

Use this sheet to track your progress as you complete each learning module. Check off each individual lesson as you complete the presentation, the activities within the presentation, and the Knowledge Checks. Have your trainer initial as you certify each lesson.

Name _____

	Lesson	Activities	Initial when done
1	Research Process Introduction	<input type="checkbox"/> View lesson 1, Research Process Introduction . <input type="checkbox"/> Complete the Knowledge Check in lesson 1.	
2	Research Process – Gather	<input type="checkbox"/> View lesson 2a, Research Process - Gather . <input type="checkbox"/> Complete the activity Gather Known Information. <input type="checkbox"/> Complete the Knowledge Check in lesson 2b.	
3	Research Process – Choose	<input type="checkbox"/> View lesson 3a, Research Process – Choose . <input type="checkbox"/> Complete the activity Choose a Research Goal. <input type="checkbox"/> Complete the Knowledge Check in lesson 3b.	
4	Reference Interview	<input type="checkbox"/> View lesson 4a, The Reference Interview <input type="checkbox"/> View lesson 4b, Conducting the Reference Interview . <input type="checkbox"/> Complete the activity Reference Interview – Practice. <input type="checkbox"/> Complete the Knowledge Check in lesson 4c	
5	Introducing Records	<input type="checkbox"/> View lesson 5a, Introducing Records . <input type="checkbox"/> View lesson 5b, Types of Records . <input type="checkbox"/> Complete the activity Using Records. <input type="checkbox"/> Complete the Knowledge Check in lesson 5c.	
6	Research Process 3 – Find	<input type="checkbox"/> View lesson 6a, Research Process – Find . <input type="checkbox"/> View lesson 6b, Research Process - Find: Locating Records . <input type="checkbox"/> Complete the activity Find New Information. <input type="checkbox"/> View lesson 6c, Research Process – Find: Research Logs <input type="checkbox"/> Complete the Knowledge Check in lesson 6d.	
7	Find – FamilySearch Records	<input type="checkbox"/> View lesson 7a, Research Process – Find: FamilySearch.org . <input type="checkbox"/> Complete the activity Searching Records. <input type="checkbox"/> View lesson 7b, Research Process – Find: Using Image Only Collections on FamilySearch.org . <input type="checkbox"/> Read the FamilySearch Wiki article “Navigating FamilySearch Browseable Images.” <input type="checkbox"/> View lesson 7c, Research Process – Find: Putting It All Together . <input type="checkbox"/> Complete the activity Searching Records on FamilySearch.	

		<input type="checkbox"/> Complete the Knowledge Check in lesson 7d.	
8	Find – FamilySearch Catalog	<input type="checkbox"/> View lesson 8a, Research Process – Find: FamilySearch Catalog . <input type="checkbox"/> View lesson 8b, Find: FamilySearch Catalog Place Search . <input type="checkbox"/> Complete the activity Place Search. <input type="checkbox"/> View lesson 8c, Find: FamilySearch Catalog “Places Within” Feature . <input type="checkbox"/> Complete the activity “Places Within” Feature. <input type="checkbox"/> View lesson 8d, Find: FamilySearch Catalog Surname, Title, and Author Searches . <input type="checkbox"/> Complete the activity Catalog Searches. <input type="checkbox"/> View lesson 8e, Find: FamilySearch Catalog Subject and Keywords Searches . <input type="checkbox"/> View lesson 8f, Find: FamilySearch Catalog Call Number and Film/Fiche Number Searches . <input type="checkbox"/> View lesson 8g, Find: Reading a FamilySearch Catalog Entry . <input type="checkbox"/> Complete the activity Reading a Catalog Entry. <input type="checkbox"/> Complete the activity Searching the Catalog.. <input type="checkbox"/> View lesson 8h, Find: Locating Items in the Family History Library . <input type="checkbox"/> Complete the Knowledge Check in lesson 8i.	
9	Find – FamilySearch Wiki	<input type="checkbox"/> View lesson 9a, Research Process – Find: FamilySearch Wiki . <input type="checkbox"/> Read the FamilySearch Wiki articles: “FamilySearch Wiki: About Us,” “Help: Searching,” and “Help: Search Tips” <input type="checkbox"/> View lesson 9b, Find: “How to” Guides in the FamilySearch Wiki . <input type="checkbox"/> View lesson 9c, Find: Using Record Finders in the FamilySearch Wiki . <input type="checkbox"/> View lesson 9d, Find: Using the FamilySearch Wiki to Locate Archives and Libraries . <input type="checkbox"/> Complete the activity FamilySearch Wiki. <input type="checkbox"/> Complete the Knowledge Check in lesson 9e.	
10	Find – Ancestry	<input type="checkbox"/> View lesson 10a, Research Process – Find: Ancestry.com . <input type="checkbox"/> Complete the activity Creating an Ancestry.com Account. <input type="checkbox"/> View lesson 10b, Find: Searching Ancestry.com . <input type="checkbox"/> Read the article “How to Search Ancestry” <input type="checkbox"/> Read the article “What is the Card Catalog and how do I use it?” <input type="checkbox"/> Complete the activity Searching Ancestry.com. <input type="checkbox"/> Complete the Knowledge Check in lesson 10c.	

11	Find – Google	<input type="checkbox"/> View lesson 11a, Research Process – Find: Google . <input type="checkbox"/> Read the article “Google Tips for Genealogy: The Basics.” <input type="checkbox"/> Read the article “How to search on Google?” <input type="checkbox"/> Complete the activity Searching Google.com. <input type="checkbox"/> Complete the Knowledge Check in lesson 11b.	
12	Building a Research Plan	<input type="checkbox"/> View lesson 12a, Building a Research Plan . <input type="checkbox"/> View lesson 12b, A Research Plan in Action . <input type="checkbox"/> Complete the activity Building a Research Plan. <input type="checkbox"/> Complete the Knowledge Check in lesson 12c.	
13	Research Process 4 – Evaluate	<input type="checkbox"/> View lesson 13a, Research Process – Evaluate . <input type="checkbox"/> Complete the activity Evaluate New Information. <input type="checkbox"/> View lesson 13b, Helping Others Evaluate Information . <input type="checkbox"/> Complete the Knowledge Check .in lesson 13c.	
14	Research Process 5 – Share	<input type="checkbox"/> View lesson 14a, Research Process – Share . <input type="checkbox"/> Complete the activity Share New Information. <input type="checkbox"/> Complete the Knowledge Check in lesson 14b.	
15	Research Process Review	<input type="checkbox"/> View lesson 15a, Research Process Review . <input type="checkbox"/> Complete the activity Research Process is Important. <input type="checkbox"/> Complete the Knowledge Check in lesson 15b.	

Once you have completed all the lessons and feel confident with the concepts and application of this module, turn this sheet in to your supervisor.

By submitting this document, I acknowledge that you have truly and faithfully completed all the activities listed above.

Signature _____

Date Completed _____ **Supervisor Initials** _____

*Supervisors: turn completed sheets in to Debbie Gurtler