

## **Directions for Archiving Your IDP with the VPAA And IDP Submission to Your Designated PARc Team**

**Your IDP is due to your designated PARc Team by 11:59PM on 3/24/17**

Once you have opened your IDP in Google Sites...

1. Click on the Gear (upper right hand corner)
2. Go to Managed site
3. Go to Copy this site
4. Name your IDP archived site: Your First Name Your Last Name IDP 2016 2017 Archive
5. Uncheck the copy site collaborators box
6. Select Copy..... this could take a few minutes

### **YOU HAVE CREATED A SNAPSHOT (COPY) OF YOUR IDP**

7. Once the save is complete you will be taken to your “archived” IDP site
8. Click on Share (upper right hand corner)
9. Go to Invite people and type in [parc-archives@mesacc.edu](mailto:parc-archives@mesacc.edu)
10. Click on “can edit” and change to “Is owner”
11. Click the Send button

### **YOU HAVE ARCHIVED A COPY OF YOUR IDP WITH THE VPAA**

12. Go to Invite People and type in your designated PARc Team e-mail address (e.g. [dl-mc-parcteam#@mesacc.edu](mailto:dl-mc-parcteam#@mesacc.edu))
13. **Replace # in the e-mail address with 1, 2, 3, or 4 depending on the PARc Team you were assigned.**
14. Click on “can edit” and change to “can view”
15. Click the Send button
16. Above where your name is click on the “x” to remove yourself as owner
17. Save changes

### **YOUR ARCHIVED IDP HAS BEEN SENT TO YOUR DESIGNATED PARc TEAM**

#### **How to proceed with your IDP Google Site:**

You can now start putting everything in the next year of your IDP. Your IDP will still appear in Google Sites.  
*e.g. if you were working in year 2 you will now be working in year 3 so forth and so on*

**Congratulations!**