

Eduphoria Forethought: Setting Up The Lesson Planner Secondary Level

Logging On/Off

1. To logon to Forethought, go to the LISD homepage at www.lisd.net and roll over **Staff** (a drop-down list will appear).
2. Select Eduphoria.
3. Or, type the following link into your browser:
<http://pdas.lisd.net>
4. Type in your same username and password that you use to logon to your computer.



Eduphoria!
SchoolObjects:

Enter your username and password to begin.

Username:

Password:

 Login

To log off, it is best to use the **Log Off** icon at the top of the screen rather than simply closing the browser. This will keep forethought running smoothly and securely.




Log Off

My Profile



Before you setup your schedule, click **My Profile** and verify your information. If blank, enter your contact information.

1. Enter your first name, last name and email address.
2. Select your campus in the drop down list.
3. If you work at multiple campuses, select the campuses where you work.
4. Click the **Next** button.
5. Verify that teacher is selected.



Eduphoria!
myprofile

Please verify that the information below is correct.

First Name:

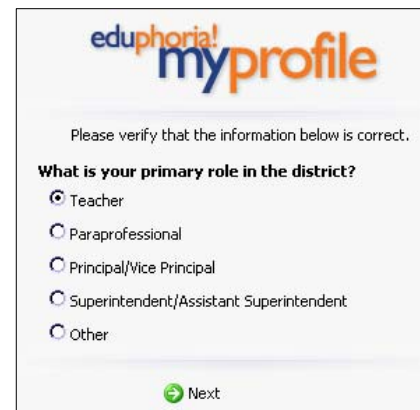
Last Name:

Email:

Campus:

☐ Administration
☐ AIS
☒ Arbor Creek MS
☐ BB Owen ES
☐ Bluebonnet ES

 Next




Eduphoria!
myprofile

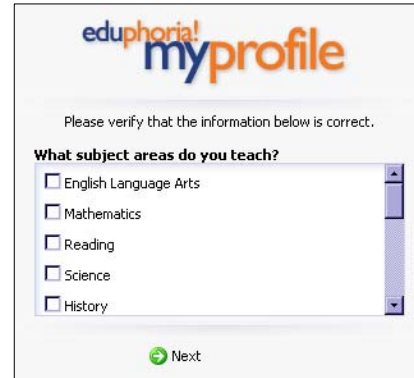
Please verify that the information below is correct.

What is your primary role in the district?

☒ Teacher
☐ Paraprofessional
☐ Principal/Vice Principal
☐ Superintendent/Assistant Superintendent
☐ Other

 Next

6. Click the **Next** button.
7. Verify that the correct subject areas are selected.
8. Click the **Next** button.



eduphoria! myprofile

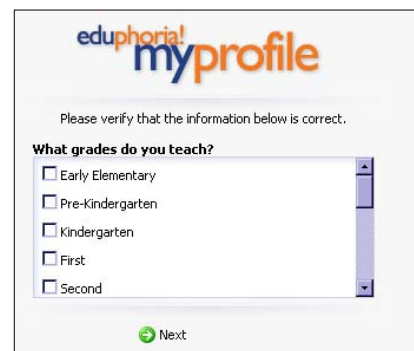
Please verify that the information below is correct.

What subject areas do you teach?

- ☐ English Language Arts
- ☐ Mathematics
- ☐ Reading
- ☐ Science
- ☐ History

Next

9. Verify that the correct grades are selected.
10. Click the **Next** button.



eduphoria! myprofile

Please verify that the information below is correct.

What grades do you teach?

- ☐ Early Elementary
- ☐ Pre-Kindergarten
- ☐ Kindergarten
- ☐ First
- ☐ Second

Next

11. Verify that the information selected is correct.
12. Click the **Save My Information** button.



eduphoria! myprofile

Please verify that the information below is correct.

Is this your first year to teach on the campus where you will be appraised?

