

Eduphoria Forethought Trainer's Notes & Tips

Note – this outline does not replace your training. It supplements your training with information and tricks that were not stressed during the training, but discovered during the Sneak Peek sessions offered this summer.

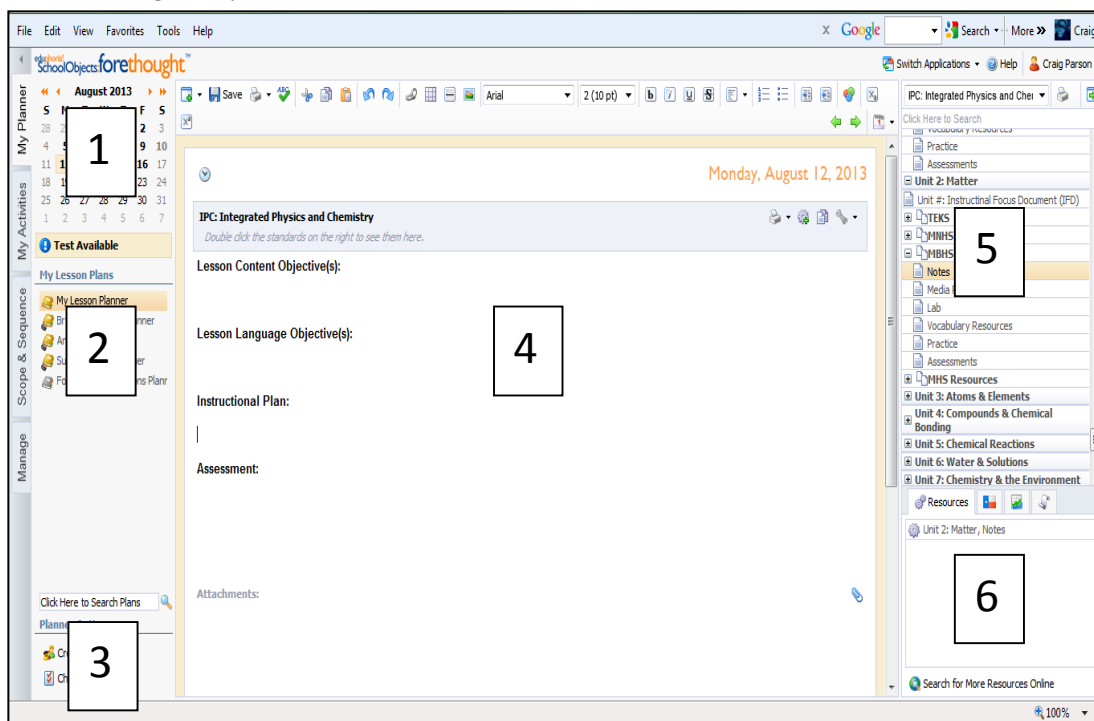
I. Accessing Eduphoria

- A. either from NAL folder or MCKISD website
- B. check that each person has “Forethought” on eduphoria application page. If it is missing, check their profile.

II. Setting up Planner

- A. Give schedule a name – only need **one** schedule.
- B. Choose “Course with standards” – quickly discuss mirroring and special entry
- C. Select (entry) course. (Link classes if this year's classes are listed.)
- D. Repeat for any other subjects taught.

III. Lesson Plan Main Page – 6 panes

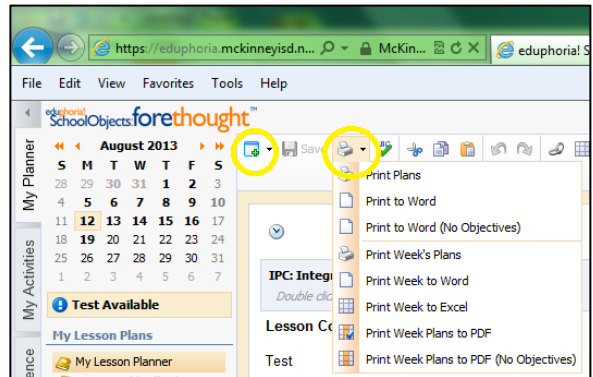


1. Calendar – clicking on a date activates it. Once it is activated, it will be “bold” on the calendar.
2. Planners List – my planner, shared planners, team planners
3. Search, sharing planner, editing planner
4. Main content area – just like a Word doc. Blue-shaded area is an active area that links lesson plans, test data, and student mastery. In order to see panes 5 and 6, you need to click in the white area of pane 4.
5. Curriculum pane – if district documents have been loaded, this is where they will appear. Scroll down to the end to find class resources.
6. Resource Pane – this is where resources will be located if there are any loaded.

