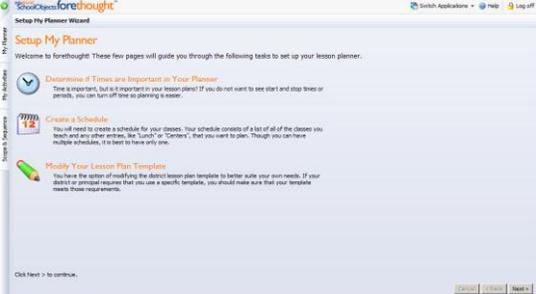


# Eduphoria – Forethought (Lesson Planner)

## Setting up your Planner

The first time you use Forethought, you must go through setting up your planner and enter your schedule(s).

<p>1. You will begin with the “Setup My Planner Wizard” screen. This describes the steps you will be going through in setting up your planner.</p> <p>Click “Next”</p>	
<p>2. Your next choice is to decide if you want to include specific times in your schedule.</p> <p>In this initial setup, we will choose “No, time is not important...”</p> <p>Click “Next”</p>	
<p>3. The next step is creating your schedule. Since you have A Day (blue day) and B Day (red day) classes, you will create two schedules.</p> <p>Give your first schedule a name. (example: Tiffin – Blue)</p> <p>Click “Next”</p>	
<p>4. Next you will be adding courses and other entries to your schedule.</p> <p>Click “Add an Entry”</p>	

5. There are three types of entries you may add.

- A course with learning standards is any class that has TEKS tied to it (language arts, math, science, social studies, \*electives)
- A course that mirrors another course in your schedule would duplicate anything you enter into one original course
- A special entry would be anything you want to repeat in your schedule everyday (lunch, tutorials, conference)

Choose the type of entry you want to add and click “Next”



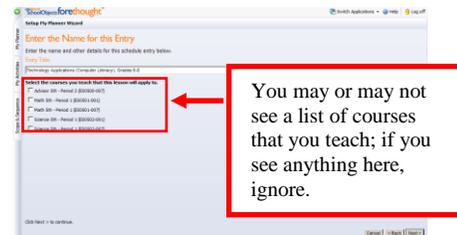
6. Click the “+” next to Middle School and then next to the course you want to add to your schedule. When you click on the actual course, it will turn **bold**.

Once you have selected the course you want to add click “Next”



7. The next screen allows you to change the name of the entry; you may leave the default if you wish.

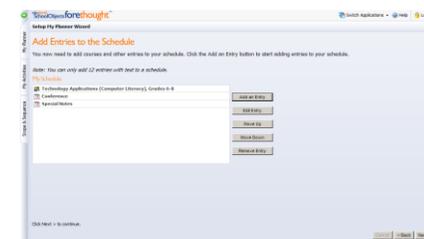
When you are finished, click “Next”



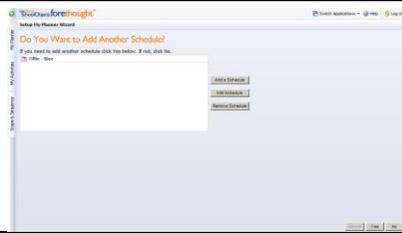
8. You will be brought back to the “Add Entries...” screen and you will see the first class/entry that you made. Follow steps 4-7 above to add the rest of your entries for your A Day (blue day) schedule.

We are suggesting that you only add each *different* course you teach one time each day. (If you teach 2 periods of regular math and one period of upper level math, only add regular math one time to your schedule and just add notes for your individual classes at the bottom of your lesson plan.)

When you have finished adding your entries for your first schedule, click “Next”



9. Click “Add a Schedule” to begin adding your B Day (red day) schedule.



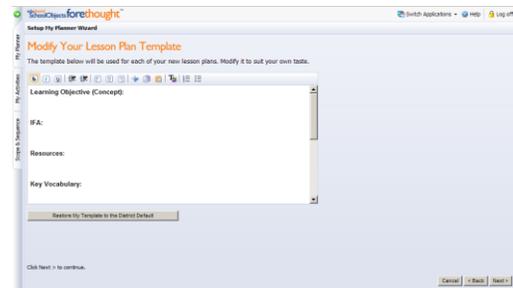
10. Follow steps 3-8 to create your next schedule.

Once you have finished adding schedules, click “No”



11. Next you will see your lesson plan template. The default template is in SIOP format and is the district standard; all subjects *except secondary language arts* will use this format. Language arts teachers, please refer to the extra handout provided and change your template accordingly.

After you have finished your template, click “Next”

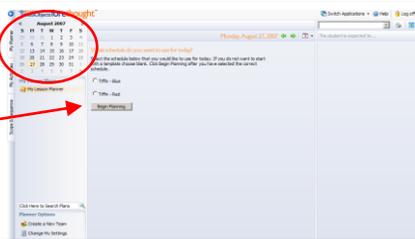
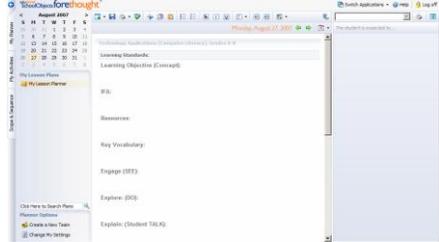
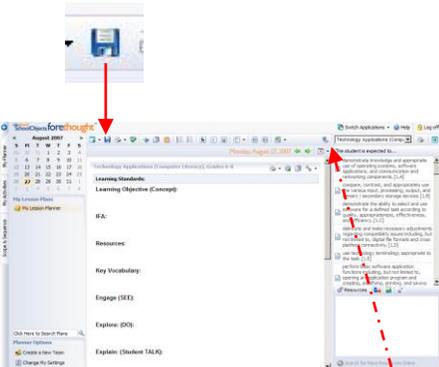
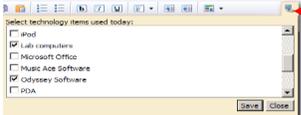
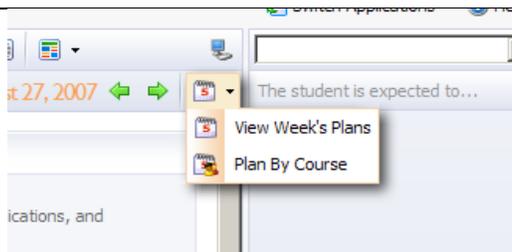


12. You are now finished setting up your grade book and are ready to begin your inputting your lesson plans.

Click “Begin Using Forethought”



## Using Your Planner

<p>1. Click the day on the calendar you wish to begin planning.</p> <p>Choose the appropriate day in your schedule then click “Begin Planning”</p>	
<p>2. Your schedule and lesson plan template will appear.</p> <p>To begin inputting your plans, click in the white space</p>	
<p>3. After you click to begin editing, you will see the list of standards / TEKS appear in the right column. Scroll through the list of standards and double click on any standards that will be covered in that day’s plans; any that are double clicked on will appear on your lesson.</p> <p>After you have added your standards to your lesson, type to fill in the rest of your lesson plan for that day.</p> <p>To save your plans, click on the save icon</p>	
<p>Add any technology you will be using by clicking on the computer icon and placing a check mark next to the items you are planning to use.</p>	
<p>4. Click on the next planning day on the calendar and repeat steps 1-3</p>	
<p><i>**You may also view your plans one week at a time or by course. Choose the icon that looks like a calendar and select the view you want.</i></p>	