


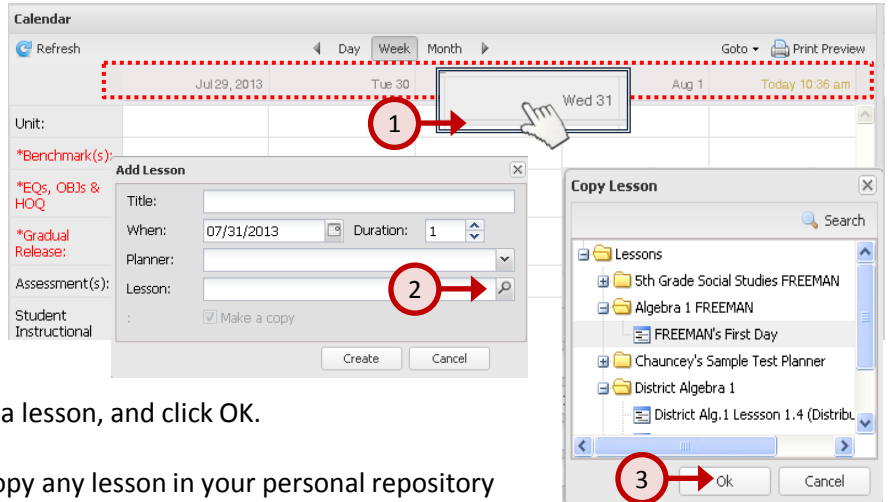
This document will provide you the steps on searching and copying lessons to your planner of choice.

**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, select a lesson, and click OK.

Note: This tool will allow you to copy any lesson in your personal repository or any lessons shared with you by other teachers.



## Searching the lesson repository.

Once you access the lesson repository, you can conduct searches within the repository by selecting  Search

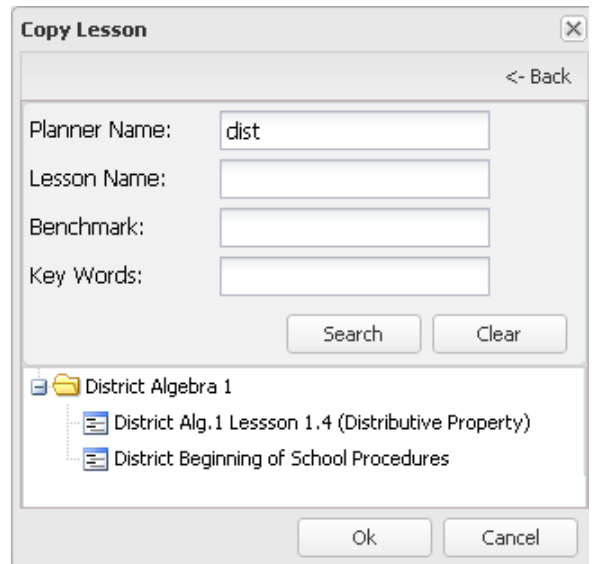


In this example, I searched for the Lesson Planner titled **District Algebra One**. When searching, you can just enter a few characters or the complete title. It will find all lessons that contain the characters you entered in the search.

Your lesson repository will include all of your lessons along with any lessons shared with you by another teacher.

When searching, you can search by:

- Planner Name
- Lesson Name
- Benchmark
- Key Words



**DO NOT USE** INTERNET EXPLORER when using PCG Lesson Planner. Using INTERNET EXPLORER will result in functionality problems. Problems? Email [ACIS@gm.sbac.edu](mailto:ACIS@gm.sbac.edu)

