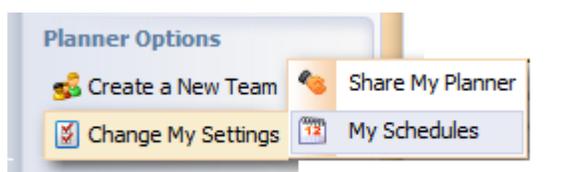


# How to Edit your Planner

The Forethought Lesson Planner allows you to setup as many course schedules as you need. Each schedule contains course entries and special entries, such as notes, planning period information, or sub notes. Your lesson planner can be changed to fit any changes in your year's schedule.

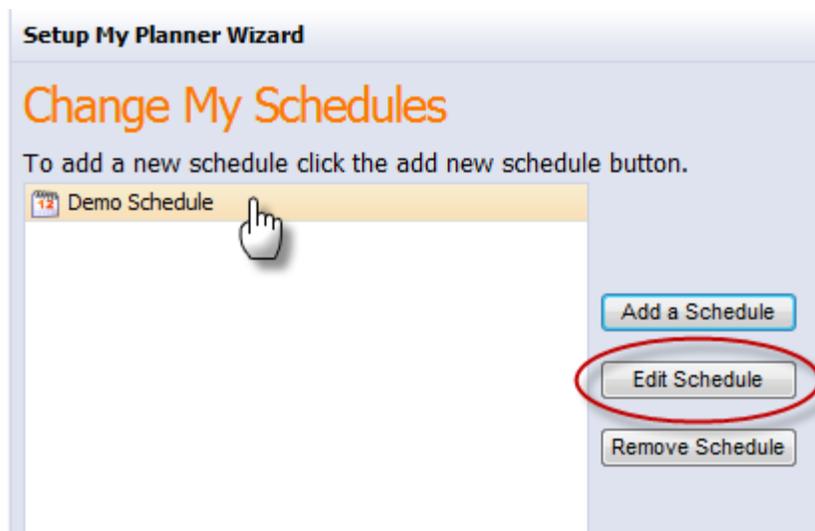
To edit your schedule and entries, select "**Change My Settings**" and "**My Schedules.**"



Note: This is in the bottom left corner of your screen.

Select your schedule and then click "Edit Schedule." If you want to create an entirely new schedule, it might be best to "Remove last year's schedule" and then "Add a new Schedule."

Note: Removing last year's schedule does not erase or modify information from last year.



Edit the name of your schedule on this screen as needed.

## Setup My Planner Wizard

### Create A Schedule

A schedule template is used to fill a day in your lesson planner with all the courses and other entries you need for the day. You will have the option to create another schedule after you are done with this one.

#### Schedule Title

You should give this schedule a name that is distinctive.

Select an entry to edit the name, change the order, or remove it from the schedule. Repeat as needed for the number of entries in your schedule.

If you are teaching a new course, you will need to use "Add an Entry." If you are not teaching the course again, you will need to "Remove Entry."

Note: Removing an entry from your schedule does not erase or modify information already in your lesson planner. For example, deleting English I at the end of a semester **will not** remove your lesson plans for that semester.



Edit the name of the entry.

This is a great place to add times, period numbers, etc. to help organize the entries.

**For Aware customers only** : select the course from your Master Schedule to connect test data of students to your entries in Forethought. You can select multiple classes to connect to an entry. For example, if you teach three preps of math, check all the math classes that use that course's curriculum.

## Enter the Name for this Entry

Enter the name and other details for this schedule entry below.

Entry Title:

Select the courses you teach that this lesson will apply to.

Ela 7 P/AP - Period 5 (716-2)

Ela 7 P/AP - Period 3 (716-3)

Ela 7 - Period 6 (710-10)

**Complete the wizard** by clicking "Begin Using Forethought"

### Setup My Planner Wizard

## You're Done!

Forethought has all the information it needs from you. You may now begin planning.

Begin Using forethought

## Stamping a Day

When you click on a day:

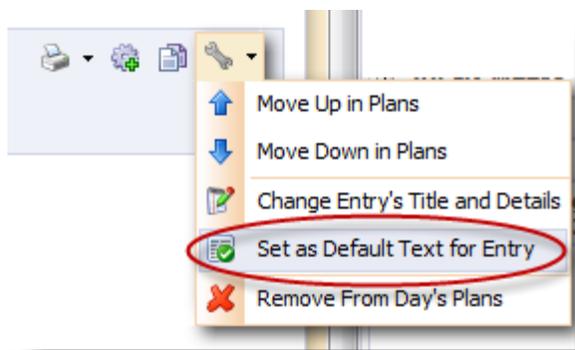
- 1) Stamps your current lesson plan schedule
- 2) Turns the date bold

September 2012						
S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	<b>3</b>	<b>4</b>	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	29
30	1	2	3	4	5	6

After you edit your schedule (see above), you might ask yourself, “**Why didn’t my Lesson Plans Change?**”

- 1) Forethought doesn’t want to replace your plans (any day you’ve clicked on and turned bold) without your permission.
- 2) You have to remove the stamped schedule (your old schedule) from days you have already stamped and replace it with your new schedule.

To remove the old schedule, click on “Delete Today’s Plans.” This will remove the old schedule, any plans you have on that day, and stamp it with your blank new schedule. Note: You will have to do this step (Delete Today’s Plans) for every day that is bold if you want the new schedule stamped.

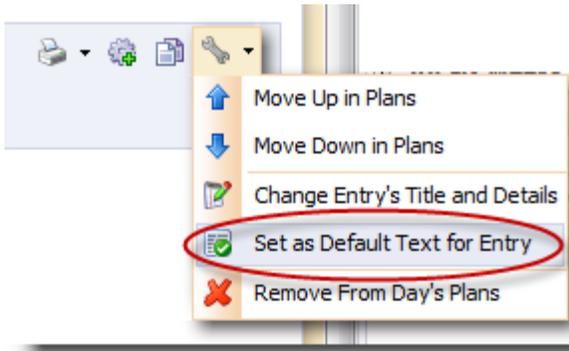


Be Careful!!!! Don't delete days that have plans already.

To **edit the template** (the text that automatically appears in the entry where you type your lesson plans) for an entry:

### **Set as Default Text for Entry**

1. To edit the template text for an entry, create the new template in the editor.
2. Click SAVE!
3. Then select “Set as Default Text.” For every new day in your planner, the new template will appear only for that entry.



Note: The same feature applies to the default text as it does for a schedule. Any day that has the old default text template will need to be deleted to replace it with the new text. Be careful! Don't go back and delete any days that already have good lessons in them.

Remember:

- **Don't go back and delete days that already have good lesson plans – let it be.**
- **Try not to click ahead too far in the future.**
- **You have to do this for every entry you want to edit.**