



Training Overview

1

Onboarding and Technical Setup Call

- Who:** Main LENA SP point of contact and IT, if needed, to discuss technical needs.
What: General onboarding questions; discussion to establish LENA Online structure and LENA Hub setup.
When: After having completed LENA setup form. This meeting is approximately 30 minutes.

2

LENA Online for Administrators

- Who:** Individuals who will be administrators of your organization's data in LENA Online.
What: We'll cover how your organization is set up in our online portal and will discuss creating new users, granting permissions to users, and creating new groups.
When: After onboarding call. This training is approximately 1 hour.

3

LENA Online Training

Enter participants, assign recorders, best practices to get good recordings.

- Who:** Anyone who will be assisting in LENA Online tasks, including administrators, research coordinators/assistants, interventionists, home visitors, etc.
What: We'll review LENA Online tasks including entering data and processing recordings.
When: This webinar should occur after administrator training and before first recordings. This training is approximately 1.5 hours.

4

LENA Online Reports Training

What the data mean (and don't mean!), and how to explain them to caregivers.

- Who:** Anyone who will be reviewing reports and/or explaining them to caregivers.
What: We'll review reports and will practice understanding the data.
When: After LENA Online Training. This training is approximately 1 hour.

5

Diving into the Data

A discussion of LENA variables and your data (optional).

- Who:** Anyone who will be working with LENA data to answer research- and/or intervention-related questions.
What: We'll discuss your research design or intervention program, and we'll explore which LENA data will likely be most meaningful to answer those questions. We can also work through using ADEX (the Advanced Data Extractor).
When: After LENA data collection is under way. This meeting is approximately 1 hour.

6

Additional trainings

Each year that you renew your LENA SP subscription you may gather your team for an additional walkthrough of how to enter participants into LENA Online; how to record; how to process (offload) recordings. If desired, we can collapse some of this and add in reports review and explanation as well. Additional trainings beyond one per subscription year are available for \$500; written information is always available at no additional charge.

As a courtesy, we can also have additional data discussions as you gather more data and begin exploring what data are available from LENA output.