Setting Up Your Planner in Forethought

Setting up Your Planner

The first time you log into Eduphoria!, the Setup My Planner wizard will appear and guide you through setting up your schedule of courses.

Schedule Entry Types

You may add up to 12 entries in your schedule.

- **A Course with Learning Standards**
  - This is the typical schedule entry that allows you to enter and track learning standards and add activities.

- **A Course That Mirrors Another Course in My Schedule**
  - Use this only when repeating preps or courses, allowing for modifications.

- **A Special Entry**
  - A special entry can be any non-academic entry or notes about another class. (It does not connect to any curriculum or standards.) Examples might include "Lunch," "Planning Period," or even a general "Notes" section.
Creating a Schedule

Enter the name of the schedule. Typical examples might include:

Note: It is recommended to only have one schedule if possible.

Add Entries to the Schedule

This screen allows you to add, edit and organize the entries in your schedule.

- **Add an Entry:** Create a course with learning standards, mirrored course, or special entry
- **Edit Entry:** Modify information about a selected entry
- **Move Up/Move Down:** Change the order of a selected entry in your schedule
- **Remove Entry:** Removes a course from your schedule

Note: Removing an entry from your schedule does not erase or modify information already in your lesson planner. So deleting English I at the end of a semester **will not** wipe out your lesson plans for that semester.
To add a schedule entry:

- Click the **Add an Entry** button.
- Select one of the entry types listed above.
- Expand the course tree and select a course (if appropriate).
- Click the **Next** button.
- Change the name of the course to suit your needs which could also include class time and class period if desired.

Repeat this process until your schedule is complete.

**Change Your Settings**

You can change any information entered in the setup wizard by clicking the **Change My Settings > My Schedules** button at the bottom of your planner. This allows you to easily go back and change anything in any schedule at any time. All **future** days planned will make use of those changes.

On the screen to edit the name of the entry, your class roster schedule will appear. You can connect your course entry to your group of students. To link multiple class sections to one course entry, you can check more than one. For example, if you teach three classes of Algebra, you can check all three of your student sections.

Complete and exit the **Setup My Planner Wizard** by clicking "Begin Using Forethought."
Copying Lesson Plans

The Forethought lesson planner gives you the flexibility to copy individual lessons, a day’s lesson plans or even an entire week.

**Note:** Plans must be in Week View to see the Copy Wizard. To change view click on the calendar icon in the upper right hand corner and choose week view.

Copy Wizard Options

- Copy content in your individual planner
- Copy instructional days from year to year
- Shift lesson plans a day

Copy Content

- Choose to copy content for an entire day or week.
- Select the day or week to be copied.
- Select the destination day or week to copy content.
- Confirm your selections and click **Finish**.