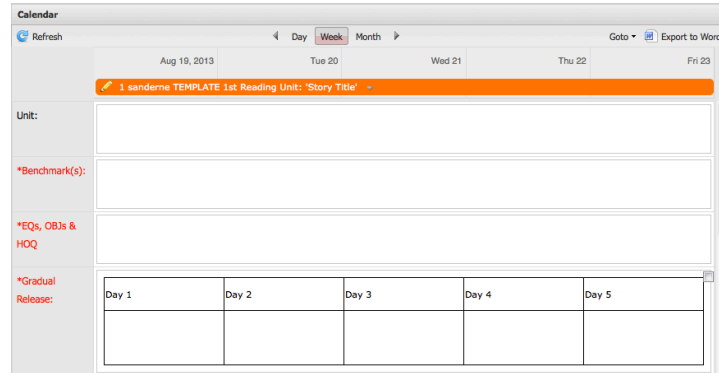


Creating a 5-Day Customized Lesson Planner

Create a 5-Day *Customized Lesson Planner* to be used within the district PCG template.
Do Steps 1-7 just ONE time to create a template for each planner.

Basic table for planner:



The screenshot shows a calendar interface with a 5-day table. The table has five columns labeled 'Day 1' through 'Day 5'. Above the table, there are fields for 'Unit:', '*Benchmark(s):', '*EQs, OBJs & HOQ', and '*Gradual Release:'. The table is currently empty.

1. To copy sample template, [open ACPS email](#) entitled **Creating a 5-Day Customized Planner in PCG.**

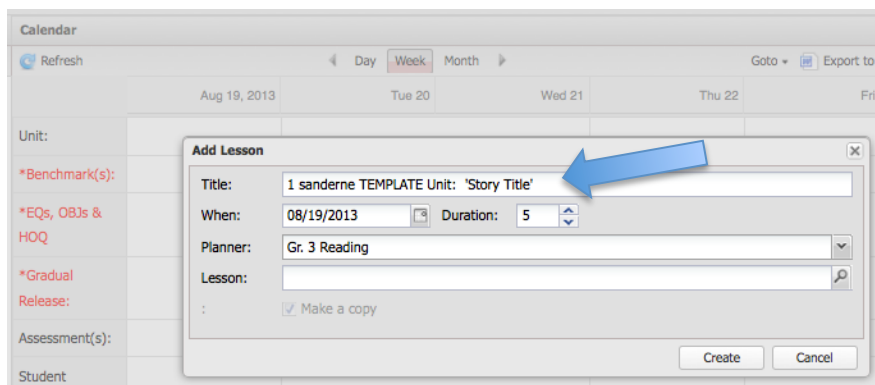
Find attachment: **'Basic 5-day Table for PCG'**.
Select **Download**. Open with Microsoft Word.
Select **OK**.



2. Highlight the **2-row table**.
Copy table using key commands: hold down **Control and 'C'** (PC) or **Command and 'C'** (Mac).

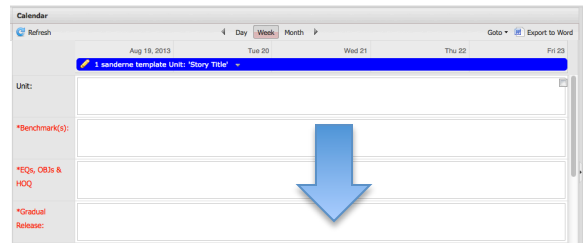


3. **Open PCG.** *First, the template will be given a name that will be easy to search for later:* Open **Teacher Lesson Planner**. Suggestion: Place customized templates on Aug. 19, 2013. Go to Aug. 19, 2013. Click on **date Aug. 19, 2013**. 'Add Lesson' opens.
Title: Type **'1'** (type your **active directory** username) **TEMPLATE Unit:** (or 'Chapter:' or whatever will help label future lessons). See example below.
Title Explanation: **'1'** keeps template at top of lesson list. Your **'active directory'** is used so you will know which template is yours when we are able to share lessons in PCG.
When: 08/19/2013
Duration: Click 'up' arrow to make it **5** days.
Planner: Click in Planner field. Choose **planner** in which to place template. Select **Create**.

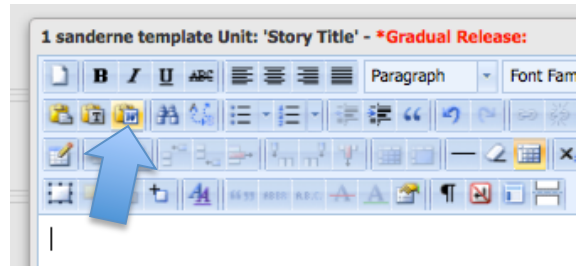


The screenshot shows the 'Add Lesson' dialog box in the PCG interface. The 'Title' field is filled with '1 sanderne TEMPLATE Unit: 'Story Title''. A blue arrow points to the title field. The 'When' field is set to '08/19/2013', the 'Duration' is '5', and the 'Planner' is 'Gr. 3 Reading'. The 'Lesson' field is empty. There are 'Create' and 'Cancel' buttons at the bottom.

