## **PCGEducation** Setting Up My Lesson Planner(s)

Step 1: On your home page, your Main Menu will be Teacher Lesson Planner located on the left-hand side of your screen. Select Teacher Lesson Planner. Step 2: Select Create Planner to access your planner Create Planmer details. Step 3: Edit your planner details. **Create Planner** X (A.) Name: include Grade Level, Subject, and your AD Username. 4th Grade Math FREEMANCE Name: Α (B.) Color: select dark colors. Selecting Color: В light colors makes it difficult to read planner title. Description: 4th Grade Math 2013-2014 (C.) Description: include Grade Level, School Year Subject, and Calendar Year. (D.) School Class: DO NOT USE **DO NOT USE** Q SchoolClass: CurriculumMap: 4th Grade Math Ε To complete items E and F, select the search icon  $\mathcal{O}$  to access each Course: 4th GRADE MATHEMATICS

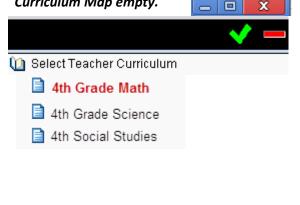
Template:

(E.) Curriculum Map: click on the dog eared icon so that your menu item turns red. Then select the green check. Select to close the window.

#### NOTE: If you teach a course that does not have a pacing guide, you will leave Curriculum Map empty.

menu item which will open another

pop-up window.



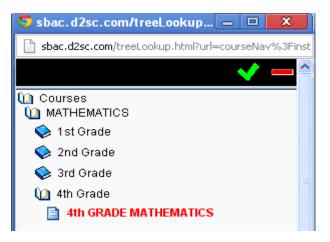
**(D.) Course:** Drill down through the folders and find the course and select, so that your menu item turns red.

Create

Cancel

# NOTE: If your course does not<br/>appear in the menu, you will<br/>select NO COURSE.Image: No CourseImage: No courseImage: No course

Alachua Template



If you would like for your course to be included so you can access benchmarks and a pacing guide email ACIIS@gm.sbac.edu

## **PCGEducation** <sup>Th</sup>Setting Up My Lesson Planner(s)

This document will provide you the steps on setting up your lesson planner for the first time. <u>DO NOT USE</u> INTERNET EXPLORER 😥 when using PCG Lesson Planner

You will see your planners on the left hand side of the screen once you have created all your planners. You are now ready to start creating lessons.

Calendars	Calendar					
📑 Create Planner	🥑 Refresh	🍕 Day	Week Mo	nth 🕨	Goto 👻	🗎 Print Preview
4th Grade Math FREEMANCE > 4th Grade Science FREEMANCD		Aug 19, 2013	Tue 20	Wed 21	Thu 22	Fri 23
4th Grade Social Studies FREE.	Unit:					^

#### **Creating Lessons**

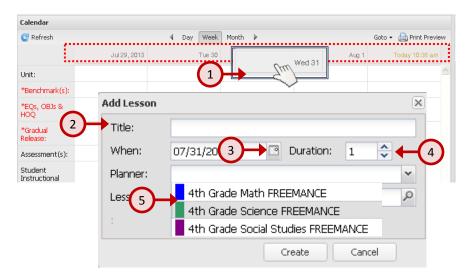
Step 1: Hover over the grey bar where dates are located and click to activate the *Add Lesson* pop-up window.

Step 2: Title Your Lesson

Step 3: Select starting date for your lesson

Step 4: Select duration of the lesson (Days)

**Step 5**: Select planner you are adding lesson to and finalize by selecting create.



### **Editing Lessons**

These will be very brief directions for creating a lesson. Use the document *Creating A Lesson* for a more detailed explanation. *Do not be afraid to navigate the interface to familiarize yourself.* 

Calendars	Calendar	Instructional Resources	≫
] Create Planner	C Refr 1	Current Resources	
4th Grade Math FREEMANCE > 4th Grade Science FREEMANCE	Tuesday, August 20, 2013	Add Resource	^
4th Grade Social Studies FREE.	Unit:	Benchmark Review and Test 2 Benchmark Review and Test 3 Chapter 1	

(1.) Navigate to the day view for optimum space when planning. (2.) Click on lesson title bar to activate lesson into editing mode. (3.) When hovering over a template component (i.e. Unit, Benchmarks, etc.), *check the box* to access drag-and-drop objects. Menus will appear under instructional resources located on the left-hand side of the lesson interface. This is how you access menus for benchmarks, essential questions, instructional format, strategies, and resources. (4.) Click to Export lessons to a Word Document.







