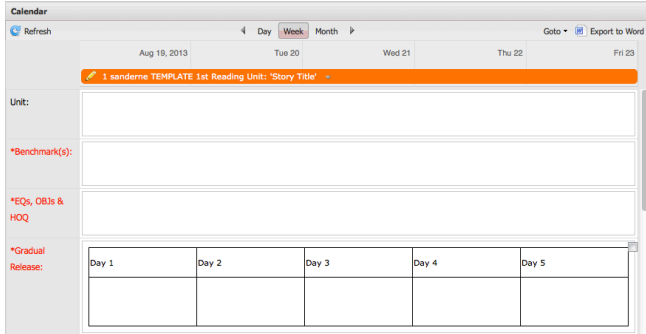


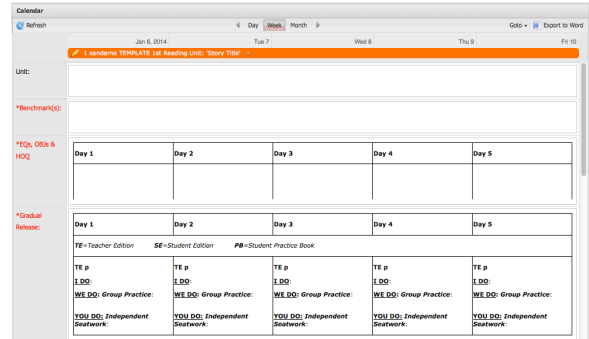
OPTION 2: Creating a Multi-Day Customized Template

Create a multi-day *Customized Template* to be used in PCG
 Do Steps 1-7 just **ONE** time to create a template for each planner

A. Ex: Basic Custom Planner:



B. Ex: Detailed Custom Planner:



- To copy sample templates, go to www.sbac.edu > Just-4-Teachers > ACIIS - ACIIS Help Page > PCG Lesson Planner Help

Click on 'Sample Customized Templates for Copying and Pasting into PCG'. Select Download or Open with Microsoft Word. Select **OK**



- Select and **highlight** template you'd like to edit. **Copy** the table using key commands: hold down **Control** and '**C**' (PC) or **Command** and '**C**' (Mac). **Paste** into new Word doc. **Edit** to create customized template.

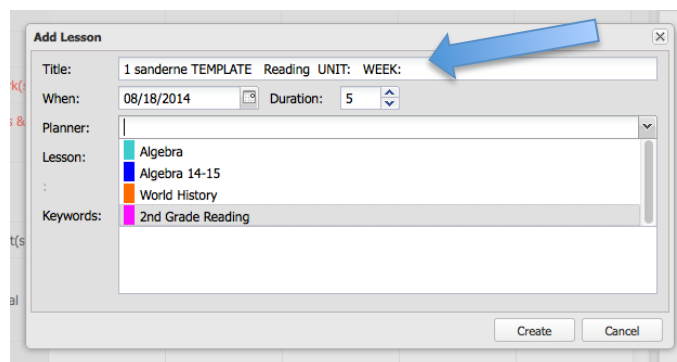


- Return to PCG. Give your template a Title that will be easy to search for each week:**

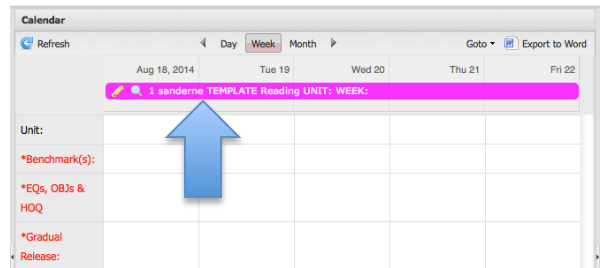
Open the **Teacher Lesson Planner**.

To make it easy to find later, place all customized templates on first day of school and:

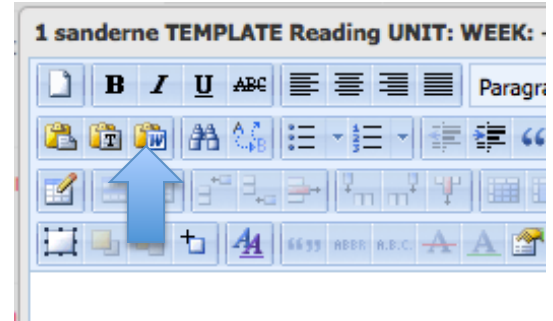
- Click on the date (**Aug. 18, 2014**) to open **Add Lesson**
- Title:** Type '1 [space] Active Directory [space] TEMPLATE [space] Unit: Week: ' (or 'Chapter:' or whatever will help label specific lessons). See example below.
(Title Explanation: '1' keeps template at the top of your lesson list. Your 'Active Directory' identifies your template since we can share lessons/templates in PCG)
- When:** **08/18/2014**
- Duration:** Click 'up' arrow to make it **5** days (or the # of days you need)
- Planner:** Click in Planner field. Choose the **Planner** in which to place template. Select **Create**



4. **To paste in your customized template:**
 Click on colored lesson **title bar** to open 5-day view.
 Click the **center** of any box in which you would like to place a template

