

# CATAWBA COUNTY SCHOOLS CAREER AND TECHNICAL EDUCATION

## Directions on how to save Pacing Guides and Blueprints to your hard drive.

1. Create a folder on your hard drive.
  - Right click on blank space on desktop
  - Choose New
  - Choose Folder
  - Give folder a name
  - Press Enter
2. Open Internet Explorer
  - Go to CCS if not your homepage.
3. Click on "**Inside CCS**" from the links bar at the top.
4. Then click on "**Departments**".
5. Click on "**Career-Technical Education**".
6. Scroll down until you see the blue "**Teacher Links**" on the left.
7. Click on "**Pacing Guides Templates**" link. (or *Blueprint Link*)
8. Find the course you want and then right click on the pacing guide link.
9. Choose "**Save Target As**"
10. Find your folder you made to store these.
11. Click on **SAVE**.
12. Close IE
13. Open file that you downloaded.
14. In the column "Dates To Cover Material", type in the dates you plan to cover each competency or objectives.
15. When through, go to "File" - "Save As".
  - Choose your same folder to save in.
16. Give it a name - Last name, School, Course #, PG, Term, School Year.
  - Example: **Johnson BHHS 7015 PG T10708**
17. **SAVE**
18. Close Excel
19. Open email
20. Compose new email.
21. **Attach file** with subject "Pacing Guide" and send to [scott\\_powell@catawbасchools.net](mailto:scott_powell@catawbасchools.net)

