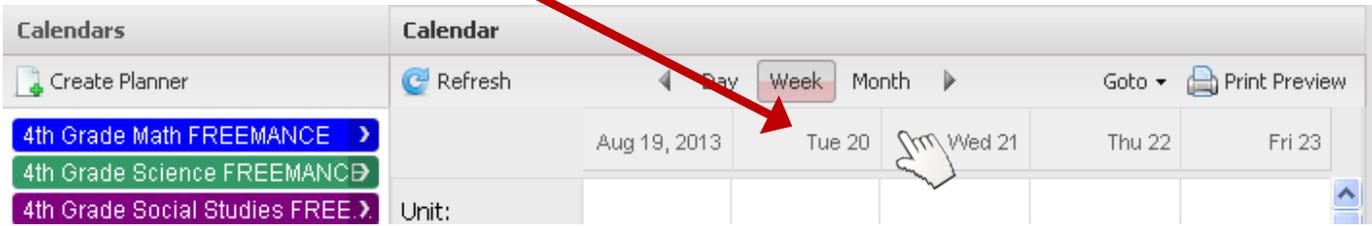


PCG Education™ Adding and Editing Lessons

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

Adding a Lesson Hover over the date and click to activate the **Add Lesson** pop-up window.



Completing Lesson Details

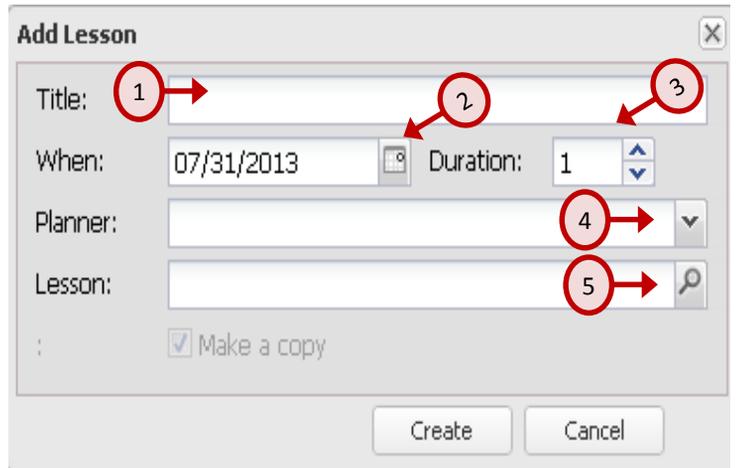
(1.) Title: When selecting a lesson title, be thoughtful of the title(s). When using the lesson search feature, you will benefit from refined searchers if your lesson titles are short yet succinct.

(2.) Lesson Start Date

(3.) Lesson Duration: select number of days for the lesson to be carried out.

(4.) Planner: select the planner your lesson to be placed.

(5.) Lesson Search: select search icon to activate lesson repository. For details, review document titled **Searching and Copying Lessons**. This is only used if you have previously added a lesson.



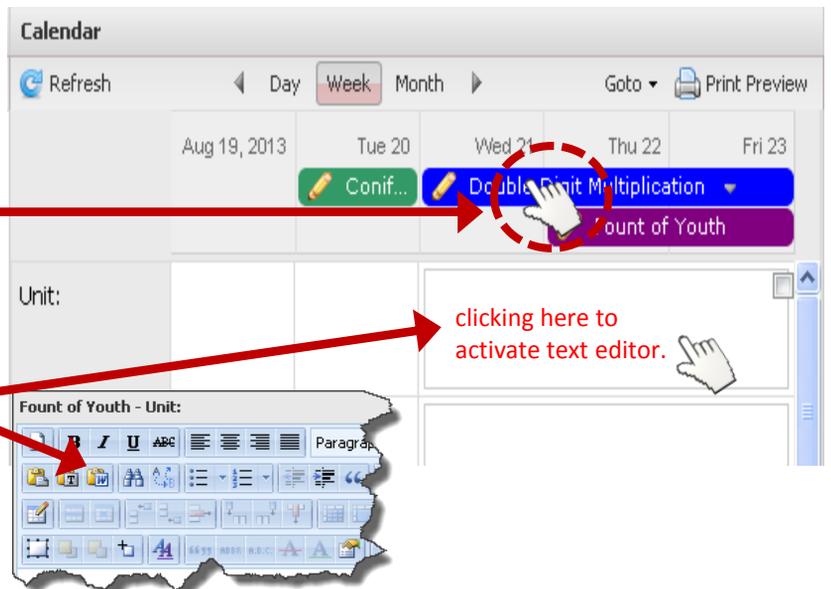
Editing Lessons

To edit a lesson, you must first open the lesson.

