One Plan

Cohort 2 and 3



January 2021

Sections

- Cohort 2 and 3
  - –Expectations Setting
    - »Timeline
    - »Manually copy previous year's plan

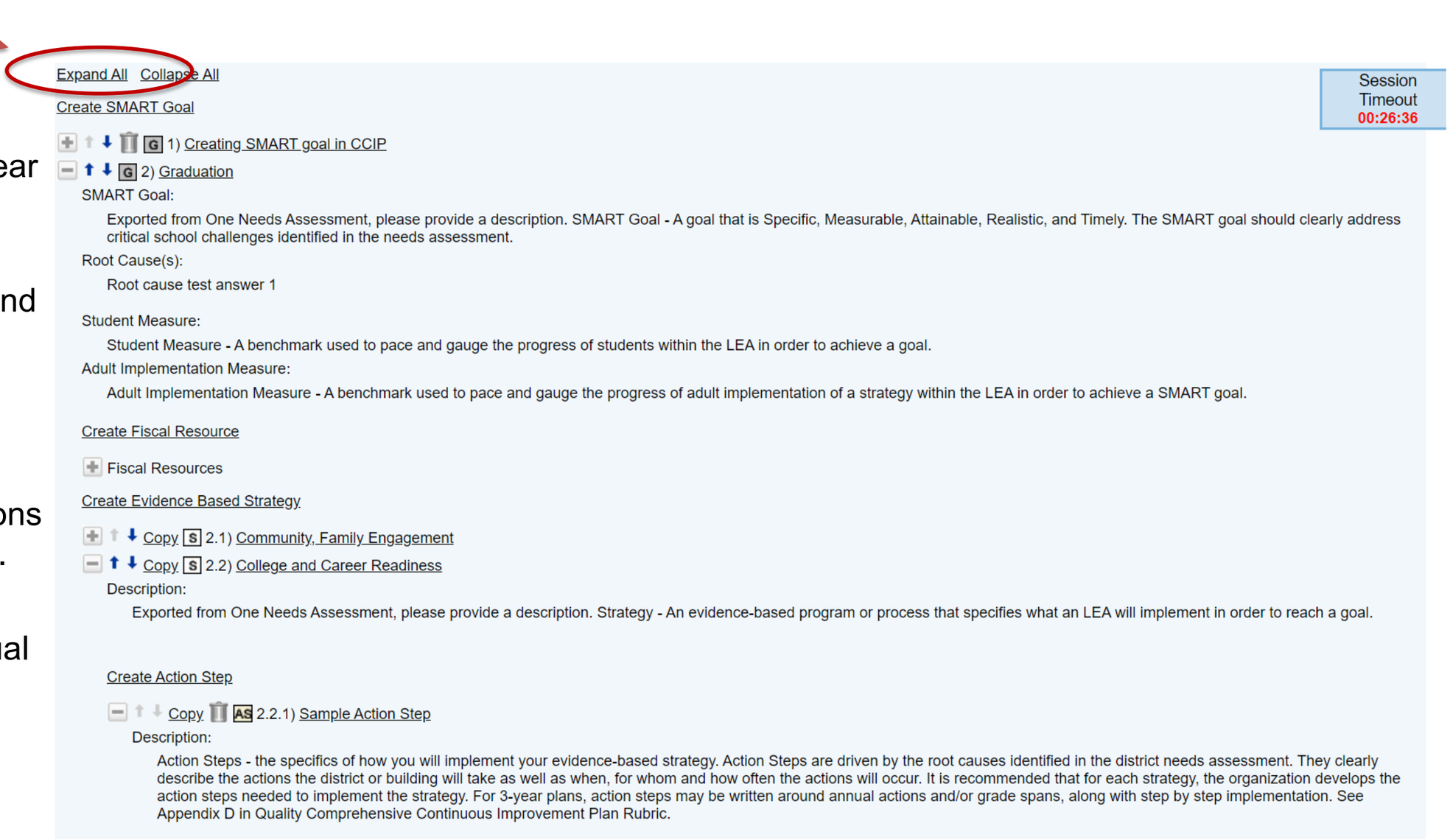
Transition to 3-Year Plans

- LEAs in Cohort 2 will create three-year District & Building plans beginning in SY2021-2022
- LEAs in Cohort 3 will create three-year District & Building plans beginning in SY2022-2023
- Plans are to be submitted by June 30th for review by the Office of Federal Programs
- Previous year's plans can be manually copied/printed

