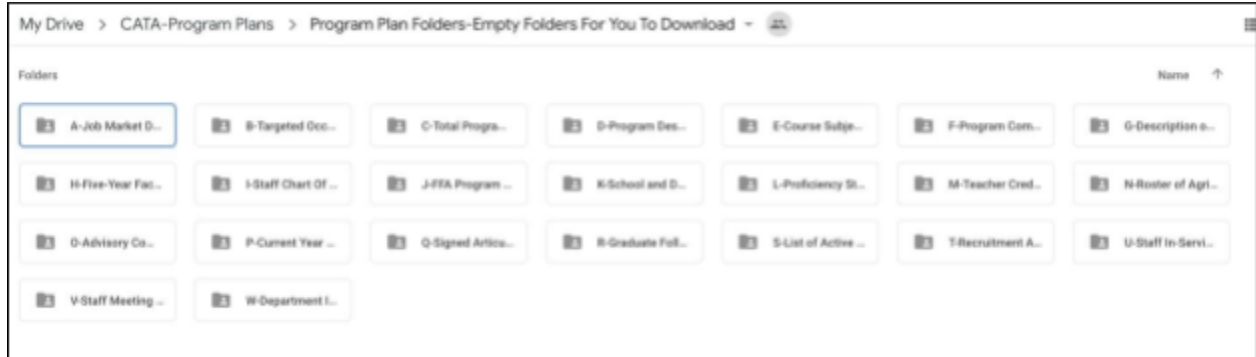


Setting Up Your Electronic Program Plan

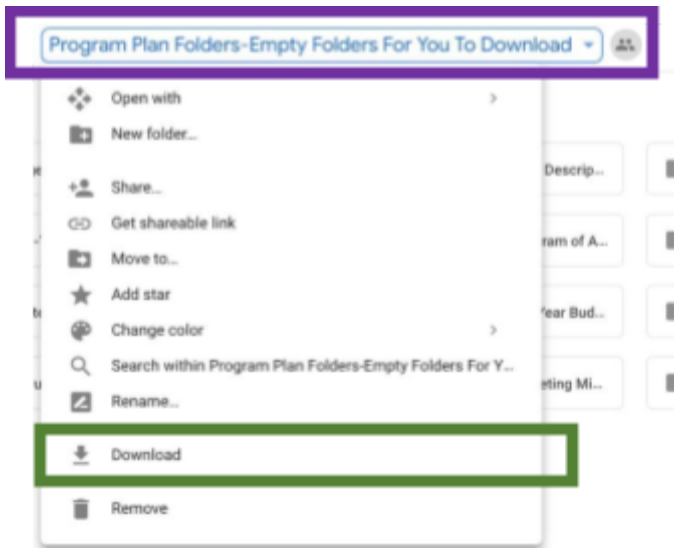
Choose one person in your department with a G-SUITE email address to own the files for the Department Program Plan.

OPTION 1:

Go to <https://bit.ly/3iQolja>



You will see all the Program Plan Folders that you will need.