IV. Special buttons

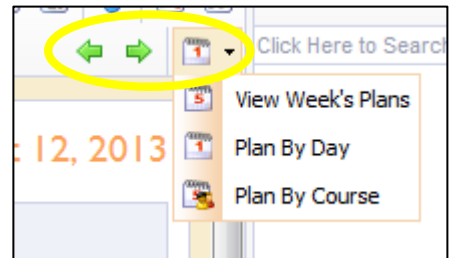
- A. In main toolbar, point out the two buttons near the calendar.

Both of these pertain to the entire day/week plans.



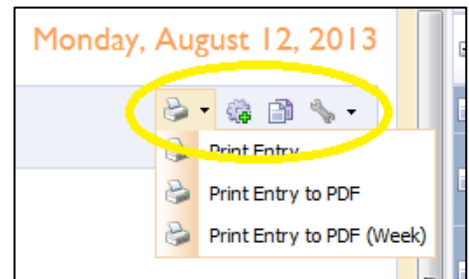
- B. On the right side of the main toolbar, point out the three buttons.

Two green arrows move forward and back through days. The calendar allows you to switch among three views. Viewing week's plan is important because this is the main place to copy/move plans.



- C. When you are working in the main content area, there are four buttons visible.

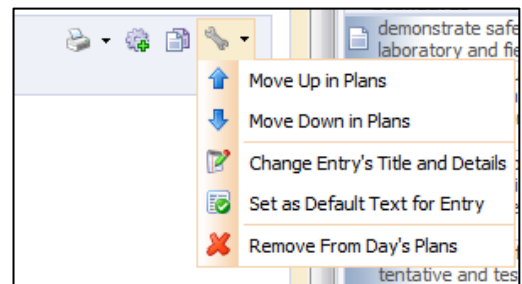
1. The print icon here works for ONLY that entry or course. It does not print the whole day.
2. The second icon (gear with plus sign) saves lesson plans into the activities tab. This is useful to save plans/activities for future and district use.



3. Double page icon – is used to copy plans from current day to another. HOWEVER, the copy to date needs to be activated before copying AND it doesn't replace the template already there, it just adds to it. SO now you'll see two templates – one blank and one with your copied info.

4. The fourth icon (wrench). This is the one in which you can change your default text template – the font, color, size, adding lines, etc. Note – it does not change any days that you have already activated.

You can remove a course for the day (not the whole day's plan) with this tool as well.



V. Lesson Plan Entry

- A. Attachments – things that students need – two kinds – regular and tests (tests are hidden from other's view)
- B. Lesson Plan white space – objectives and description for educator. Can copy and paste from other docs or past lesson plans
- C. Blue-shaded box - . TEKS need to be placed in this region by selecting and double-clicking TEKS from the curriculum pane (5).

VI. My Activities Tab

Creating activities for district use helps enrich scope and sequence.

- A. Can create from lesson plan (gear with plus sign) or here.
 1. If you create from lesson plan, you will need to come to this tab and change the title. Forethought only saves them all as “Activity for ...” You **do** need to click “Save” after creating activities on this tab.
 2. Creating from this tab – does not attach a date to it. You are creating for future use. Be sure to select your TEKS for these activities. This makes them easier to locate on the lesson plan side in the curriculum pane.
 3. After making changes to activities and saving them, they do not appear changed in the side menu until you refresh the screen or return to this tab.

VII. Scope and Sequence tab

- A. Can be used to locate key documents and resources to open, save, or print without restrictions found within the planner.

VIII. Copying

- A. Three ways
 1. Old-fashioned – copy and paste – does not move attachments, but guaranteed to work with main pane.
 2. In single-day lesson plan, use the double page icon.
 3. In week view (most options), copy wizard.
 - a. Copy content either by day or week.
 - b. Year-to-year??? DO NOT DO IT, NO MATTER HOW TEMPTING
 - c. Shift lesson plans a day. – useful for bad weather days or class interruptions.

IX. Sharing Planners

- A. You can share your planner with others, but cannot see others’ planners without them sharing with you. One Way Sharing. Same with removing planners, you cannot remove others’ planners from your view; they need to remove your name.
- B. To share planner, select “Change My Settings” and then “Share My Planner” – Add teacher name(s). You do not need to share your planner with your principal; they see it already.
- C. Shared Planner – you can look at it and copy from it, but not edit it. NOTE – you can only copy from another teacher’s planner or team planner if you share the same course (TEKS).
- D. Copying from Shared – go to week view, use copy wizard or copy week, depending on need.

X. Team Planners

- A. Can be created, modified, deleted by any member. DO NOT delete all members if you want to keep the plans. If all members deleted, the planner goes bye-bye.
- B. Collaborative – anyone can modify it. Only one at a time though. Click on this icon to “check out” the planner. Must click save after editing.
- C. Copying from team planner – Week View – Copy Wizard or Copy Week.
If using team planner, you **MUST** copy to your planner for individualization, but more so for the data connections between your planner, your tests, and your students.