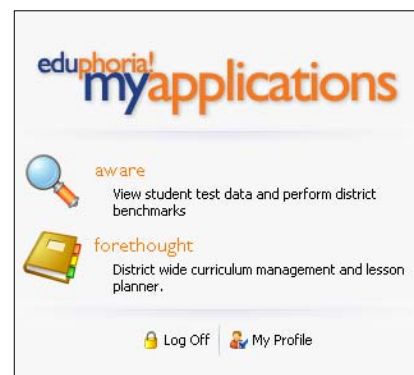
☒ No

☐ Yes

Save My Information

Setting Up Your Planner

1. Select forethought.



eduphoria! myapplications

aware
View student test data and perform district benchmarks

forethought
District wide curriculum management and lesson planner.

Log Off My Profile

2. The first time you login, the **Set Up My Planner Wizard** will appear.

3. Click on the **Next** button.



Setup My Planner

Welcome to forethought! These few pages will guide you through the following tasks to set up your lesson planner.

- Determine if Times are Important in Your Planner**
Time is important, but is it important in your lesson plans? If you do not want to see start and stop times or periods, you can turn off time so planning is easier.
- Create a Schedule**
You will need to create a schedule for your classes. Your schedule consists of a list of all of the classes you teach and any other entries, like "Lunch" or "Centers", that you want to plan. Though you can have multiple schedules, it is best to have only one.
- Modify Your Lesson Plan Template**
You have the option of modifying the district lesson plan template to better suite your own needs. If your district or principal requires that you use a specific template, you should make sure that your template meets those requirements.

Click Next > to continue.

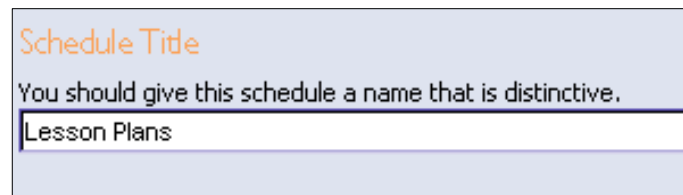
Cancel < Back Next >

4. Select **No**, time is not important to me in my lesson planner.

5. Click the **Next** button.

6. Title your lesson plans schedule.

7. Click the **Next** button.



Schedule Title

You should give this schedule a name that is distinctive.

Lesson Plans

8. Click on **Add an Entry**.



My Schedule

Add an Entry

Edit Entry

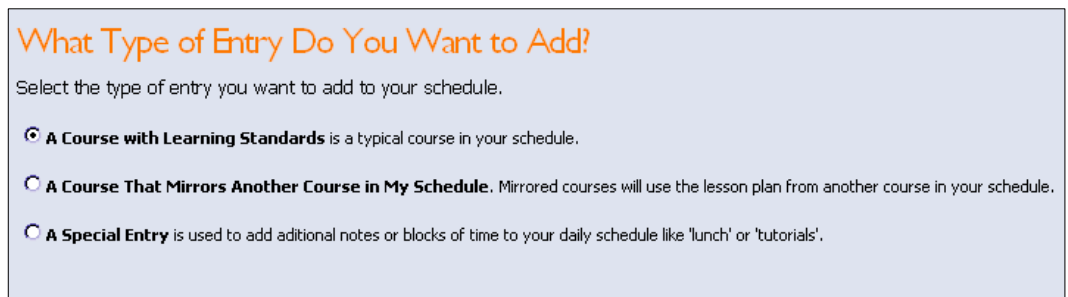
Move Up

Move Down

Remove Entry

9. Select **A course with Learning Standards** is a typical course in your schedule.

10. Click the **Next** button.



What Type of Entry Do You Want to Add?





Select the type of entry you want to add to your schedule.

- ☒ **A Course with Learning Standards** is a typical course in your schedule.
- ☐ **A Course That Mirrors Another Course in My Schedule.** Mirrored courses will use the lesson plan from another course in your schedule.
- ☐ **A Special Entry** is used to add additional notes or blocks of time to your daily schedule like 'lunch' or 'tutorials'.