COPYING PRIOR YEAR PLAN

Option 1:

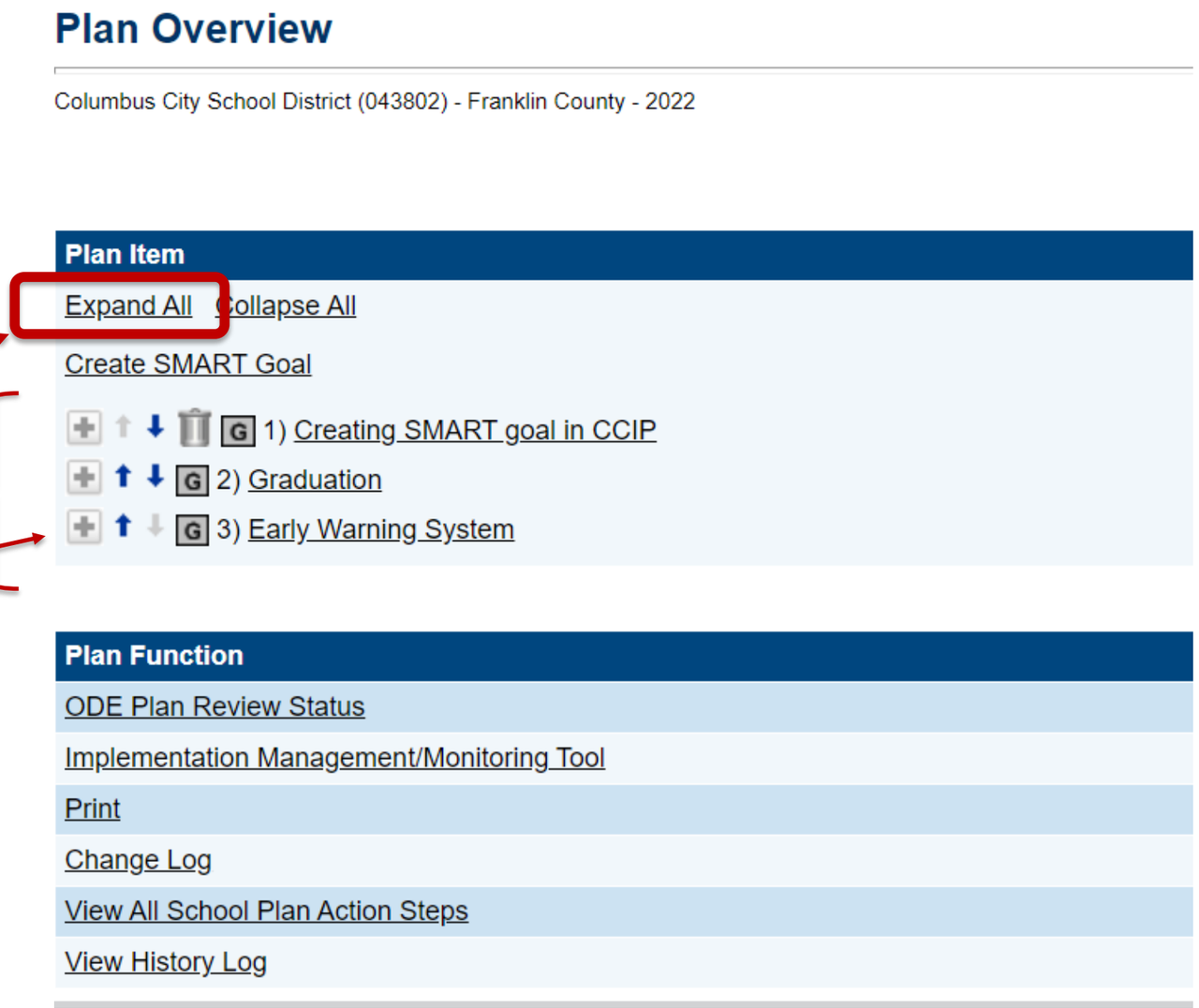
- Navigate to **prior** year plan (2021)
- Click “Expand All” and your entire plan will expand as shown.
- Manually copy and paste desired sections to current year plan.
- Easier to do with dual screens



