

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.

- Admin
- Data
- LENA Start
 - Sessions
 - Session Preparation
 - Attendance
 - Recorder Assignment
 - Send Text Messages
 - Performance Report
 - Parent Surveys
 - Resources

LENAOnline

S05 Group / Dashboard / Detail

S05 Group

10 Active Families Last session S4

Projected 80% Recordings 94% Turns -%

Potential grad rate is 100%, 2 families are off track

Child	Caregiver(s)	Notifications	Reading Mins	Attend	Recs
Smith, Alexander	Anna Smith		10	4	3
Smith, Armina	Dawn Smith	Last recording had an error.	-	4	3
Smith, Danny	Diane Smith	Turns trend is huge!	-	4	3
Smith, Eduardo	Elias Smith		-	4	3
Smith, Gabriel	Gary Smith		20	4	3
Smith, Isabella	Isaac Smith		13	4	3
Smith, Isaiah	Inez Smith	Make up S2.	15	3	3
Smith, Julian	Jackie Smith	Make up S4. Needs to turn in 6 remaining recording(s).	-	3	0
Smith, Leslie Mae	Louis Smith		-	4	3
Smith, Mutias	Mary Smith		-	4	3

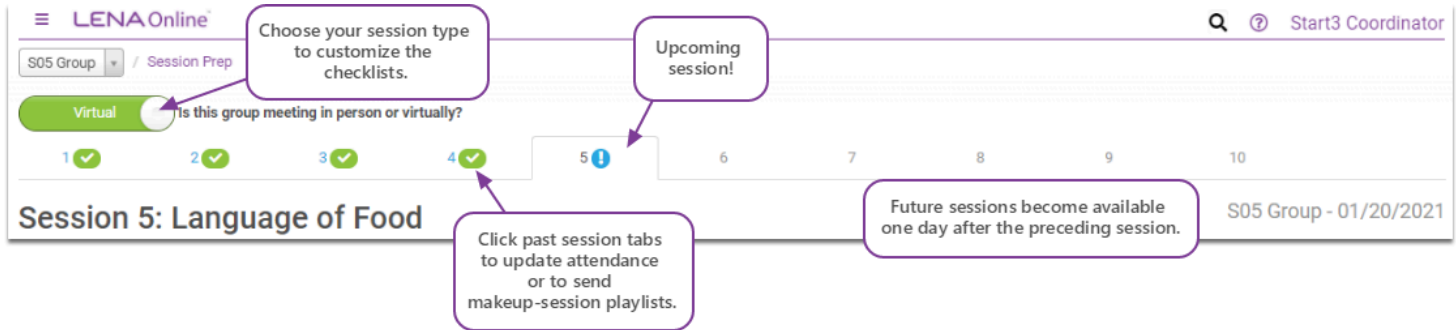
Dashboard option:
This icon on the
the group detail
dashboard opens
Session Prep.

● On track to graduate: attends all S1-S4, attends 3 of S6-S13, and 6 recordings.
● On track but must have 100% participation in the remaining program to graduate.
● Off track: needs make up sessions to graduate. Can't graduate without having make up sessions.
● Off track: has fewer recordings than recommended by this point in the program.
● Needs 3 or more makeup sessions and/or can't make enough recordings to graduate.
● Recording Processing

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

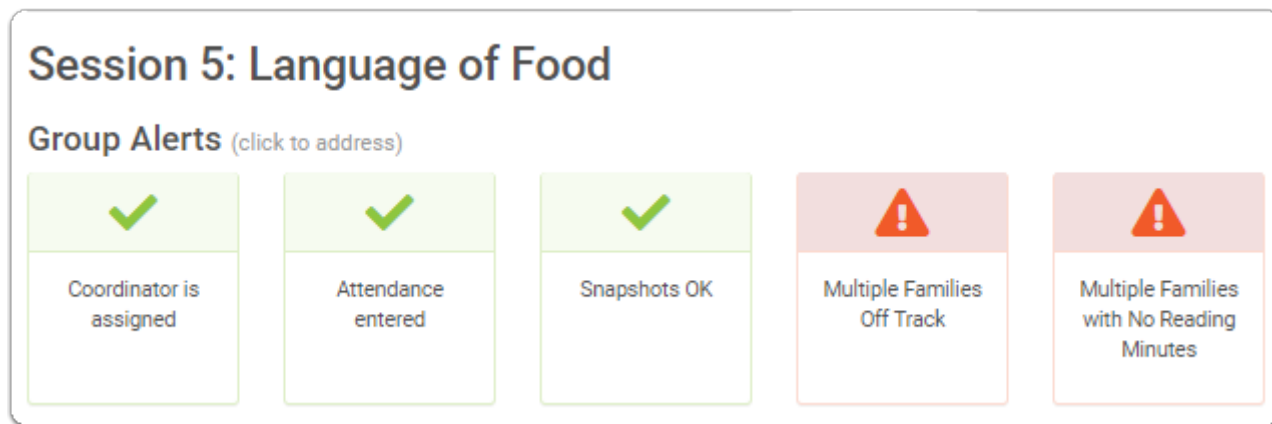
A toggle at the top lets you **choose In Person or Virtual** sessions to customize your session checklist. LENA will remember your selection for this group, but you can also change it at any time.



