# Copy and Share a Plan

Improvement plans can be copied and shared from a district institution to school institutions under the district hierarchy. This applies to plans created by the district and plans created by any of the schools.

Follow these steps to copy a plan:

1. Open Strategies from your district's myJourney dashboard.

2. From the **My Plans** dashboard, click the **Actions** Ⓐ drop-down to the far right of the plan you want to copy, and then click **Copy** Ⓑ.
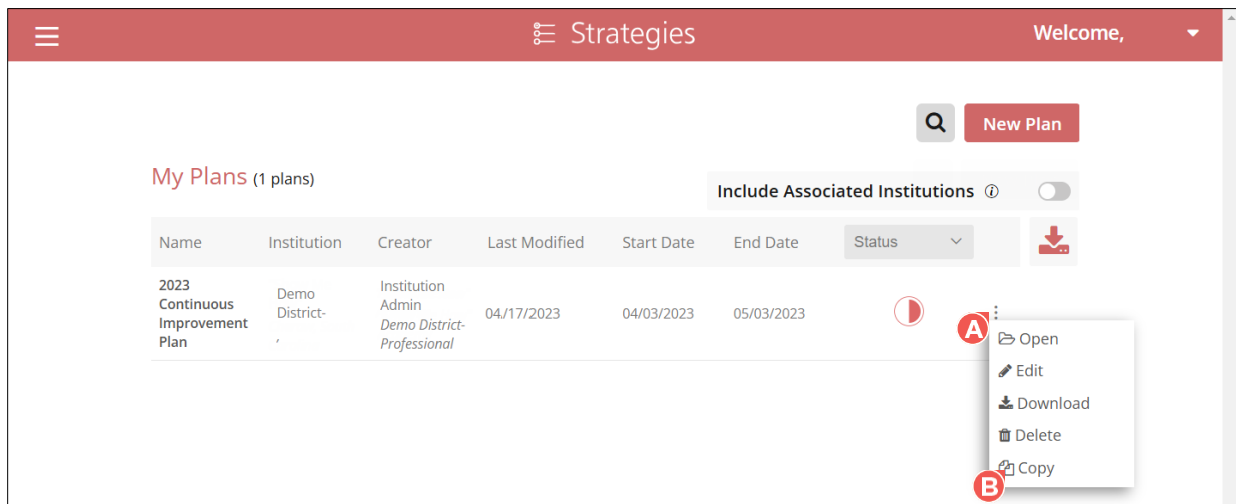
3. Select the information to be copied into the new plan:

    • To copy everything, select the checkbox **Copy the entire plan with all information** Ⓒ.

    • To copy only certain plan statements, select the checkbox **Check box to include the Vision, Mission, and Believe Statements** Ⓓ, and then proceed to select the priority statements.

4. Click the **Next** Ⓔ button.
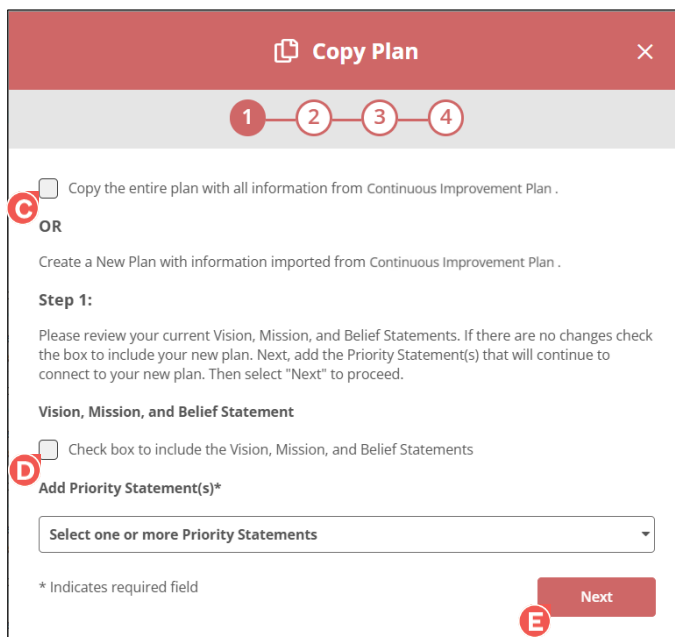
5. If you did not copy the entire plan, complete steps 2 and 3 of the *Copy Plan* process.

6. On step 4 of the *Copy Plan* process, modify the **plan name** 🅕 and **target dates** 🅖 (optional). (By default, when copying a plan, the plan name is automatically appended with - *Copy.*)

7. Click the **Add New Plan** button 🅗.

8. Select the institutions the new plan should be copied to:
    • To copy the plan to the district and all schools under the district, select the checkbox **Select all** 🅘.
    • To copy the plan to the district only, select the checkbox **District Only** 🅙.
    • To copy the plan to only certain schools under the district, select the checkbox for each **individual school** 🅚.
    • To copy the plan to the district and certain schools under the district, select the checkbox **District Only** 🅙 and select the checkbox for each **individual school** 🅚.

9. Click the **Finish** 🅛 button to complete the process.

The plan is displayed on the My Plans dashboard for each institution it was copied to, but you must refresh the page for the plan to appear on the district's My Plans dashboard. Should they choose to, the individual schools can rename their copy of the plan and/or modify the target dates.