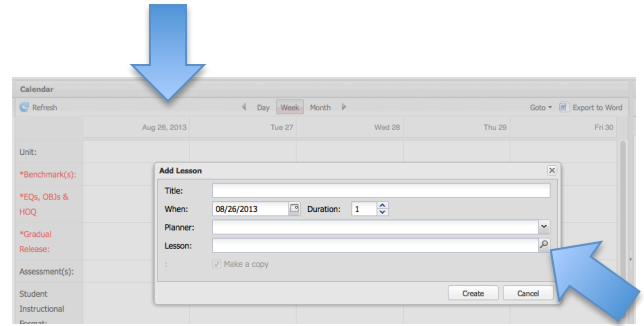


Copying Your Planner Template into Weekly Lessons

[Repeat steps 1-4 to search for, copy, and rename the template for your planner each week:](#)

1. Click **date** where the 5-day template is to begin.

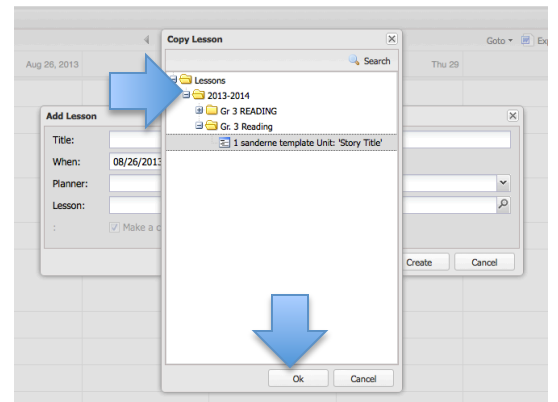
Next, to copy template in each week, **always begin at the bottom**. Search for the template by clicking on the **magnifier** next to 'Lesson'.



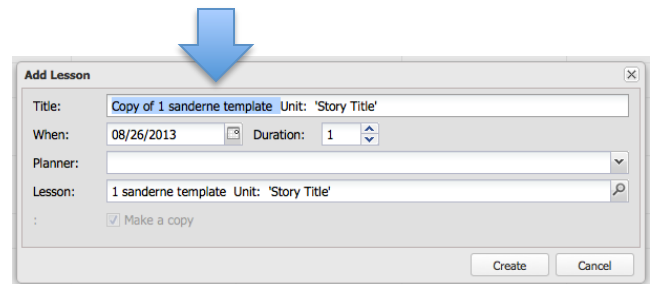
2. To drill down to the template, click **blue plus sign** next to the 2013-2014 folder.

Click **blue plus sign** to open the planner where the template is saved.

Highlight the template.
Select **Ok**.



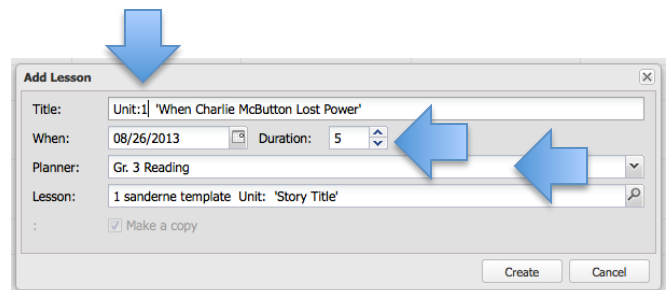
3. **Delete first portion** of template title.



4. Fill **Title** with # of **Unit, Chapter, Week**, or **name** indicating the lesson content.

Change **Duration** to **5** days (or the # of instructional days in that week).

Click in **Planner** field. Select **planner**.
Select **Create**.



Click the lesson **title bar** to open the 5-day template to create the week's lesson plan.

NOTE: For directions on how to create lesson plans, go to Just-4-Teachers > ACIIS-ACIIS Help Page > [ACIIS Appraisal and PCG Help](#)> **PCG SIMPLE Steps**.

Please contact your Tech Coach for help!