerts



Group alerts identify any immediate actions needed to keep the group on track. These include:

- Having an assigned coordinator to receive group notifications
- Entering previous session attendance
- Entering paper Snapshots and following up on missed online Snapshots
- Working with families to meet session attendance and LENA Day requirements toward graduation
- Making sure families are reporting reading minutes each week

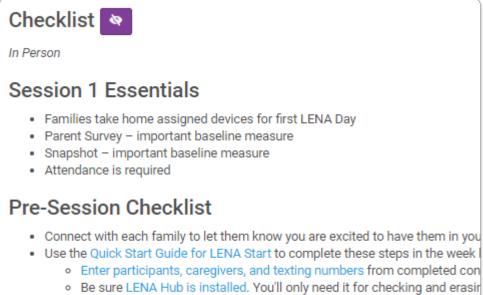
A green check mark means all is well. A red alert means action is needed now! Click the alert to see what it means and how to fix it.

All green? Congratulations...you've got pep in your prep!



Work through your <u>checklist</u> and be sure to review the <u>Prep Report</u> for child-by-child details and for issues that don't rise to the level of a Group Alert.

2. Checklist



- Fully charge and check devices using Multi Dock and LENA Hub (2 per c
- In LENA Online, assign one charged and checked device to each family,
- Install LENA Start Presentations and test video/audio playback.

The **Checklist** section takes a moment to load, but it has *all* the steps you need to complete before the upcoming session and actions to complete when the session is over, as well as information on essential components of the session and fidelity reminders to help ensure your families get the most out of LENA Start. Handy links throughout the list take you instructions.

Click the **Virtual/In-Person toggle** at the top of the screen to display the right checklist for your session type. The virtual checklist supports both the virtual-presentation model and the send-ahead video playlist model.

Click the purple "eye" icon to **hide or show** the checklist. Hiding it brings your Prep Report up higher on the screen, which can be helpful for comparing the participant notifications against the group alerts.

If you prefer to work through your checklist on **paper**, highlight all of the checklist text, then right-click and select Print.



3. Prep Report and Attendance

Child	Caregiver(s)	Notifications	Stars S5	Reading Mins	Attend	Recs	Attend
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Smith, Eduardo	Elias Smith		1		4 🔴	3	
Smith, Gabriel	Gary Smith		1	20	4 🔴	3	
Smith, Isabella	Isaac Smith		0	13	4 🔴	3	
Smith, Isaiah	Inez Smith	🞓 Make up S2.	2	15	3 🔴	3	
Smith, Julian	Jackie Smith	🞏 Make up S4. 🞏 Needs to turn in 6 remaining recording(s).	0		3 🔴	0 *	
mith, Leslie Mae	Louis Smith		0		4 🔴	3	
mith, Matias	Mary Smith		0		4 🔴	3	

The **Prep Report** contains details for each enrolled family, including:

- child and caregiver names (no more "Hello, Mr... Ellie's Dad"!)
- notifications noteworthy achievements, problems with reports, and issues to address ASAP to keep a family on track
- number of star stickers each family earned for this session (including stars from the previous session, if missed)
- current reading minutes, so you can quickly scan to see who needs to have these entered (Session 4 and later)
- current **attendance** and **recording counts**, <u>color coded</u> for quick identification of who is on track (green) and who needs help to graduate (yellow or red)
- check boxes to mark this session's <u>attendance</u>
- Want this report in hand during the session? We thought you might. Print it from the Materials section at the bottom of Session Prep.



4. Materials (for printing)

Materials	
Required Materials	
Individual LENA Reports	
	Print/view all required materials
Additional Materials (click links to print/view) Session Checklist	
Session Prep Report Snapshot (English) - for families without texting numbers	
Session Prep Report	
Session Prep Report Snapshot (English) - for families without texting numbers	
Session Prep Report Snapshot (English) - for families without texting numbers Snapshot (Spanish) - for families without texting numbers	
Session Prep Report Snapshot (English) - for families without texting numbers Snapshot (Spanish) - for families without texting numbers Snapshot Instruction Sheet	

The **Materials** section is your source for session-specific printed materials and LENA Online items. What's included varies from week to week.

Required Materials

These are the printed materials you would typically have on hand for an **in-person session** using the Coordinator Notes.

In most cases, for a **virtual session** you will provide these items electronically, but you may still need to print or PDF some items if families do not have texting access. See the Pre-Session Checklist for details.

If printing or saving as PDF, do so the day before the session or the day of, after checking that all LENA Days have processed and all reading minutes have been reported.

- 1. Click the **Print/view** button to generate a single, multi-page document containing everything you must hand out to families for this specific session from reports to Snapshots to graduation certificates.
- 2. Review.
- 3. When ready, right-click on the document and select Print (or use Ctrl+P on Windows, or Command+P on Mac). If appropriate, you can select only certain pages. Be sure to select a color printer.



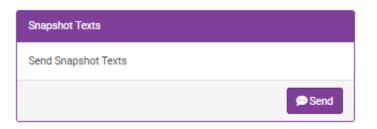
Additional Materials

Click any item to view. Send items to the printer as needed, selecting the appropriate quantity in the print dialog.

