

Questions? Comments? Contact us: ACIIS@gm.sbac.edu

PCG Step By Step

Use **FIREFOX** or (**Safari** for Macs) as your browser for PCG!

How to Set Up Your PCG Lesson Planner

1. Go to the **School Board Website (sbac.edu) >Just 4 Teachers> ACIIS - Alachua County Instructional Improvement System**
username: Active Directory Username
password. Active Directory Password
Once logged in, click the link at the top right: **PCG Login**. You are now logged in to the PCG Lesson Planner.

Adding a Curriculum Map

2. Click the word **Curriculum** on the Main Menu on the left.
3. Select the **gear** at the top left of the page.
4. Click on the book next to **Teacher Curriculum**.
5. Click the word **New**.
6. Give a name to the curriculum map by writing in the **Course Syllabus Title** field.
7. Click the **Red Pencil** with the plus sign to the right of the page.
8. Select the curriculum map for your course by clicking the book next to the subject, then the grade level, and finally the course.
9. Once you have selected the course, the name of the course will appear in the right pane. Click on the name of the course in the right pane, and it will highlight blue.
10. Once the course is highlighted, click the **green check** at the top right of the page. Close the pop-up window.
11. To save what you have done, click the disk icon at the top right of the page to save. You have now added a curriculum map! Close the window to get back to the main page.
12. **Reload Tree**

Creating a New Lesson Planner

13. Click on **Main Menu**
14. Click on the **Teacher Lesson Planner** link to the left of the page.
15. Click the **Create Planner** button.
16. Fill out information for the following fields (to access choices, click on magnifying glass):
Name*
Color
Curriculum Map (If you have one; if so, click the green check)
Course* (then, click green check)
Template* (default selected for you)

**Required*

Do not select anything in the School/Class field!

17. Click **Create** to save the planner.
18. Repeat these steps for each planner that you'd like to create.

Daily Planning

All of the previous steps need to be completed only once. The following steps detail how to add a lesson once a planner has already been created.

Adding a Lesson

1. Go to the **School Board Website (sbac.edu) >Just 4 Teachers> ACIIS - Alachua County Instructional Improvement System**

username: Active Directory Username

password: Active Directory Password

Once logged in, click the link at the top right: **PCG Login**.

2. Click on the **Teacher Lesson Planner** link to the left of the page. You will see your planners on the left hand side.
3. Click on the **date** you would like to add a lesson to.
4. A popup will appear asking you to add a **Title, Date, Duration, and Planner** to your lesson. (Do NOT put anything in the Lesson field!) Once you enter the information and select the planner from the drop down menu, click **Create**.

Once a lesson is created, you can edit the lesson information by clicking on the pencil icon in the colored bar on the calendar that displays the lesson title.

5. To input information into a lesson, click on the name of the lesson. This will open all of the fields so that you can enter information into them.
6. For each box, be sure to click the small box in the top right hand corner of the box to see what resources are available. If you click the box and resources appear, then you can simply drag and drop the resources to the selected box. If you click the box and nothing appears, there are no resources.
7. If no resources are available, or if you need to add more information, you can also type into a box. To type into a box, simply click inside of that box. This will open a larger text edit box.
8. To exit the text editor box, click **Save** in the bottom right corner.
9. At the bottom of the page, there is a submit button. The purpose of the submit button is to let your administrator know that you are finished with a lesson plan. You do NOT have to click the submit button for your administrator to see your lesson plan.
10. To print your plans, make sure all of the lessons you want printed are open on the screen. Then click the Print Preview button on the top right. This will give you a screen where you can choose which boxes you'd like to print.

Use the following keyboard shortcuts to copy and paste:

Control C = copy (PC users) **Command C = copy (Mac users)**

Control V = paste (PC users) **Command V = paste (Mac users)**

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