

PCG Education™ Setting Up My Lesson Planner(s)

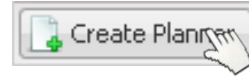
This document provides the steps for setting up your lesson planner for the first time.

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 **Teacher Lesson Planner**.



Step 2: Select **Create Planner** to access your planner details.



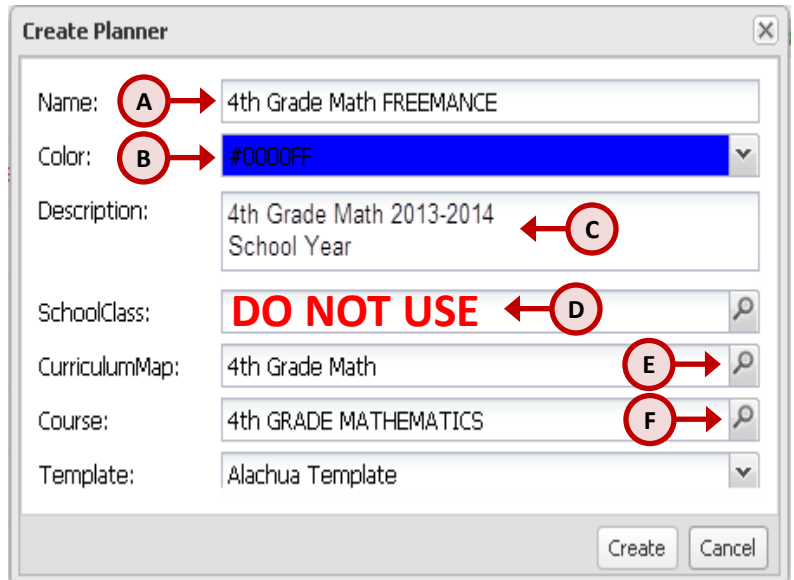
Step 3: Edit your planner details.


(A.) Name: include Grade Level, Subject, and your AD Username.


(B.) Color: select dark colors. Selecting light colors makes it difficult to read planner title.

(C.) Description: include Grade Level, Subject, and Calendar Year.

(D.) School Class: **DO NOT USE**



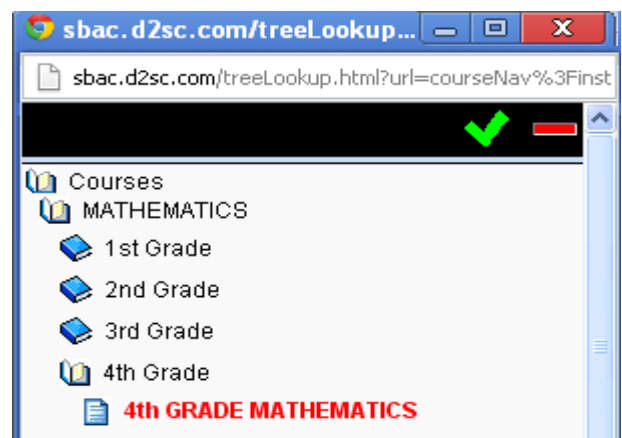
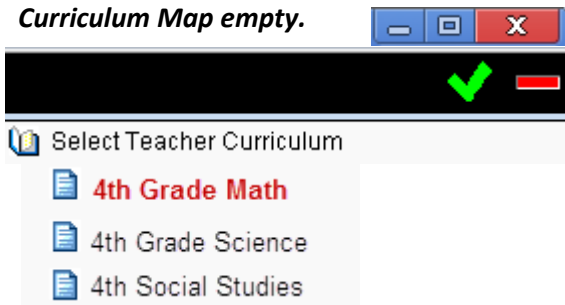
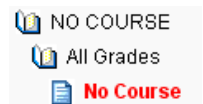
To complete items E and F, select the search icon  to access each menu item which will open another pop-up window.

(E.) Curriculum Map: click on the dog eared icon so that your menu item turns red. Then select the green check. Select  to close the window.

(D.) Course: Drill down through the folders and find the course and select, so that your menu item turns red.

NOTE: If you teach a course that does not have a pacing guide, you will leave Curriculum Map empty.

NOTE: If your course does not appear in the menu, you will select **NO COURSE**.