The materials section and group text buttons are no longer available after the session date has passed, so be sure to access what you need before they disappear!

Technically, the bulk text options and and Group Stars Report are also in Materials, but each has its own special instructions below.

5. Snapshot Texts



The **Snapshot Texts** section appears in sessions when the Snapshot will be administered. Click the **Send** button to text each primary caregiver their child's online Snapshot link.

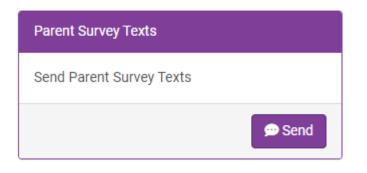
Be careful not to project the Session Prep screen to the group if sending during a session, as it contains families' private information, like number of stars earned, graduation status, and notifications.

This button sends texts only. For a caregiver without a smartphone, you can do any of the following:

- print a paper form from Additional Materials
- send the link by email
- plan to pull up the child's individual link from the <u>Snapshots screen</u> on a spare tablet or computer during an in-person session



6. Parent Survey Texts



The **Parent Survey Texts** section appears in sessions when the survey will be administered. Click the **Send** button to text each primary caregiver their own survey link.

A Be careful not to project the Session Prep screen to the group if sending during a session, as it contains families' private information, like number of stars earned and graduation status.

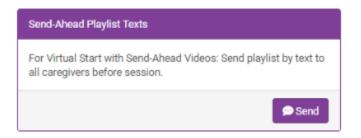
This button sends texts only. For a caregiver without a smartphone, you can print a paper form from Additional Materials. Be sure to have only the *primary* caregiver complete the form.

7. Send LENA Report Texts

For Sessions 3 and 4 you can click the button to send report links to all caregivers. This is a great option for virtual sessions, or if printing reports is not feasible, for the two sessions before automatic report texting begins.

This button sends texts only. For a caregiver without a smartphone, you can print a paper report or print to PDF from the Additional Materials section.

8. Send-Ahead Playlist Texts



If you're holding a virtual session with **send-ahead videos**, this is how you'll send caregivers the link to the videos to watch *before* your discussion. Click **Send** to trigger a text to *all* caregivers in the group who have valid numbers, in their preferred language.

START

This button sends texts only. For details on other options, see <u>Send LENA Start session videos to caregivers</u>. To send make-up session texts to individual families for previous sessions, use the <u>Group Info section of that session</u>.

9. Group Stars Report



The **Group Stars Report** section appears in Session 6 and later so you can show the report during the session, like this:

- 1. While setting up for your session, click **Show** to bring up the report in a new tab.
- 2. Leave that tab open, close the Session Prep tab, and start the presentation.
 - Closing the Session Prep tab prevents accidentally showing sensitive information to the whole group.
- 3. When you reach the Group Stars Report slide, use keyboard shortcut **Alt+Tab** to switch from the slide to the report.
 - The report will still be open even if your connection to LENA Online has timed out.
- 4. Present the report as outlined in the Coordinator Notes.
- 5. Use **Alt+Tab** to switch back to the presentation, and continue the session.

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What's on the previous session tabs?

The tab for a previous sessions shows the **<u>checklist</u>** (hidden in this image, by clicking the "eye") and a **Group Info** section.

Use the Group Info section to <u>mark attendance</u> after the fact and to <u>send the video playlist to individual families</u> in advance of make-up sessions.

Group 🔹 / Session Prep								
Virtual Is this group meeting	in person or virtually?							
1 💙 2 💙	3 💙 4 💙	5 🚺	6	7	8	9	10	
ession 3: Shared Rea	adina						S05 Group	01/06/202
ecklist 🧧								
oup Info								
Child	Caregiver(s)	Attend?	Makeup?		Send Se	ession Videos	by Text	
Smith, Alexander	Anna Smith				_			
Smith, Amina	Dawn Smith	2		Contraction of the				
Smith, Danny	Diane Smith	•		Send the vide playlist to a				
Smith, Danny Smith, Eduardo	Diane Smith Elias Smith	2				Þ		
				playlist to a family who				
Smith, Eduardo Smith, Gabriel	Elias Smith			playlist to a family who				
Smith, Eduardo Smith, Gabriel Smith, Isabella	Elias Smith Gary Smith			playlist to a family who				
Smith, Eduardo Smith, Gabriel Smith, Isabella Smith, Isaiah	Elias Smith Gary Smith Isaac Smith Inez Smith			playlist to a family who was absent				
Smith, Eduardo Smith, Gabriel Smith, Isabella	Elias Smith Gary Smith Isaac Smith	2 2 2		playlist to a family who was absent				

When to use Session Prep

Check your group's Session Prep screen *at least one day before* each session to get everything ready. (For Session 1, give yourself a few extra days to follow steps for preparing your devices.)

Use Session Prep *during* each session to take attendance, and to send group texts or display the Group Stars report as needed.

Use Session Prep *after* each session to work through the post-session checklist, wrap up data entry, and send make-up session playlists.