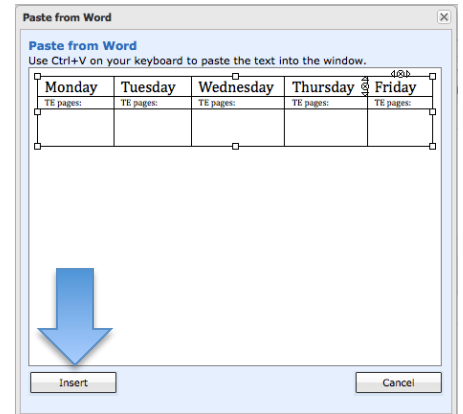


5. The text editor opens.
IMPORTANT: Select **Paste from Word** icon



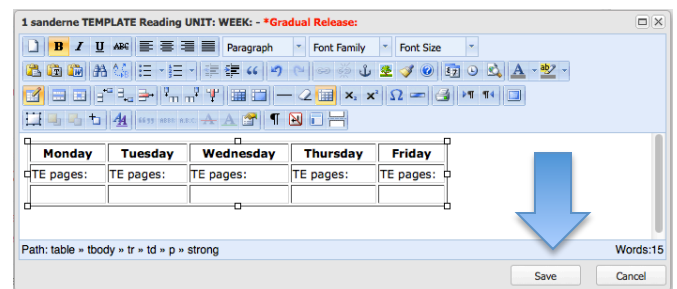
6. **Paste** customized table (copied and edited in Step #2) into **Paste from Word**: hold down **Control** and '**V**' (PC) or **Command** and '**V**' (Mac)

Select **Insert**



7. Select **Save**

Repeat Steps 3-7 to create and place a template in each of your planners. Place a template in any fields you wish.

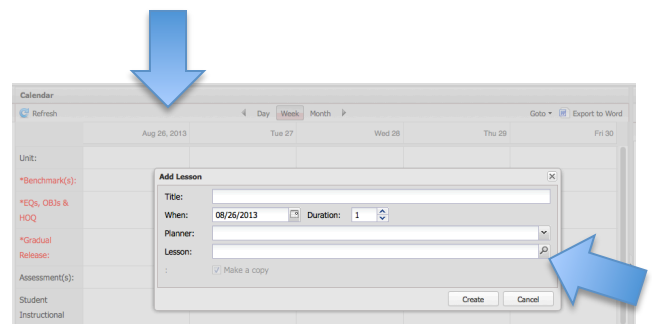


Repeat steps 8-11 to easily search for, copy, and rename the template each week:

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

REMEMBER THIS STEP FROM NOW ON:

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

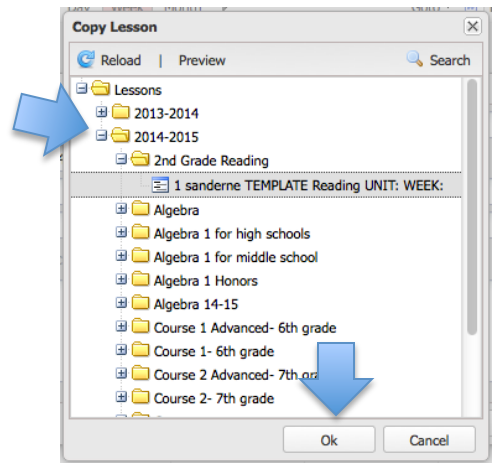


9. To drill down to the template, click **blue plus** sign next to the 2014-2015 folder

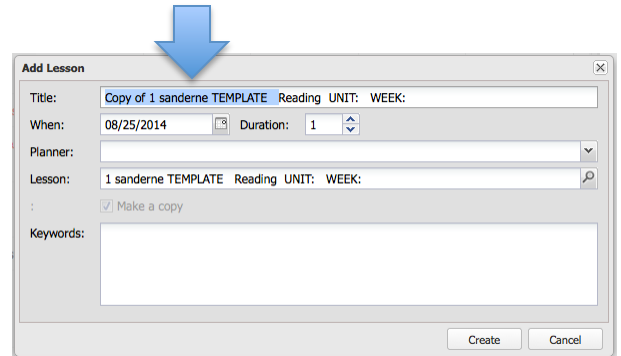
Click **blue plus sign** to open planner where the template is saved

Highlight the template

Select **Ok**



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

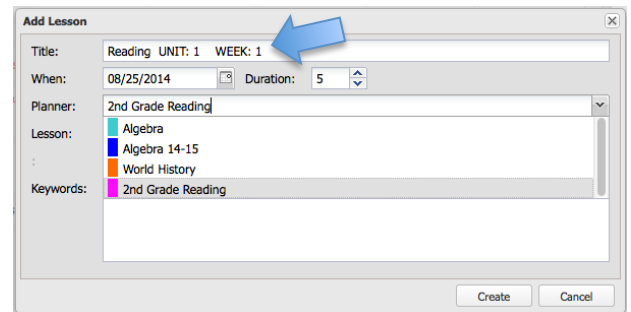


11. Fill in **Title** with # of **Unit, Chapter, Week**, or the **name** to indicate the lesson content

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

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

Select **Create**



Finally, click lesson title bar to open the 5-day template. 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 www.sbac.edu >Just-4-Teachers > ACIIS-ACIIS Help Page > PCG Lesson Planner Help > **PCG: Step-By-Step Handout**

Contact your Site PCG Trainer or Tech Coach for help!