PCG Education™ *Selecting My Curriculum*

This document provides the steps for selecting the curriculum you will be teaching.
DO NOT USE INTERNET EXPLORER 🅔 when using PCG Lesson Planner

Step 1: On your home page, your **Main Menu** will be located on the left-hand side of your screen. Select Curriculum.

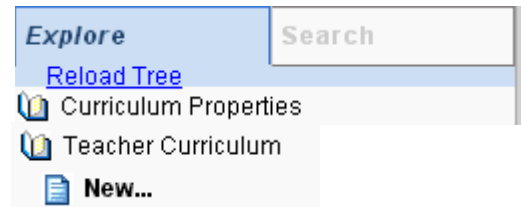**Step 2:** Select the gear symbol ⚙ to access the Curriculum Properties window.

Technical Note: Depending on how your browser is set up, it will either render as a separate window or as a Tab. If you do not see a tab or window appear after you click the gear symbol, minimize your window. It is possible the Curriculum Properties window activated, but is hidden in the background. Consult your site tech, or assigned tech coach, if you are unable to access the Curriculum Properties window.
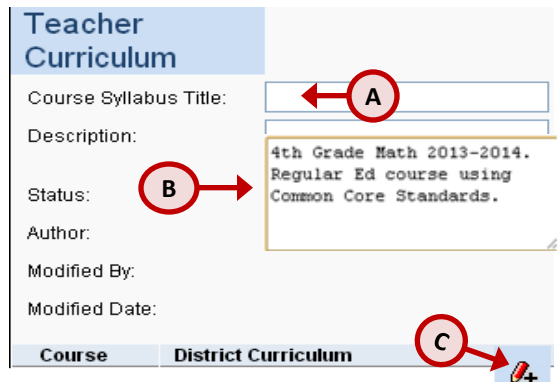
Selecting Curriculum with Pacing Guides

The following steps will guide you in selecting your curriculum (courses) you will be teaching. You may or may not be teaching courses that have a district curriculum map (pacing guide.) You will *__skip this step if the course(s) you teach does not have a pacing guide.__* Check with either your Curriculum Resource Teacher (elementary) , Assistant Principal of Curriculum (secondary), or email *ACIIS@gm.sbac.edu*

Step 3: Select the book on the Teacher Curriculum icon 📘

Step 4: Select New… (select the title and not the icon in this step.) You will know you have selected it correctly when title turns bold **New…**

Step 5: (A.) Enter title of the course(s) you will teach (i.e. 4th Grade Math, Algebra 1, Intensive Reading, etc.)

(B.) Enter the course description. Enter your course syllabus information. If you do not have a syllabus and description, enter course Title and school year.

(C.) Select the pencil icon 🖊+
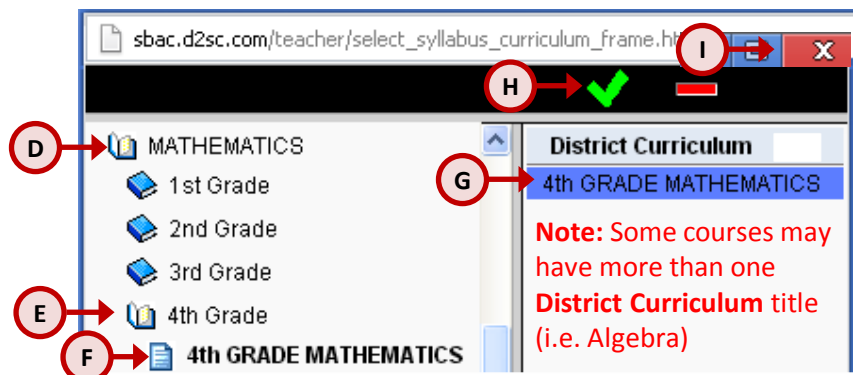
(D.) Select Subject

(E.) Select Grade Level

(F.) Select Curriculum Title

(G.) Select District Curriculum title.
Make sure the title is highlighted in blue as seen in diagram.