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 [checklist](#) and be sure to review the [Prep Report](#) for child-by-child details and for issues that don't rise to the level of a Group Alert.

2. Checklist

Checklist

In Person


Session 1 Essentials

- Families take home assigned devices for first LENA Day
- Parent Survey – important baseline measure
- Snapshot – important baseline measure
- Attendance is required

Pre-Session Checklist

- Connect with each family to let them know you are excited to have them in your session
- Use the [Quick Start Guide for LENA Start](#) to complete these steps in the week before your session:
 - Enter participants, caregivers, and texting numbers from completed consent forms
 - Be sure [LENA Hub](#) is installed. You'll only need it for checking and erasing devices
 - Fully [charge and check devices](#) using Multi Dock and LENA Hub (2 per child)
 - In LENA Online, [assign](#) one charged and checked device to each family, and
 - [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

Prep Report

Child	Caregiver(s)	Notifications	Stars S5	Reading Mins	Attend	Recs	Attend?
Smith, Alexander	Anna Smith		1	10	4 ●	3	<input type="checkbox"/>
Smith, Amina	Dawn Smith	⚠ Last recording had an error.	0		4 ●	3	<input type="checkbox"/>
Smith, Danny	Diane Smith	📊 Turns trend is huge!	2		4 ●	3	<input type="checkbox"/>
Smith, Eduardo	Elias Smith		1		4 ●	3	<input type="checkbox"/>
Smith, Gabriel	Gary Smith		1	20	4 ●	3	<input type="checkbox"/>
Smith, Isabella	Isaac Smith		0	13	4 ●	3	<input type="checkbox"/>
Smith, Isaiah	Inez Smith	📅 Make up S2.	2	15	3 ●	3	<input type="checkbox"/>
Smith, Julian	Jackie Smith	📅 Make up S4. 📅 Needs to turn in 6 remaining recording(s).	0		3 ●	0 *	<input type="checkbox"/>
Smith, Leslie Mae	Louis Smith		0		4 ●	3	<input type="checkbox"/>
Smith, Matias	Mary Smith		0		4 ●	3	<input type="checkbox"/>

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**, [color coded](#) 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 attendance**


💡 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
Snapshot (Spanish) - for families without texting numbers
Snapshot Instruction Sheet
How to Process LENA Devices with LENA Hub
Sign-in Sheet
Participation Report

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

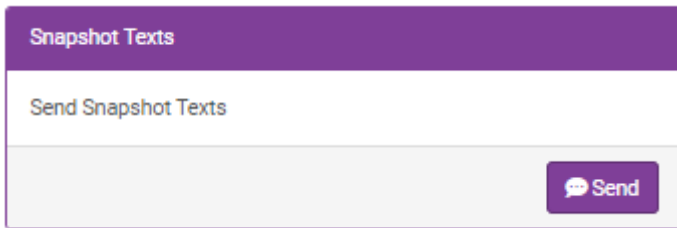
Click any item to view. Send items to the printer as needed, selecting the appropriate quantity in the print dialog.



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 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 [Snapshots screen](#) on a spare tablet or computer during an in-person session

6. Parent Survey Texts

Parent Survey Texts

Send Parent Survey Texts

Send

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.

⚠️ 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

Send-Ahead Playlist Texts

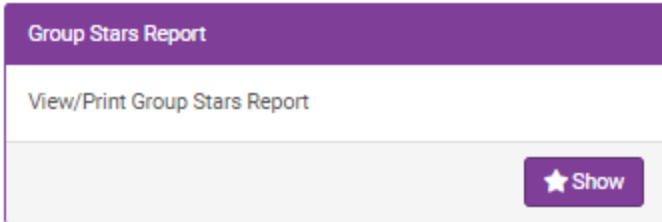
For Virtual Start with Send-Ahead Videos: Send playlist by text to all caregivers before session.

Send

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.

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

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.



What's on the previous session tabs?

The tab for a previous sessions shows the [checklist](#) (hidden in this image, by clicking the "eye") and a **Group Info** section.

Use the Group Info section to [mark attendance](#) after the fact and to [send the video playlist to individual families](#) in advance of make-up sessions.

LENAOnline

S05 Group / Session Prep

Virtual ☒ Is this group meeting in person or virtually?

1 ☒ 2 ☒ 3 ☒ 4 ☒ 5 ☐ 6 7 8 9 10

Session 3: Shared Reading S05 Group - 01/06/2021

Checklist ☒

Group Info

Child	Caregiver(s)	Attend?	Makeup?	Send Session Videos by Text
Smith, Alexander	Anna Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="▶"/>
Smith, Amina	Dawn Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="▶"/>
Smith, Danny	Diane Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="▶"/>
Smith, Eduardo	Elias Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="▶"/>
Smith, Gabriel	Gary Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="▶"/>
Smith, Isabella	Isaac Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="▶"/>
Smith, Isaiah	Inez Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="▶"/>
Smith, Julian	Jackie Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="▶"/>
Smith, Leslie Mae	Louis Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="▶"/>
Smith, Matias	Mary Smith	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="▶"/>

Send the video playlist to a family who was absent

Mark make-up session attendance after discussing the videos

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.