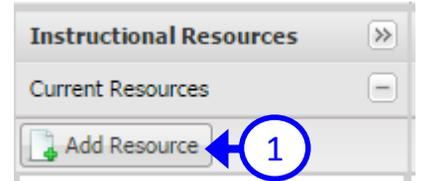


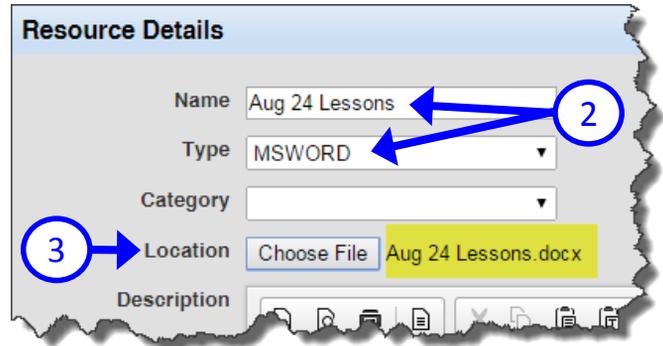
PCGEDucation™ Attaching a Resource

This document will provide you the steps on how to add a resource to your lesson.

Step 1: Select Add Resource. This will result in a pop-up window title Resource Details.



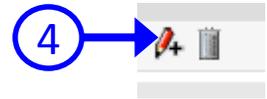
Step 2: Name your resource and select Type. Leave category blank.



Step 3: Select Choose File. Select the file from the folder you have saved your resource to on your computer or thumb drive.

In this Example I added Aug 24 Lessons

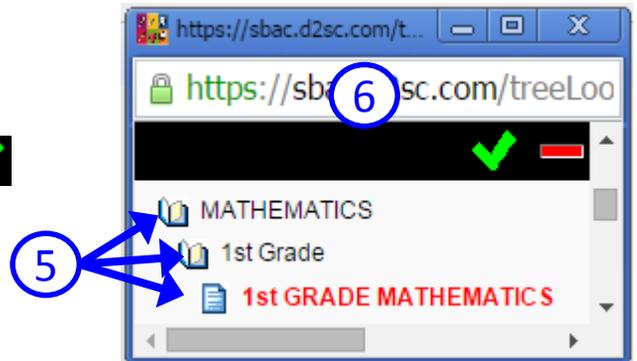
Step 4: Located near the bottom of the Resource Details window, select the red pencil icon. Once you click on the pencil you will get a pop-up window where you will select the course to which you are aligning your resource.



Step 5: Select the Course and grade. If the course you teach is not listed, select No Course>All Grades>No Course.

Once you have selected the course, select green check. 

Select  located on the bottom right of the Resource Details window and then select  located at the top right of the same window to close the pop-up window.



You are now ready to add your resource to your lesson as an attachment.

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

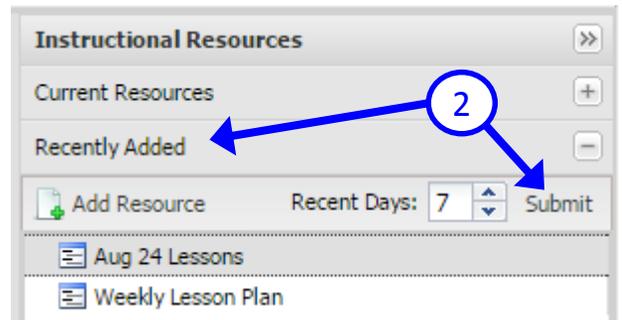
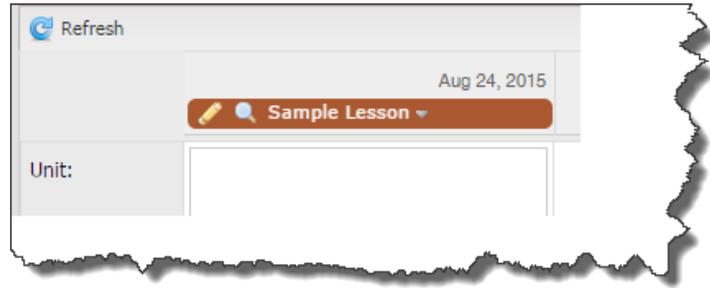


This document will provide you the steps on how to add a resource to your lesson.

Attaching a Resource to a lesson

Step 1: Open your lesson, mouse over the gradual release box and check the box.

Step 2: Once you select the box, click on **Recently Added** under the Instructional Resources. If you recently added the resource, select **Submit**. Your resource will appear in window below for you to click and drag over to the Gradual Release box.



Drag-and-Drop Your Resource in Lesson

Step 3: As you drag your lesson into the Gradual Release box, you will see the title of the lesson and a green check. Once in the gradual release box you can release so it attaches.

Once you drag and release, your lesson will appear as an attachment.



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