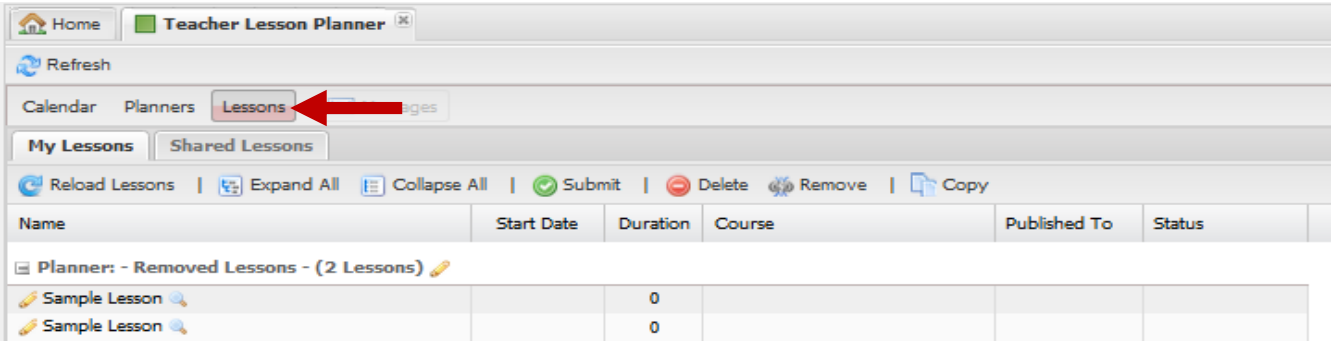# PCG Education

Lesson Repository/Maintenance View

This document will provide you the steps on accessing and managing previously created lessons.

Select the **Lessons Button** to navigate to the Lesson Maintenance View and manage your lessons.

Reload Lessons: Use this action anytime you Submit, Delete, Remove, or Copy a Lesson. It will refresh your view.

Expand/Collapse: It will either expand or collapse all the lessons in your planner(s).

Submit: You can submit 1 or more lessons. Select rows will highlight in grey. Once you submit, you will get a popwindow, select yes if you want to submit.
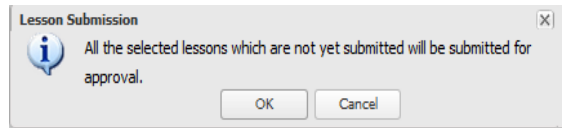

Delete: Any lessons deleted *CANNOT BE RETREIVED*. Use Remove lesson if you do not want it in the calendar view.

Remove: Removes the lesson from the planner and copies it the REMOVED LESSONS planner.

Copy: When copying lessons, make sure to only copy one lesson at a time. It will rename the lesson to Copy of and current tile of the lesson which you can edit. When copying a lesson, you must select a planner you want the lesson to be copied to.

Lesson Preview: Click on icon to activate lesson preview pop-window.

Edit Lesson: Activates Edit lesson pop-window. You can edit lesson Title, start date of lesson, lesson duration, flag and key words. You need to go to Calendar View to edit lesson details (e.g. Unit Title, benchmarks, gradual release.)
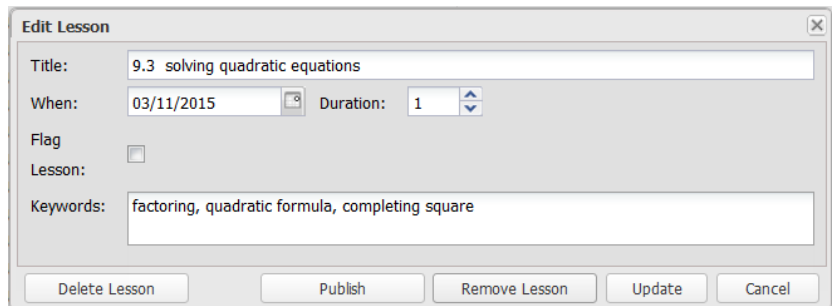

Select **update** once you have completed your changes.

Publish (Sharing): When sharing, *you can only share to the content group aligned in your planner and school*. (e.g. 6th ELA Curriculum content group only allows you to share with other 6th grade teachers who also have a planner aligned to 6th Grade ELA at your school.)

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

Hovering over the field titles (e.g. Start Date) allows you to access the sorting function(s) and also manage the fields (Name, Planner, Start Date, Duration, Course, Published to, and Status).
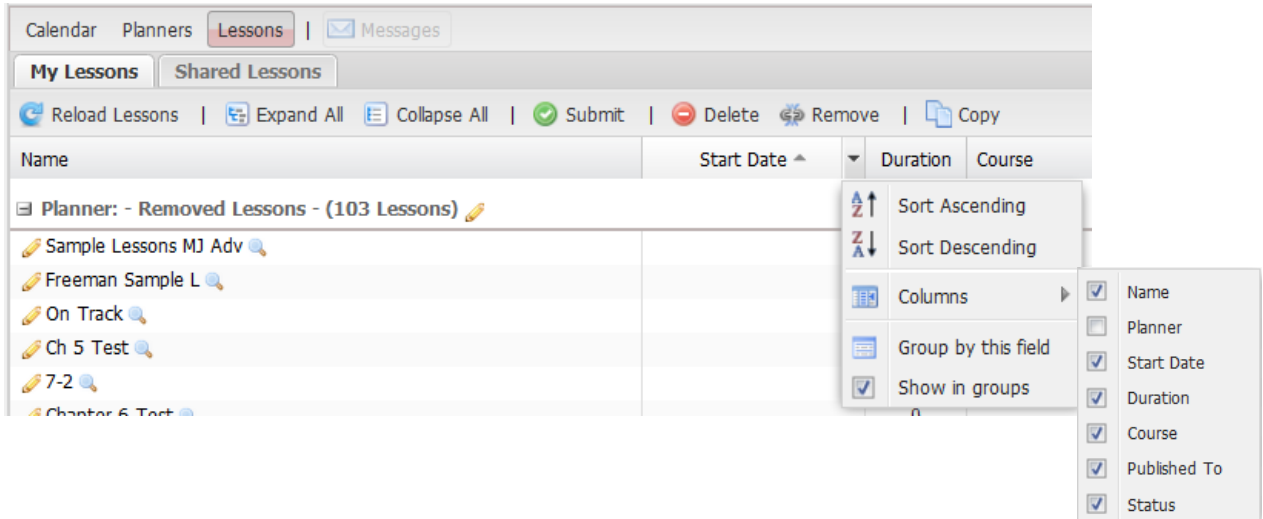
Name: Planner and Lesson title(s). When Sorting, it will sort all the lessons in all the planners

Planner: Displays title of the planner to which the lesson belongs.

Start Date: Date the lesson begins.

Duration: Number of days it will take to cover the lesson.

Course: The district course the planner/lesson to which the planner/lesson is aligned.

Published To (Sharing): Content group to which the planner/lesson has been shared/published.

Status: Shows if lessons have been submitted and approved. It will be blank if not submitted. It will change from submitted to approved once the administrator approves the lesson.

What is a content group and how do I know what content group(s) I belong to in PCG?

You are a member of the content group(s) according to the subject area(s) you teach. If you teach 4th grade Math, Science, and Social Studies, you are a member of those 4th grade content group. When you share/publish to a content group, you are limited to sharing within your building to other teachers who are also members of the same content groups.

The courses/sections for which you have students "rostered" determines the membership of content groups to which you belong. If you are co-teaching and need to be the member of the same content group, email ACIIS@gm.sbac.edu and make it attention to CONTENT GROUP MEMBERSHIP REQUEST.

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