COPYING PRIOR YEAR PLAN

Option 2:

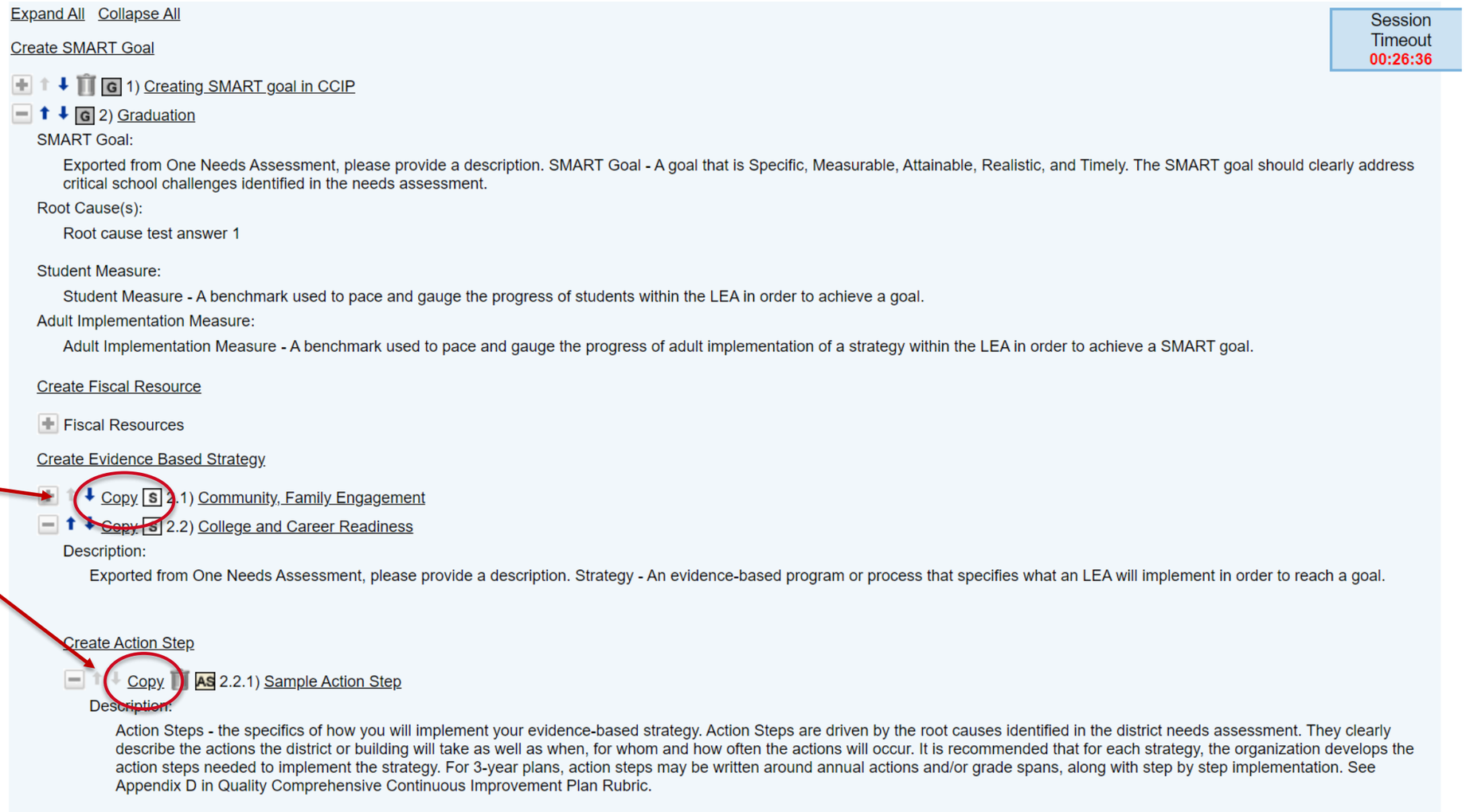
- Once current year's goals have been sent from ONA, and any extra goals have been created, strategies and action steps can be copied from the prior year plan to current.
- Click either the "Expand All" link, or the ✚ sign in front of each goal to expand each goal separately.



