

Check out the new button on the main page!

How to download the WAIP to a zip file!

Or see below...

How to Download the WAIP to a Zip File

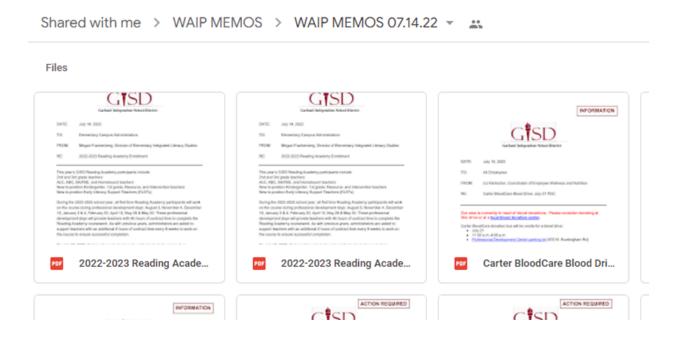
After you have read the WAIP, scroll to the bottom of the page and click this button:

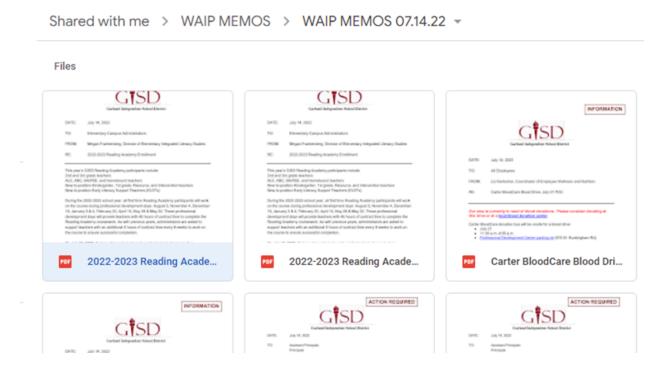
OR click HERE for individual memos saved to theGoogle Drive!

You will then be redirected to a Google drive that houses all the WAIP information:

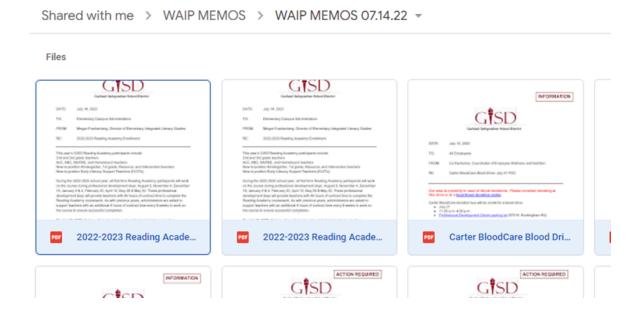
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	Files			

Click on the folder you wish to download and open it up. This will give you a view of all documents included in this particular week's WAIP:





Then on your keyboard click Ctrl and the letter A at the same time. This will select all files (all are now blue):



To download all files, click on the first file so that it turns blue:

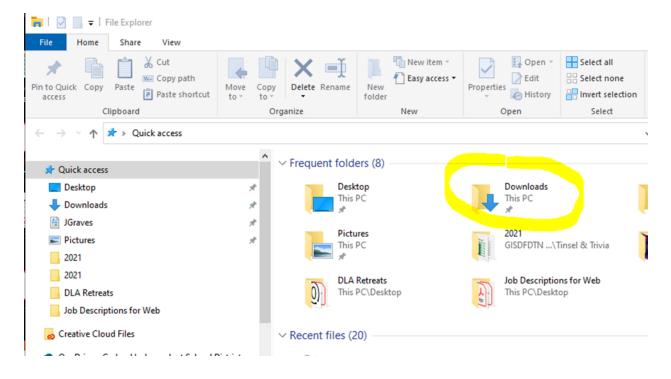
Next look at the top right-hand corner of your screen and look for the three dots stacked on top of each other:

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This will open a drop-down menu. Scroll to the bottom and select download:

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Once the download is complete, open up your File Explorer and navigate to the download file:



Open the folder and your downloaded zip files will be the first item:

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Click on the zip to open and from here you can drag and drop files into emails or on to your desktop:

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Which WAIP categories apply to me?

Why there are so many buttons:

- We created WAIP categories in hopes of streamlining information that your specific position needs to review.
- WAIPs can become large at certain times of the year and the streamlined button approach keeps you from missing importation information for your job

Button	For	Includes
Table of Contents	Everyone	List of all items in this week's WAIP
		Will contain forms that pertain to
Administrators	Department Admin	Departments
		Information & Action items for
	Secondary & Elementary	Elementary & Secondary Principals &
All Principals	Principals & Asst. Principals	Asst. Principals
	High & Middle Principals &	Information & Action items for High &
Secondary Principals	Asst. Principals	Middle Principals & Asst. Principals
	Elementary Principals & Asst.	Information & Action items for
Elementary Principals	Principals	Elemntary Principals & Asst. Principals
		Information that will benefit anyone
All GISD Staff	GISD Employees	in the district
WAIP - ALL	Everyone	A complete copy of this weeks WAIP

Where is the information that pertains to me?

- Several places!
 - Check your button (Principal, Administration, All, etc.) This lets you view only items that pertain to your specific group.
 - OR check the WAIP ALL button to view a full copy
- You may also view all documents here: https://home.garlandisd.net/WAIP

How to download individual forms:

- To download individual forms you have two options
 - Vist the intranet to retrieve the zip file https://home.garlandisd.net/WAIP
 - Or you can save a PDF from the live WAIP and extract the pages you need to disseminate to individual groups

Is this information archived on the intranet?

• Absolutely! All historical WAIP information is stored on the GISD intranet. If you need information from last spring, it's there! Just go to... https://home.garlandisd.net/WAIP

