



Adding a Resource/Attachment in PCG (Option 3)

1. In the planner, click the **Add Resource** button on the right
2. The **Resource Details** window pops up
 - **Name** the resource
 - Select the **Type**
 - **Category is not needed**
 - **Locate** the resource by using the **browse** button
 - Select the resource and choose **Open**
 - Description is optional
3. To add the resource to a course, select the **red pencil**
 - In the pop up box, select a **course**
 - If course is not listed, select No Course>All Grades>**No Course**
 - Select the **green check** at the top
 - Close the pop up box. Select **OK**
4. Choose **Save** on Resource Details
5. On the main page of the Lesson Planner, the resource will be listed on the right. The resource is now available to drag and drop in a lesson plan

NOTE: If a resource is not visible on the right, choose '**Recently Added.**' Select the plus sign at the bottom. The default shows resources added in the last seven days. To search for a longer period, change the number of days and choose **Submit.**