To open a lesson you must click on the lesson title to the right of the lesson editor icon .

Wait for the  message to go away before you start working on your lesson

Once the lesson is open, access each template component by clicking on the boxed area to activate text editor.

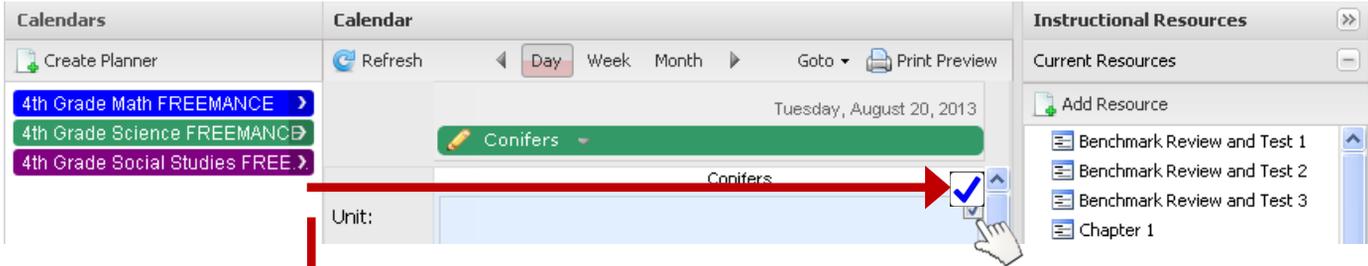


This document will provide you the steps on setting up your lesson planner for the first time.

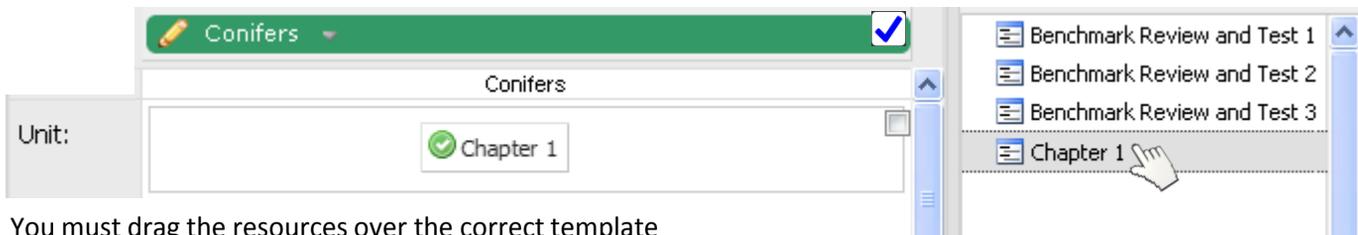
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Dragging-and-Dropping units, benchmarks, and other resources

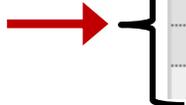
When in lesson planner mode, checking the box in template component allows you to access resources located to the right titled **Instructional Resources** which you can drag-and-drop into your lesson.

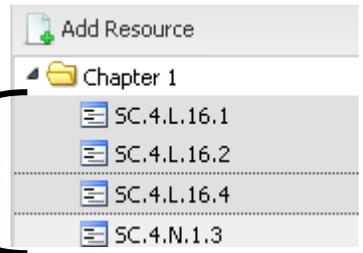


While lesson is open, **hover** over top right of component and check box. Once box is checked it will activate resource menus. In the above example, the unit resource menu is checked and activated. Once activate, you can click, drag-and-drop into box. **It is possible that there are no resources available.**



You must drag the resources over the correct template component. If attempt to drag in the incorrect component your object will turn red. 

Holding the **ctrl** key down and you can select more than one. 



The lesson plan template components with resources you can drag-and-drop are as follows: Unit, Benchmarks, EQ's/OBJ's/HOQ, Student Instructional Format, and Strategies.

In the Gradual Release box, you can upload any documents pertinent to the lesson. See the document titled **Adding Instructional Resources** for directions on adding other resources related to the lesson (i.e. Word Doc, PowerPoint, etc.)



DO NOT USE INTERNET EXPLORER when using PCG Lesson Planner. Using INTERNET EXPLORER will result in functionality problems. Problems? Email ACIIS@gm.sbac.edu

