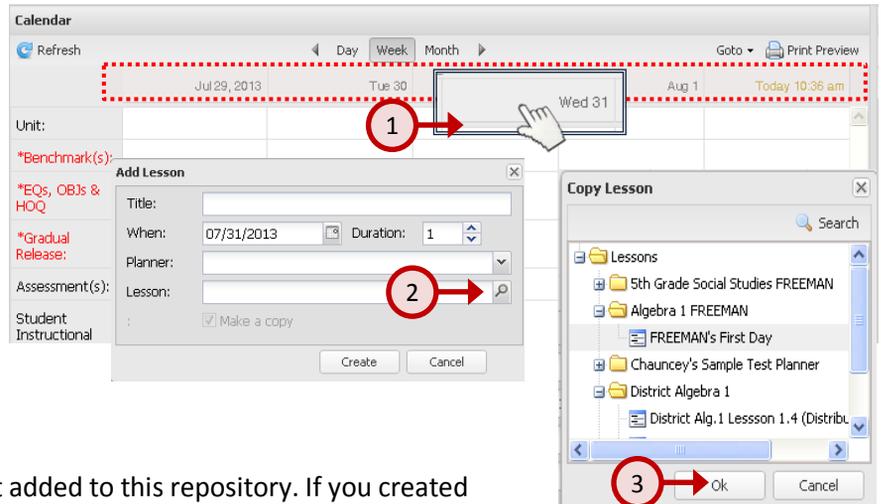


This document will provide you the steps on accessing and using previously created lessons.

Step 1: Hover over the day you want to add a lesson and left-click to activate the **Add Lesson** pop-up window.

Step 2: Select the  search icon to activate the **Copy Lesson** tool.

Step 3: Expand the folders.



Note: Once created all lessons get added to this repository. If you created planners over the summer and they are missing, it is due to IC Data rolling just this week (August 14- 15).

Will I be able to recycle my planners from last year?

You will not be able to recycle planners from previous years. Each year, you will have to recreate your planners.

I could use more assistance even after my initial training!

It will be important that all teachers attend training and access support such that they can comfortably create a lesson.

Every school has a PCG Lessons Planner Train-the-Trainer contact that can provide support (check with your administrator).

Check with your CREATE CONTACT, school administrator, or media specialist to get information about your assigned tech coach. Tech coaches are another excellent way to seek out support. Tech Coaches are able to provide large group, small group, and embedded one-on-one support.

If you would like more training, contact your school based PCG TRAINER or CREATE contact to set up more training venues at your school.

DO NOT USE INTERNET EXPLORER when using PCG Lesson Planner. Using INTERNET EXPLORER will result in functionality problems. Problems? Email ACIS@gm.sbac.edu