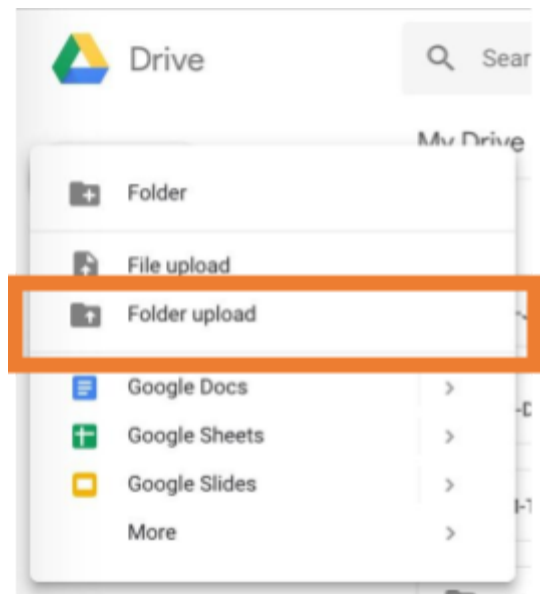


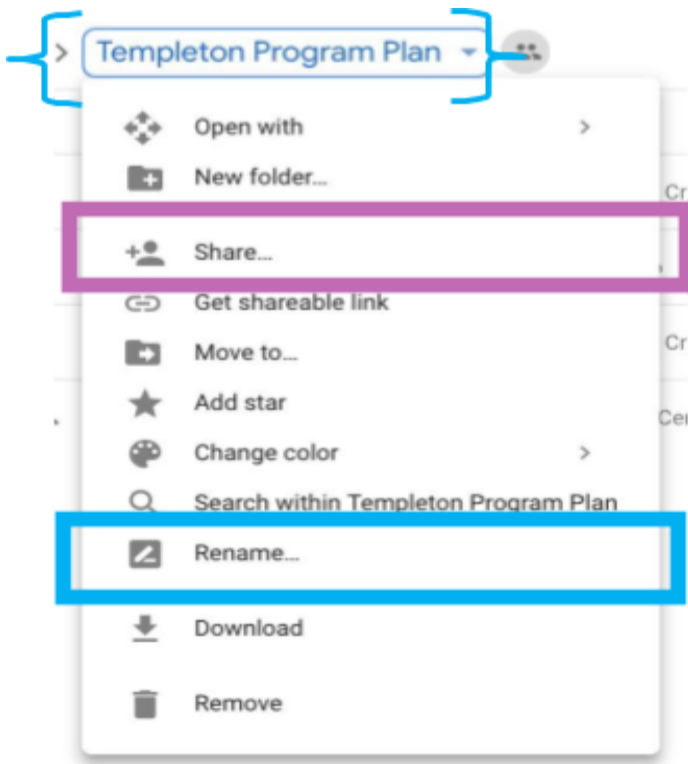
Click the name of the folder at the top and a drop-down menu will appear.

Download the file PROGRAM PLAN FOLDERS-EMPTY FOLDERS FOR YOU TO DOWNLOAD to your computer.

****If the file downloads in a .zip form, double click the file and it will unzip and a new file will be created with the proper file format.**

Locate the folder upload button on the left-hand side of your screen in Google Drive. Upload the folder that has been downloaded to your computer.





Share your folder with northcoastregionca@gmail.com as **VIEW ONLY**. Add your teaching partners, administration and whoever else would benefit from viewing these documents. (NOT JessaLee's CDE email address-It doesn't work!)

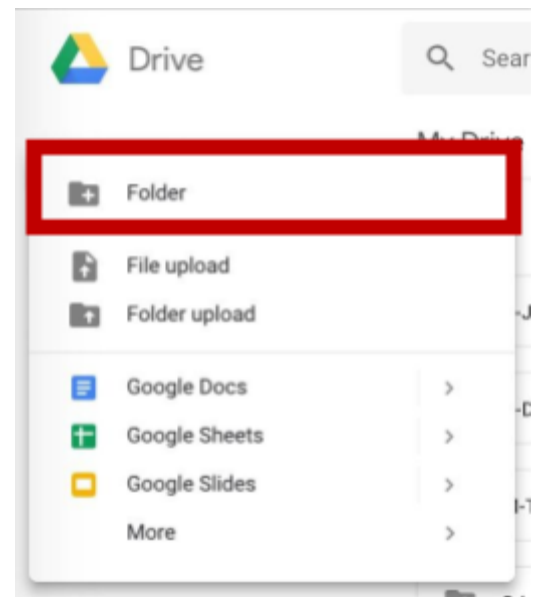
Rename the folder with (your high school) Program Plan. {Just as Templeton has above!}

OPTION 2:

Locate the add a folder button on the left-hand side of your screen. Rename the folder (your high school) Program Plan in your Google Drive.

Open the folder and add the following sub-folders:

- A-Job Market Descriptions
- B-Targeted Occupations
- C-Total Program Goals And Objectives
- D-Program Descriptions Of Included Courses, SAE & Leadership Development
- E-Course Subject Matter Content Outline
- F-Program Completion Standards
- G-Description Of Facilities And Major Equipment
- H-Five-Year Facility And Equipment Acquisition Schedule
- I-Staff Chart Of Responsibilities
- J-FFA Program Of Activities
- K-School And Department Policies
- L-Proficiency Standards For Program Completers
- M-Teacher Credentials
- N-Roster of Agriculture Advisory Committee
- O-Advisory Committee Meeting Minutes
- P-Current Year Budget
- Q-Signed Articulation Agreements And Evidence Of Articulation
- R-Graduate Follow-Up System And Results



- S-List Of Active Placement Sites
- T-Recruitment Activities And Materials
- U-Staff In-Service Record
- V-Staff Meeting Minutes
- W-Department Inventory
- X-List of courses that qualify for alternative credit
- Y-AIG Checklist

Follow the steps above to share your Program Plan.