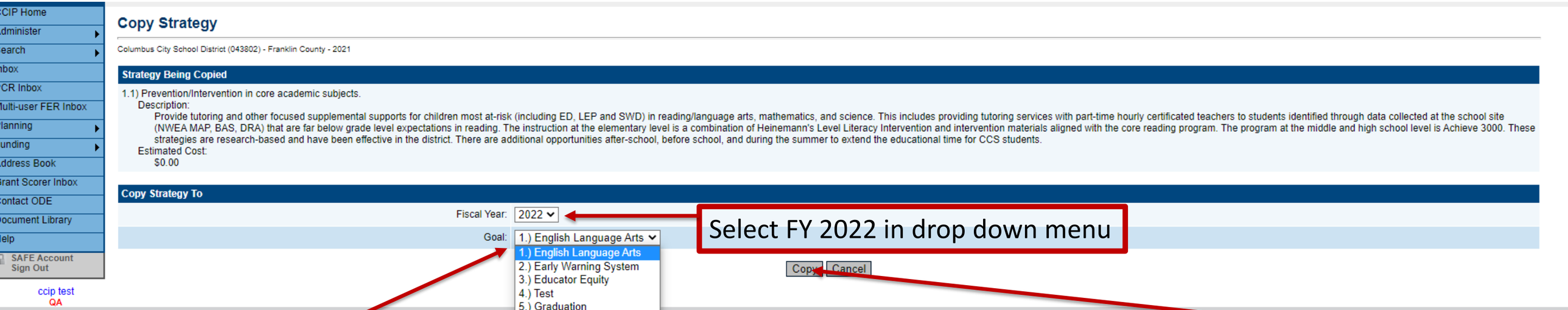
COPYING PRIOR YEAR PLAN

Next:

Click “Copy” next to the strategy or action step you wish to move to current year plan.



