## Creating a Schoolwide/School Improvement Plan in GMS

## How to create a new (blank) SW/SI Plan:

1. Click "GMS Access/Select" link



2. Scroll down to the "Available" section to view the "Consolidated Plan" section.

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3. Click the black > to expand the section and review the blue "Create Site" button.

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4. Check mark the "Yes" box.



5. This will reveal the option to create a new SW/SI Plan.



6. Select site from the drop down menu and click the blue "Create New Project" button.



## How to roll forward an existing approved SW/SI Plan

Follow Steps 1 through 4 above. When given the option to select a site, choose the site from the "Roll Existing Project Forward" menu. If the site does NOT appear in this menu, they DO NOT have a final approved SW/SI Plan and therefore, this option cannot be used.



Click the blue "Roll Existing Forward" button.

	OKLAHOMA STATE DEPARTMENT of EDUCATION	
33-1035 OLUSTEE-Eldorado Public opplicant: Schools		Click to Return to Menu List / Sign Out
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	Would you like to create a Schoolwide Plan plan for the current year?	
	Year: 2018 • New Project Title: Select a Project • Create New Project	
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