(H.) Select Green Check
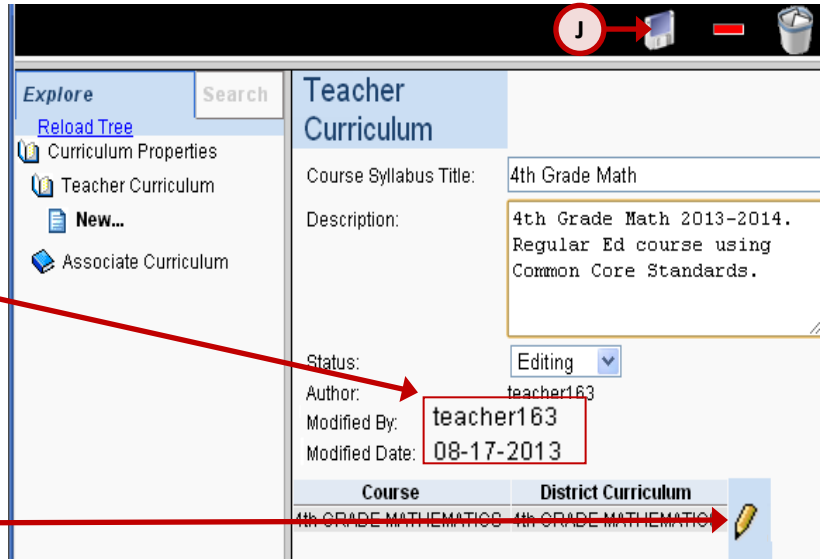
(I.) Close the District Curriculum Window

Step 5: *continued*
(J.) Click on the save icon

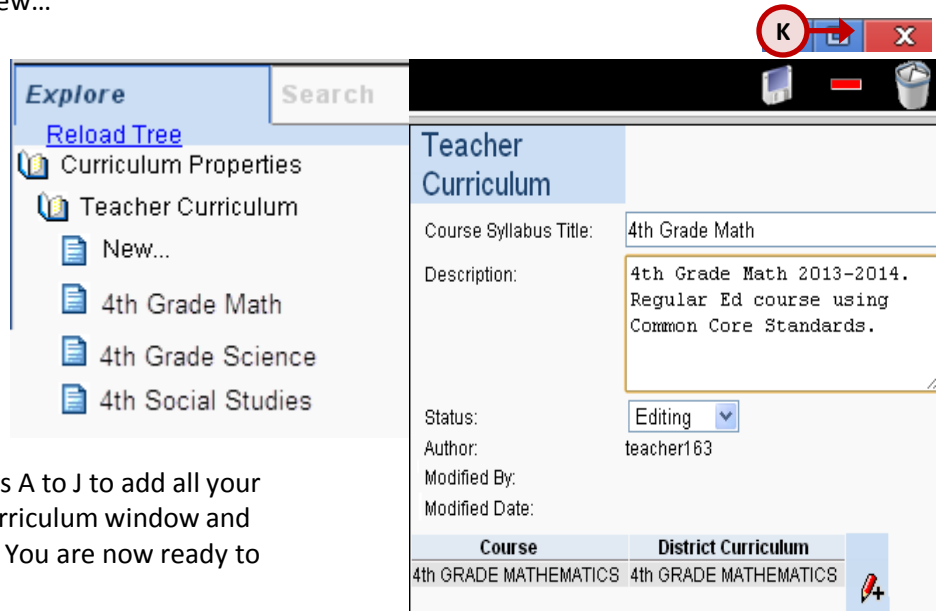*NOTE: Selecting save will populate the following fields: Modified by and Modified Date*

If *Modified By* and *Modified Date* is empty, you have not saved properly.

The pencil will also turn from red to yellow if you have correctly saved.

How do I know I have correctly created and saved my curriculum?

Each time you save your curriculum (**Step J)** and your *Modified By:* and *Modified Date:* are populated, select **Reload Tree.** Once the tree is reloaded, select Teacher Curriculum. Your saved curriculum will appear below the create new icon   New…

(K.) Once you have repeated steps A to J to add all your curriculum, close the Teacher Curriculum window and navigate back to the *Main Menu*. You are now ready to create your planners.

The document titled *Setting Up My Lesson Planner(s)* is the next set of steps to setting up your PCG Lesson Planner.