

Upload School Plan on Gateway

Schools may now upload the [Strategic Three-Year Plan](#) and [School Annual Plan](#) and share with other ESF/ESL schools as well as ESF Centre. It is possible to setup a file to be accessible by staff, parent, student, guest type Gateway users. It is also possible to make a file public e.g. copying it's URL from Gateway and pasting it to the school website, email etc.

Documents → School Plan

(please contact ESFC Gateway Team if your school cannot see this new link)

1) Manage the School Plans

To manage the school plan, you need the Gateway user role “Document Management” role.

To add new plan, click on “+New” link

- **Type:** the plan type of the file, i.e. Annual Plan / Strategic Three-Year Plan
- **School Year:** plan for which school (s)
- **File:** Select file from your computer drive

- **File Name:** give an appropriate name instead of the default file name
- **Right:** setup who can access the plan
- **Remarks:** optional remarks to display on user screen about this plan

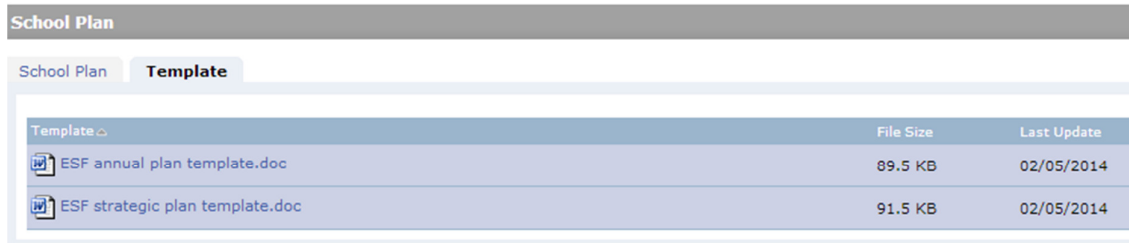
Click **Save** to add new plan file. It is possible to **Edit** or **Delete** any uploaded plans on the list.

If a plan allows Public access, there will be a [Public Link] link for copying the URL. Users may copy the URL to a website, email etc and there is no need to login Gateway when open the file.



2) Download the latest plan templates

You need the “Document Management” role to down load Templates which are updated by ESF Centre.



3) View other schools' plan

Change the School drop down to view other school's plan

