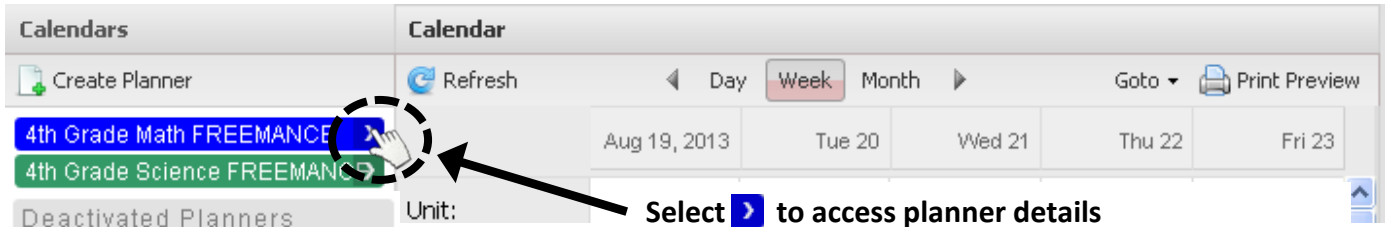


PCG Education™ Editing Planner and Lesson Details

This document will provide you with a detailed step-by-step guide on developing a lesson.

DO NOT USE INTERNET EXPLORER  when using PCG Lesson Planner

Editing Planner Details

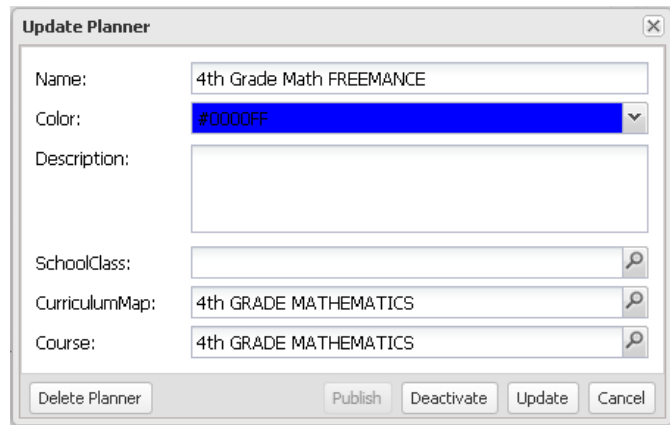


Calendars | Calendar

Create Planner Refresh Day Week Month Goto Print Preview

4th Grade Math FREEMANCE
4th Grade Science FREEMANCE
Deactivated Planners
4th Grade Social Studies FREE

Unit: **Select** to access planner details



Update Planner

Name: 4th Grade Math FREEMANCE
Color: #0000FF
Description:
SchoolClass:
CurriculumMap: 4th GRADE MATHEMATICS
Course: 4th GRADE MATHEMATICS

Delete Planner Publish Deactivate Update Cancel


Deactivate Planner: Removes your planner and lessons from weekly view.

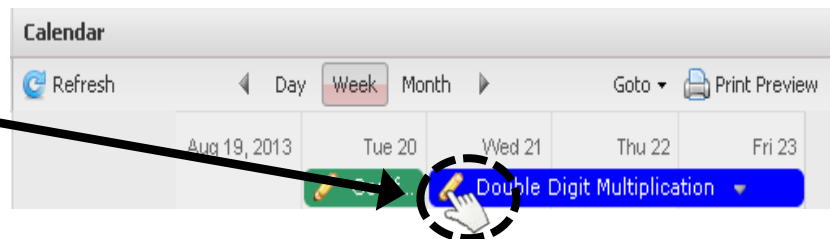
Delete Planner: Deleting the planner does not delete your lessons. Only removes planner.

You can edit the title, change the planner color, edit the description, and re-associate your Curriculum Map and Course.

Update Planner: Updates changes made

Editing Lesson Details

Similarly to editing planners, lesson details can be edit by selecting 

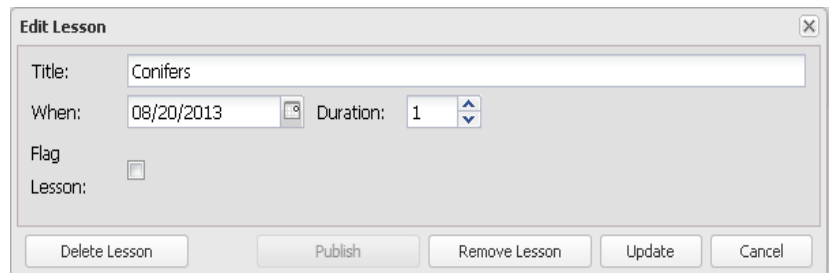


Calendar

Refresh Day Week Month Goto Print Preview

Aug 19, 2013 Tue 20 Wed 21 Thu 22 Fri 23

Double Digit Multiplication



Edit Lesson

Title: Conifers
When: 08/20/2013 Duration: 1
Flag
Lesson:


Delete Lesson Publish Remove Lesson Update Cancel

You are able to edit **lesson title**, **start date**, and **duration**.

Delete Lesson: completely removes lesson from data base. **Cannot be retrieved.**

Flag Lesson: feature to tag a lesson. Adds an asterisk (*) to lesson title. Can be use as a reminder to make changes to your lesson.

Remove Lesson: only removes the lesson from the planner view. Can be retrieved you the **lesson search and copy** feature.



Aug 19, 2013 Tue 20 Wed 21 Thu 22 Fri 23

Coni... Double Digit Multiplication

