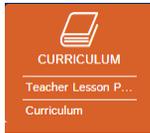


This document provides the steps for selecting the curriculum you will be teaching.

**DO NOT USE** INTERNET EXPLORER  when using PCG Lesson Planner

**Step 1:** Click the Curriculum menu button and then select curriculum from the menu



**Step 2:** Select Curriculum Properties which will then activate a pop-up window

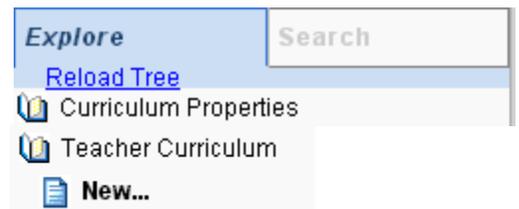


## Selecting Curriculum with Pacing Guides

The following steps will guide you in selecting your curriculum (courses) you will be teaching. You may or may not be teaching courses that have a district curriculum map (pacing guide.) You will **skip this step if the course(s) you teach does not have a pacing guide.** Check with either your Curriculum Resource Teacher (elementary), Assistant Principal of Curriculum (secondary), or email [ACIS@gm.sbac.edu](mailto:ACIS@gm.sbac.edu)

**Step 3:** Select the book on the Teacher Curriculum icon 

**Step 4:** Select New... (select the title and not the icon in this step.) You will know you have selected it correctly when title turns bold **New...**



**Step 5: (A.)** Enter title of the course(s) you will teach (i.e. 4<sup>th</sup> Grade Math, Algebra 1, Intensive Reading, etc.)

**(B.)** Enter the course description. Enter your course syllabus information. If you do not have a syllabus and description, enter course Title and school year.

**(C.)** Select the pencil icon 

**(D.)** Select Subject

**(E.)** Select Grade Level

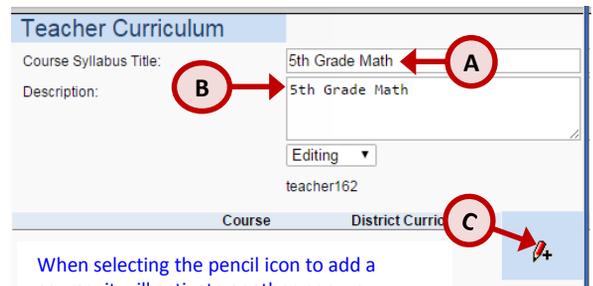
**(F.)** Select Curriculum Title

**(G.)** Select District Curriculum title.

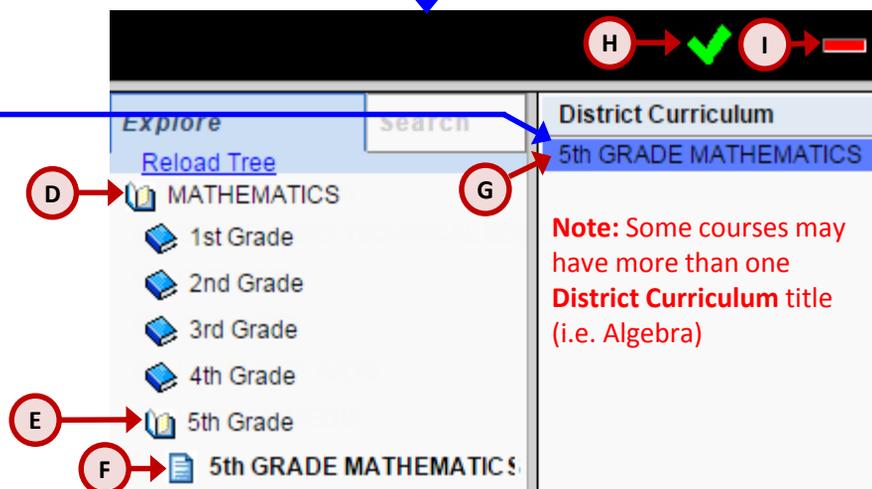
**Make sure the title is highlighted in blue as seen in diagram.**

**(H.)** Select Green Check

**(I.)** Close the District Curriculum Window



When selecting the pencil icon to add a course, it will activate another pop-up window