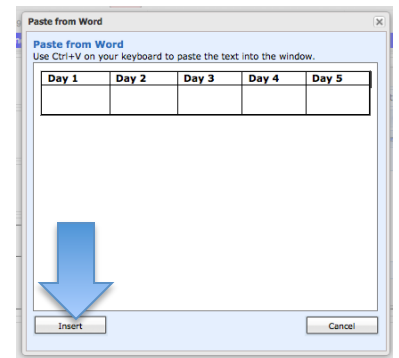
4. **To create customized template:**
 Click on colored lesson **title bar** to open 5-day view.
 Click **center** of **Gradual Release** box.



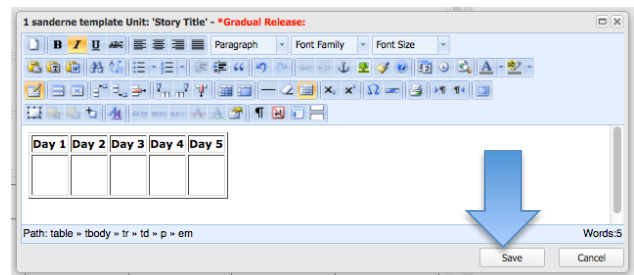
5. The text editor opens.
 Select **Paste from Word** icon.



6. **Paste** table (already copied in Step #2 above) into
 Paste from Word: hold down **Control and 'V'**(PC) or
Command and 'V'(Mac).
 Select **'Insert'**.



7. **Customize** template now or return to customize
 later. Select **'Save'**.

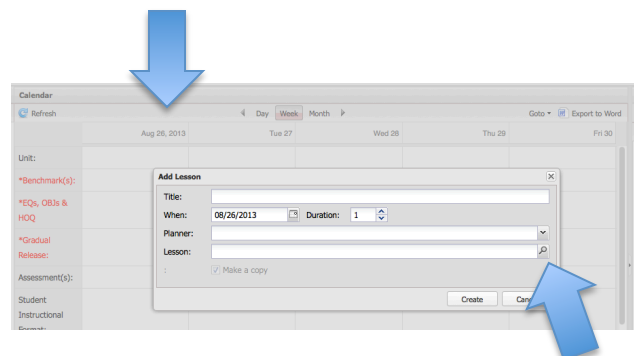


Repeat Steps 3-7 to create a template in each planner.

Repeat steps 8-11 to search for, copy, and rename the template each week:

8. Click **date** where the 5-day template is to begin.

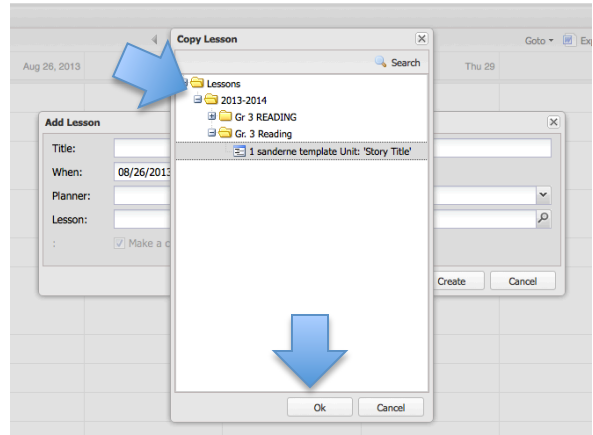
Next, to copy template in each week, **always begin at the bottom**. Search for the template by clicking on the **magnifier** next to 'Lesson'.



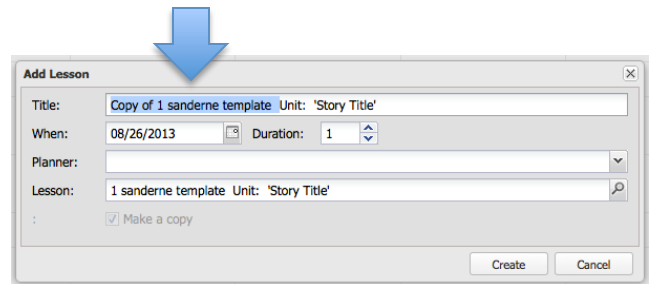
9. To drill down to the template, click **blue plus sign** next to the 2013-2014 folder.

Click **blue plus sign** to open the planner where the template is saved.

Highlight the template.
Select **Ok**.



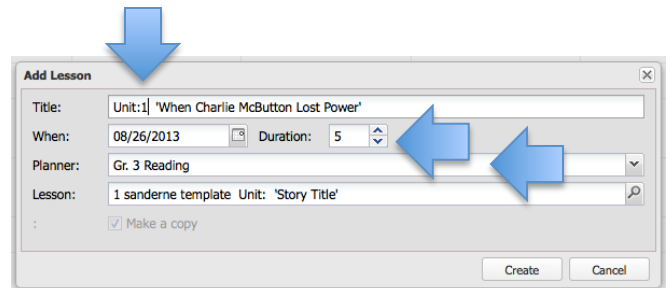
10. **Delete first portion** of template title.



11. Fill in **Title** with # of **Unit, Chapter, Week**, or **name** indicating the lesson content.

Change **Duration** to **5** days (or the # of instructional days in that week).

Click in **Planner** field. Select **planner**.
Select **Create**.



Click the lesson **title bar** to open the 5-day template to create the week's lesson plan.

Repeat steps 8-11 to place the customized lesson template in the planner each week.

NOTE: For directions on how to create lesson plans, go to Just-4-Teachers > ACIIS-ACIIS Help Page > ACIIS Appraisal and PCG Help > **PCG SIMPLE Steps**.

Please contact your Tech Coach for help!