**Completing the Online School Implementation Plan**

**Oklahoma GEAR UP**

**2022-23**

1. Use the provided link to the implementation plan form. You will arrive at a Google Sheet for your plan.
2. Complete all boxes for your activities. Each activity will go on a separate line. Note that some fields contain in-cell dropdown lists. In these cells, select the correct option from the dropdown list. For all other fields, simply type the requested information.
3. To prepare the plan for printing, click the blank square above row 1 and to the left of column A. This highlights the entire sheet.
4. Click the Format heading, choose Text Wrapping from the dropdown menu, and select Wrap.
5. Click on Column A to highlight the column, right-click, and select Hide Column.
6. Click on the Print icon.
7. Under paper size, select Legal.
8. Make sure orientation is set to Landscape.
9. Under scale, select Normal (100%). DO NOT USE FIT TO WIDTH.
10. Click the blue Next button in the top right corner of the screen. This will create a properly formatted PDF of your file which you may open or save.
11. Click Enable All Features to allow printing.
12. Print the PDF file to submit to Jolynn.