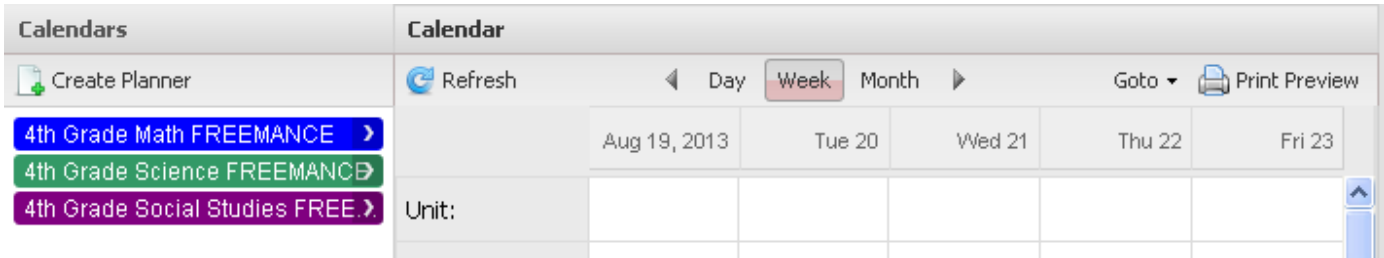
If you would like for your course to be included so you can access benchmarks and a pacing guide email ACIIS@gm.sbac.edu

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You will see your planners on the left hand side of the screen once you have created all your planners. You are now ready to start creating lessons.



Creating Lessons

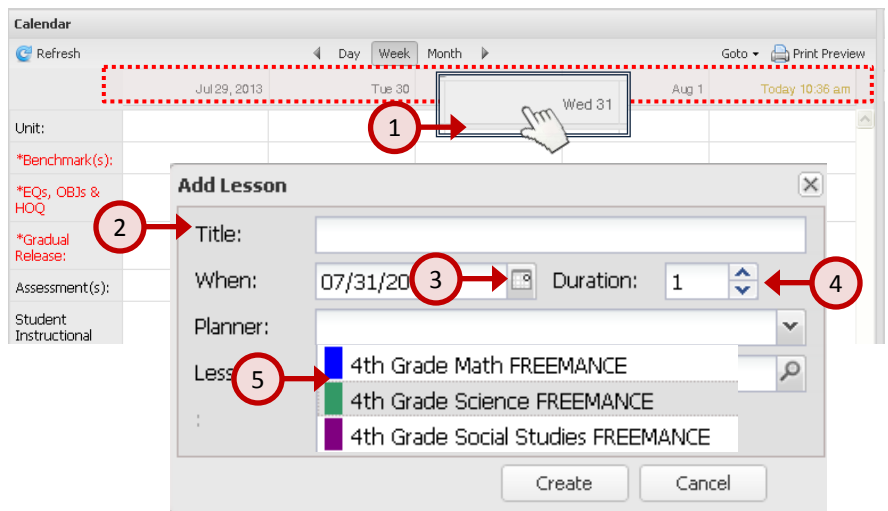
Step 1: Hover over the grey bar where dates are located and click to activate the **Add Lesson** pop-up window.

Step 2: Title Your Lesson

Step 3: Select starting date for your lesson

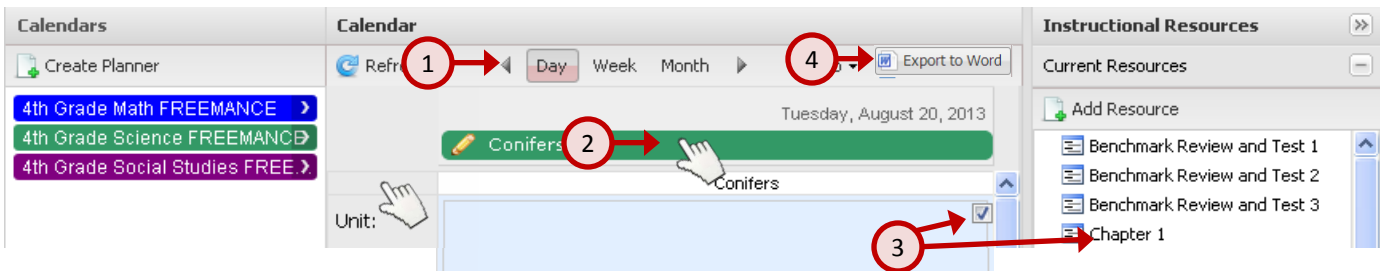
Step 4: Select duration of the lesson (Days)

Step 5: Select planner you are adding lesson to and finalize by selecting create.



Editing Lessons

These will be very brief directions for creating a lesson. Use the document **Creating A Lesson** for a more detailed explanation. **Do not be afraid to navigate the interface to familiarize yourself.**



(1.) Navigate to the day view for optimum space when planning. **(2.)** Click on lesson title bar to activate lesson into editing mode. **(3.)** When hovering over a template component (i.e. Unit, Benchmarks, etc.), **check the box** to access drag-and-drop objects. Menus will appear under instructional resources located on the left-hand side of the lesson interface. This is how you access menus for benchmarks, essential questions, instructional format, strategies, and resources. **(4.)** Click to Export lessons to a Word Document.

