PCGEducation™ *Copying a Planner*
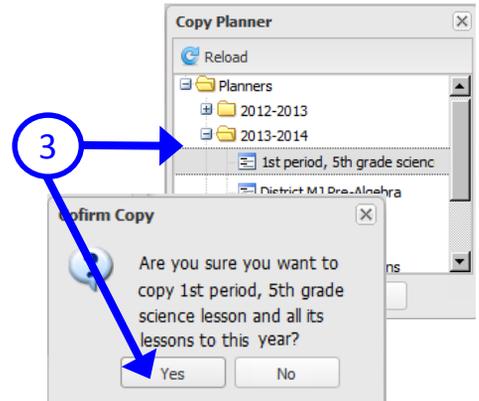
This document will provide you the steps on copying a planner.

Step 1: Once signed into PCG and on the planner, select the **Planners** button**.**

**Step 2:** Select **Copy Planner** which will activate the Copy Planner pop-up**.**

Step 3: Open the folder and select the planner you want to copy**.** Next, select OK and then yes to **Confirm Copy**.
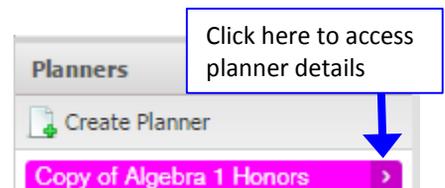
Do not click the yes button more than once. It will make additional copies.

Step 4: Select the Refresh button and then navigate to your lesson planners by selecting Calendar.

Step 5: Navigate to your lesson planners by selecting Calendar.
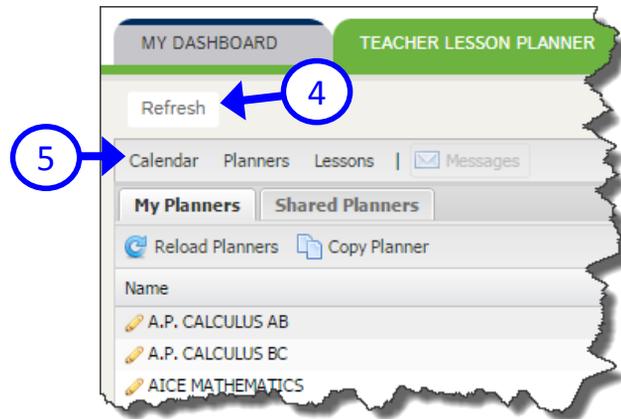
When in planners, you will see **Copy of** and the title of your planner. Select planner details ▶ if you want to edit the title.