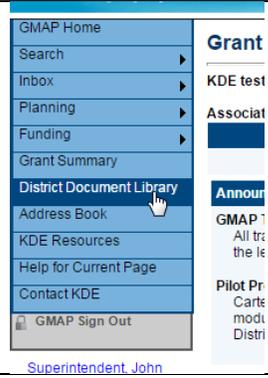


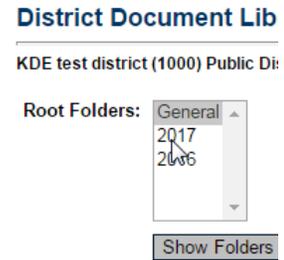
Upload Title I Comparability Report

1. Select *District Document Library* in the upper left Main Menu.

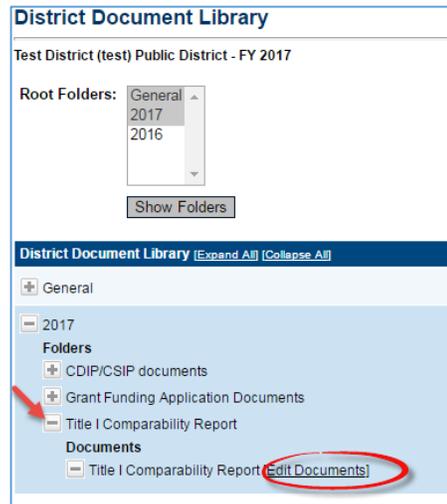


2. Click on 2017 for the 2016-2017 fiscal year and click on *Show Folders*.

Note: For future years, always click on the current year's folder.
The folder name will always be the END of the upcoming fiscal year



3. Open the folder and locate the "Title I Comparability Report". Click on the + sign to open the folder and click *Edit Documents* beside the document name.



- Click on the Document Template "Comparability Report". This will download the template to your computer.

Update Documents And Links

Test District (test) Public District - FY 2017

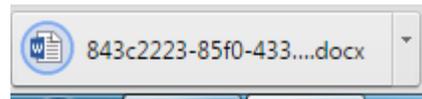
Document Information	
Document Name	Title I Comparability Report
Folder Hierarchy	2017 Title I Comparability Report
Upload Begin Date	8/31/2016
Upload End Date	
Minimum Required Count	1
Maximum Allowed Count	
Document Template	Comparability Report

[Upload Document](#)

Documents/Links



- Click on the downloaded document to open it (lower left of your screen)



- Open the document and Click on Enable Editing. Complete it per the instructions in the document.
- Save and name the document to a folder on your computer. Close Microsoft Excel.
- Return to GMAP. Return to the District Library and click on *Upload Document*.

Note: If you have left GMAP while completing the document, go back to District Library, find the Title I Comparability Report as you did above and click on edit document. It will return you to this page.

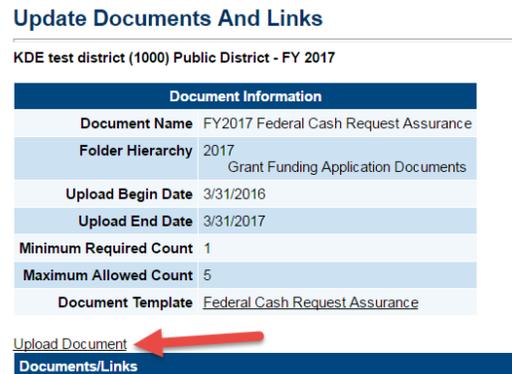
Update Documents And Links

KDE test district (1000) Public District - FY 2017

Document Information	
Document Name	FY2017 Federal Cash Request Assurance
Folder Hierarchy	2017 Grant Funding Application Documents
Upload Begin Date	3/31/2016
Upload End Date	3/31/2017
Minimum Required Count	1
Maximum Allowed Count	5
Document Template	Federal Cash Request Assurance

[Upload Document](#)

Documents/Links



- Click on *Choose File* and locate the document created from the template. Enter a Document Name and click Save.

Upload Document

Test District (test) Public District - FY 2017

Document Information	
Document Name	Title I Comparability Report
Folder Hierarchy	2017 Title I Comparability Report
Upload Begin Date	8/31/2016
Upload End Date	
Minimum Required Count	1
Maximum Allowed Count	
Document Template	Comparability Report

Upload Document

Document Name: 2

Document: Upload Title I Co...ility Report.docx 1

Document Description:

3

- To verify a successful upload, go to the District Document Library and click on Document History for the Federal Cash Request Assurance.

District Document Library

Test District (test) Public District - FY 2017

Root Folders:

District Document Library [\[Expand All\]](#) [\[Collapse All\]](#)

- General
- 2017
 - Folders**
 - CDIP/CSIP documents
 - Grant Funding Application Documents
 - Title I Comparability Report
 - Title I Comparability Report [\[Edit Documents\]](#)
 - Document History

Document Name	Last Modified	Author
2017 Title I Comparability Report	8/31/2016 11:08:11 AM	Millie Crawford