**Note:** Some courses may have more than one District Curriculum title (i.e. Algebra)

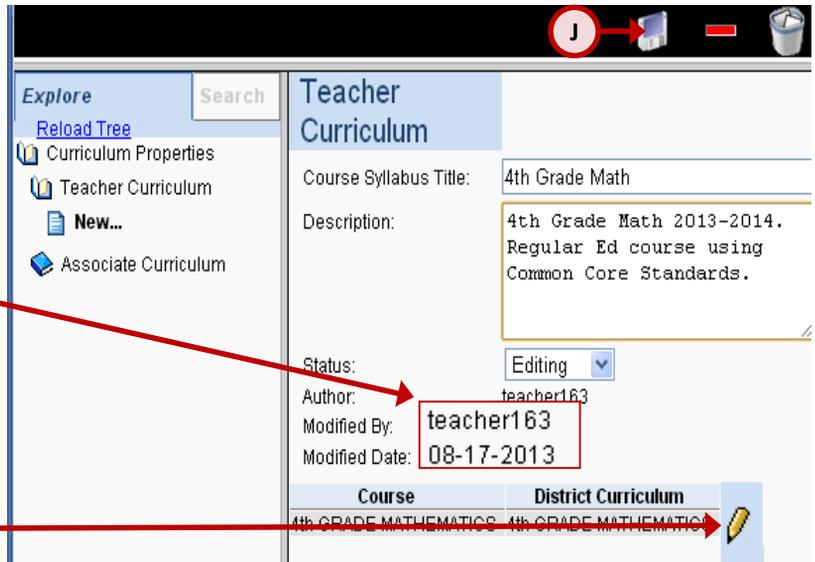
## Step 5: continued

(J.) Click on the save icon 

**NOTE:** Selecting save will populate the following fields: **Modified by** and **Modified Date**

If **Modified By** and **Modified Date** is empty, you have not saved properly.

The pencil will also turn from red to yellow if you have correctly saved.



Teacher Curriculum

Course Syllabus Title: 4th Grade Math

Description: 4th Grade Math 2013-2014. Regular Ed course using Common Core Standards.

Status: Editing

Author: teacher163

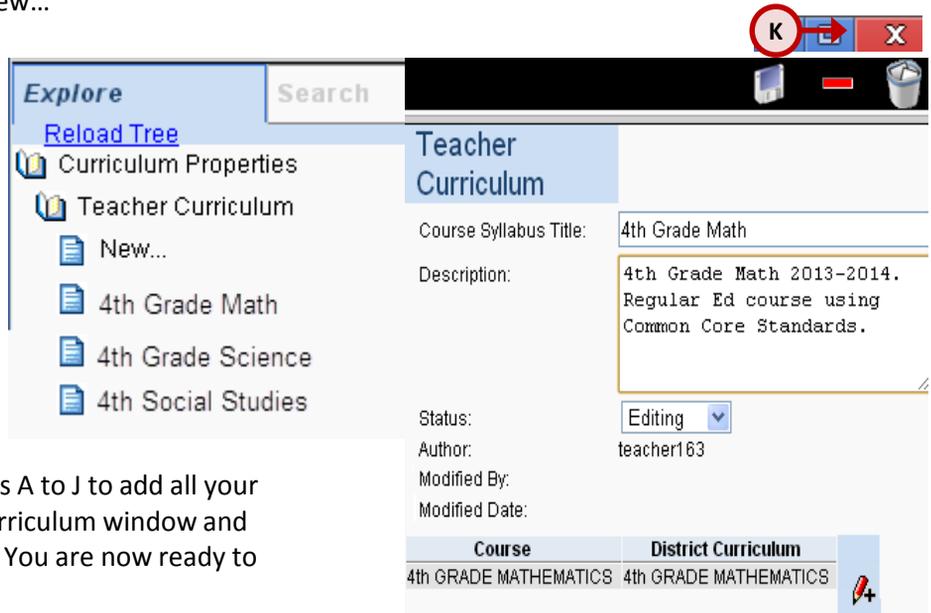
Modified By: teacher163

Modified Date: 08-17-2013

Course	District Curriculum
4th GRADE MATHEMATICS	4th GRADE MATHEMATICS

## How do I know I have correctly created and saved my curriculum?

Each time you save your curriculum (Step J) and your **Modified By:** and **Modified Date:** are populated, select **Reload Tree**. Once the tree is reloaded, select Teacher Curriculum. Your saved curriculum will appear below the create new icon  New...



Teacher Curriculum

Course Syllabus Title: 4th Grade Math

Description: 4th Grade Math 2013-2014. Regular Ed course using Common Core Standards.

Status: Editing

Author: teacher163

Modified By: teacher163

Modified Date: 08-17-2013

Course	District Curriculum
4th GRADE MATHEMATICS	4th GRADE MATHEMATICS

(K.) Once you have repeated steps A to J to add all your curriculum, close the Teacher Curriculum window and navigate back to the **Main Menu**. You are now ready to create your planners.

The document titled **Setting Up My Lesson Planner(s)** is the next set of steps to setting up your PCG Lesson Planner.

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