COPYING PRIOR YEAR PLAN

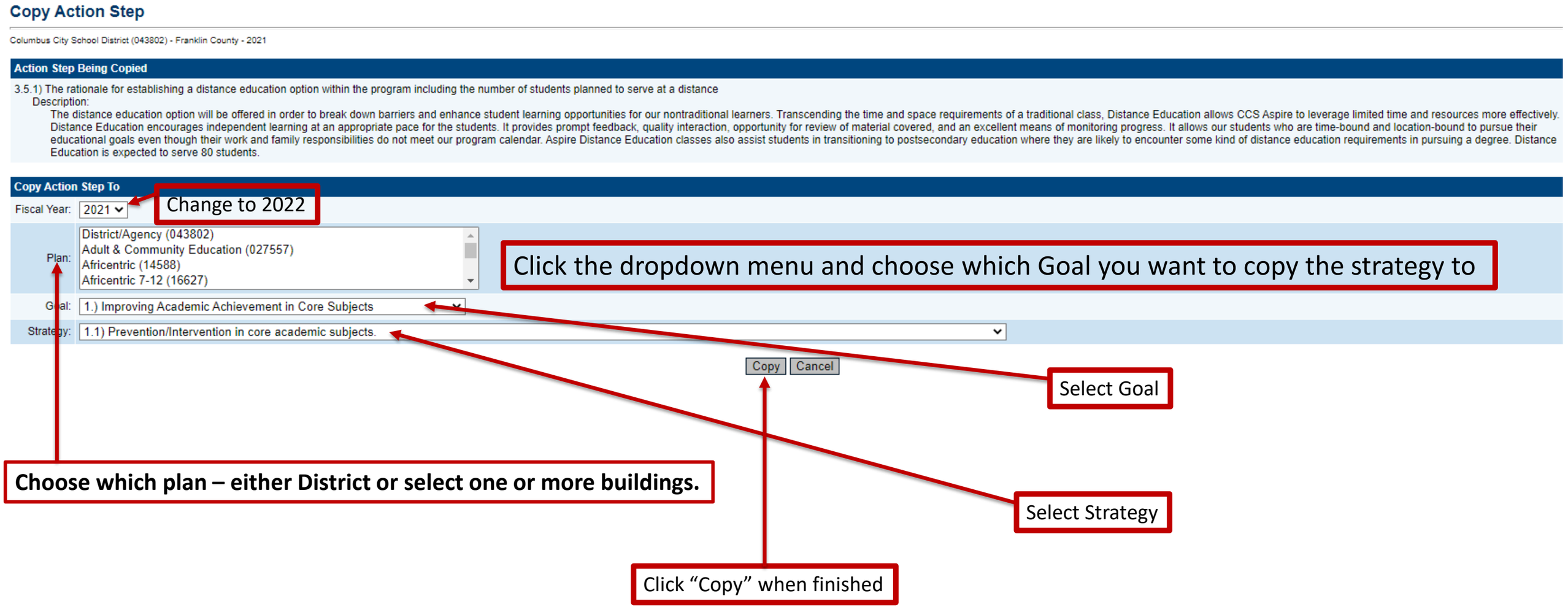


Select FY 2022 in drop down menu

Click "Copy" when finished

Click the dropdown menu and choose which Goal you want to copy the strategy to

COPYING PRIOR YEAR PLAN

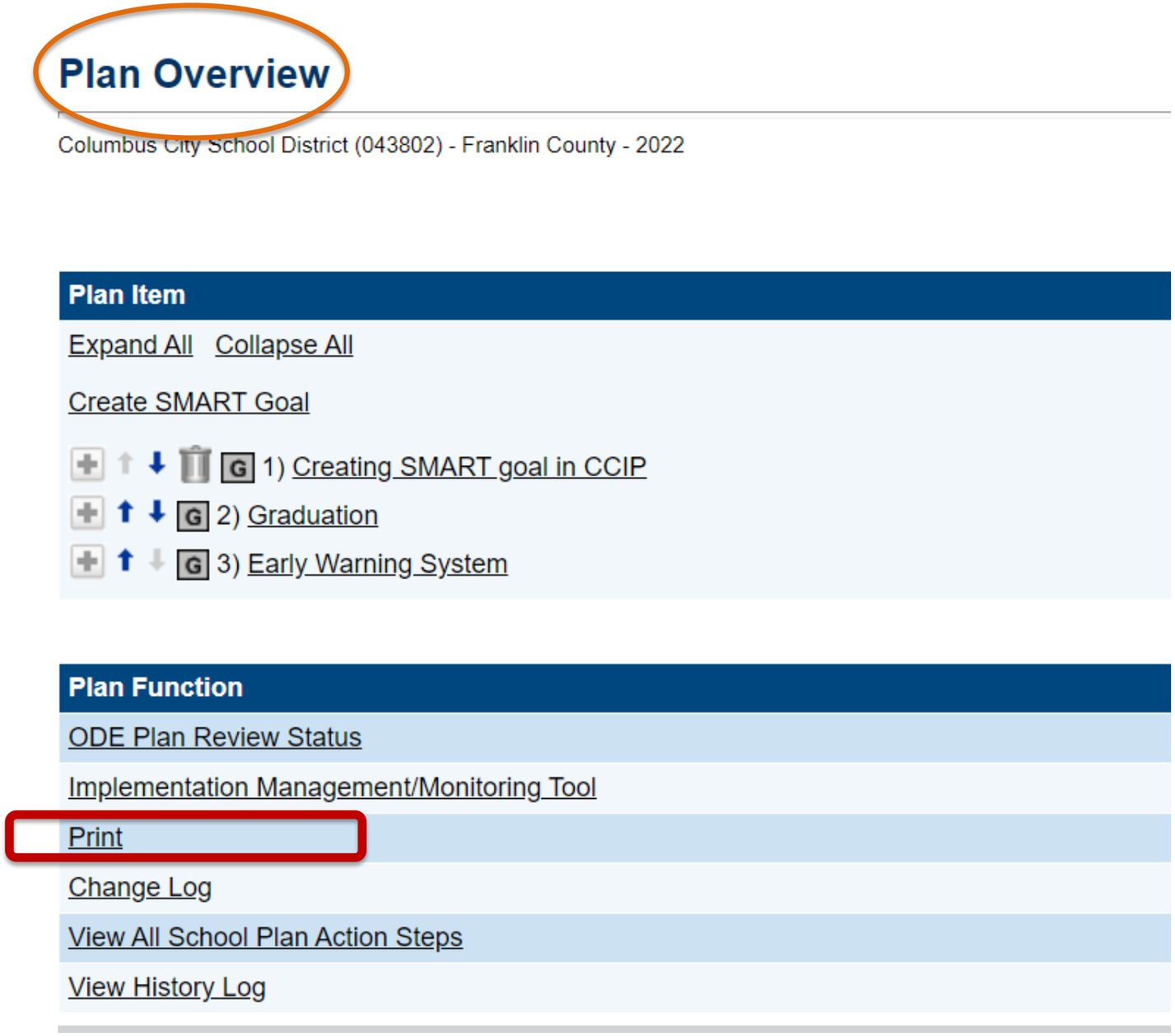


Print Plan

