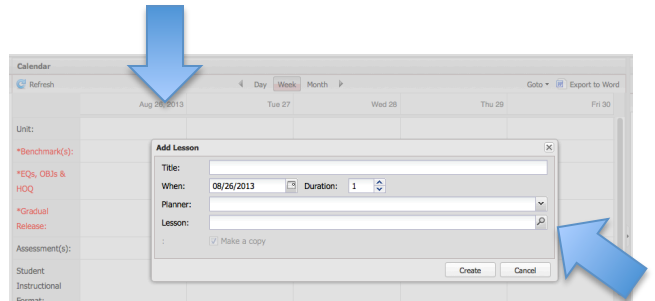


Inserting Your Customized Template into Weekly Lessons

Repeat steps 1-4 to search for, copy, and rename your template into lesson plans each week:

1. Click **date** where multi-day template is to begin.

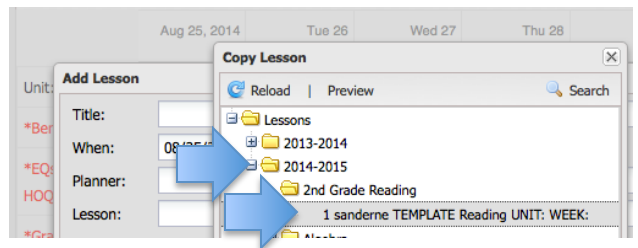
To copy template in each week, **always begin at the bottom**. Search for the template by clicking on the **magnifier** next to 'Lesson'.



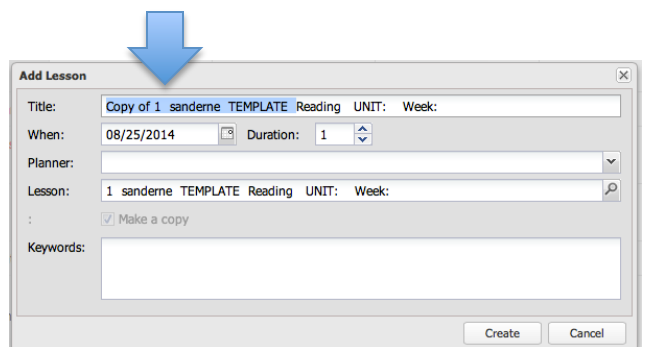
2. To drill down to your template, click **blue plus sign** next to the 2014-2015 folder.

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

Highlight the template.
Select **Ok**.



3. **Highlight and delete the first portion** of the template title.

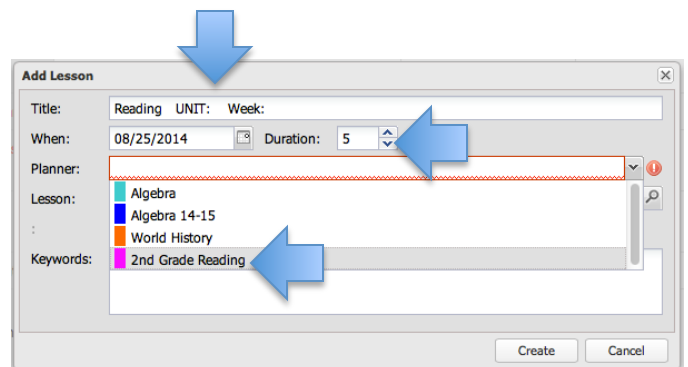


4. Fill **Title** with # of **Unit, Chapter, Week**, or **name** indicating the lesson content.

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

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

To create the week's lesson plan, **click the lesson title bar** to open multi-day template.



Please contact your School PCG Trainer or Tech Coach for help!

August, 31, 2014