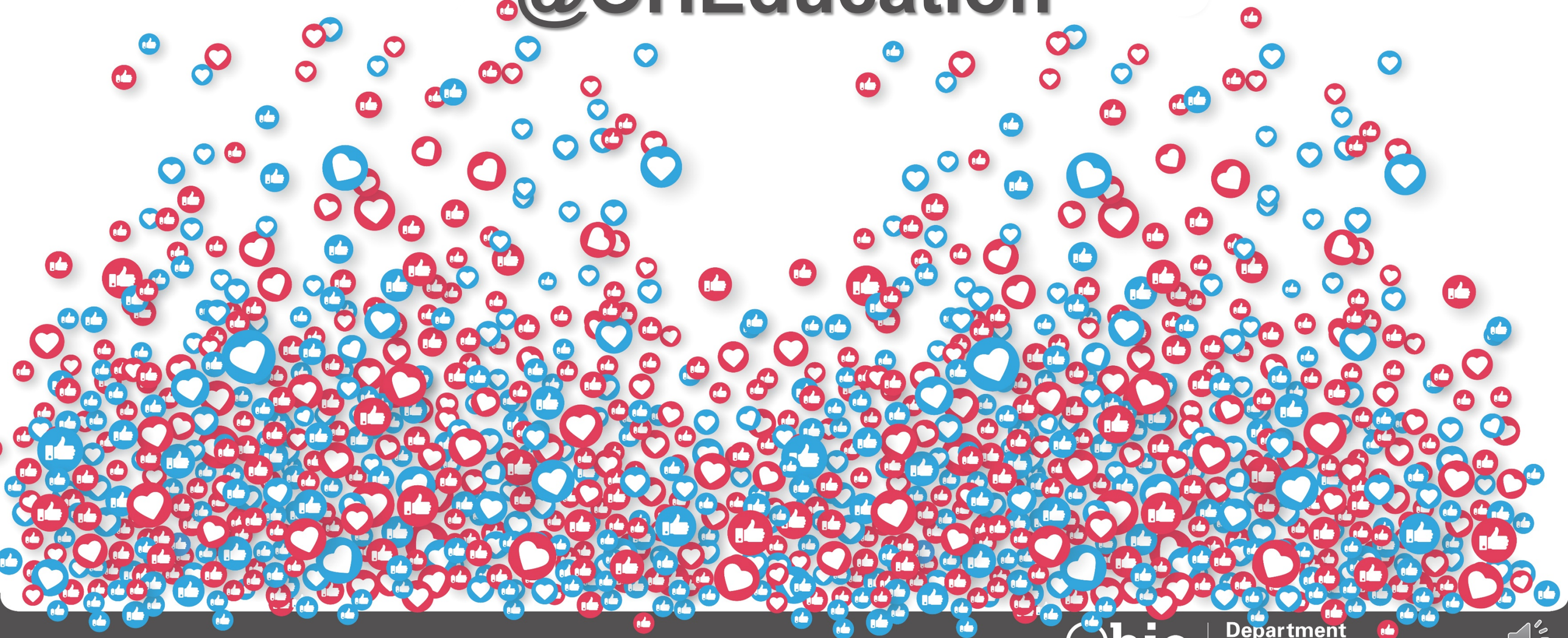
For any year, current or prior, there is a Print function on the Plan Overview page in the Planning Tool.

Click “Print” Link

The complete plan document will populate and can be saved as a .pdf or printed.



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