11. Browse the tree by clicking on the plus sign beside the appropriate level. Then, click on the needed subject area and select the course you teach to add it to your schedule.

Select a Course From the Tree

Browse the tree below and select the course you want to add to your planner. Click Next > when you have found the course you want to add.

- +  Elementary
- +  Middle School
- +  High School
- +  Learning Beyond the Bell

12. Click the Next button.

13. Either leave the default name or enter your own name for your course.
14. Click the Next button.

Enter the Name for this Entry

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

Entry Title:

Grade 8 Mathematics


15. You will see your course listed.
16. If you teach a second (different) course, click on **Add an Entry**. If not, skip to step 24.


Add Entries to the Schedule


You now need to add courses and other entries to your schedule. Click the Add an Entry button to start adding entries to your schedule.


Note: You can only add 12 entries with text to a schedule.


My Schedule


 Grade 8 Mathematics











17. Select **A Course with Learning Standards** is a typical course in your schedule.
18. Click the Next button.
19. Browse the tree and select the other course you teach to add it to your schedule.
20. Click the Next button.
21. Either leave the default name or enter your own name for your course.
22. Click the Next button.

23. At this point, you should see your two courses. If you teach more courses, follow steps 8-15 to add additional courses.

Add Entries to the Schedule

You now need to add courses and other entries to your schedule. Click the Add an Entry button to start adding entries to your schedule.

Note: You can only add 12 entries with text to a schedule.

My Schedule

Grade 8 Mathematics	Add an Entry
Grade 7 PreAP Mathematics	
	Edit Entry

24. Click on **Add an Entry**.
25. Select **A Special Entry**.
26. Click **Next**.
27. Title the special entry **Conference Period and/or Team Conference**. If you want, add the period and/or time.
28. Select **Yes** to adding comments in the special entry.
29. Click **Next**.

Entry Title:

Conference Period (9:30-10:15)

Do you want to be able to make comments in this special entry?

☒ Yes ☐ No

My Schedule

Grade 8 Mathematics	Add an Entry
Grade 7 PreAP Mathematics	
Conference Period (9:30-10:15)	

Edit Entry

Move Up

Move Down

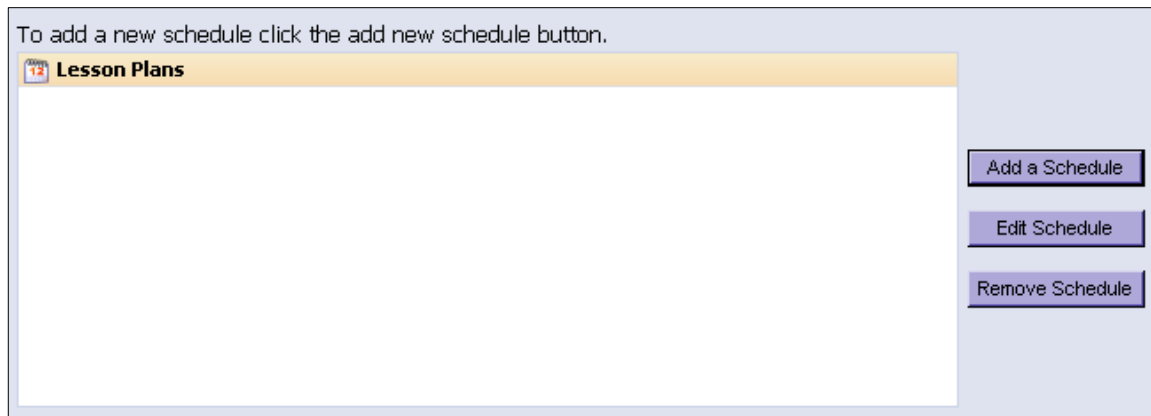
Remove Entry

30. If you need to modify information about entry, select it, and then click on **Edit Entry**. If you need to change the order of a selected entry, click on **Move Up/Move Down**. If you need to remove a course from your schedule, click on **Remove Entry**.

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.

31. Once you have added everything you need, click the **Next** button.

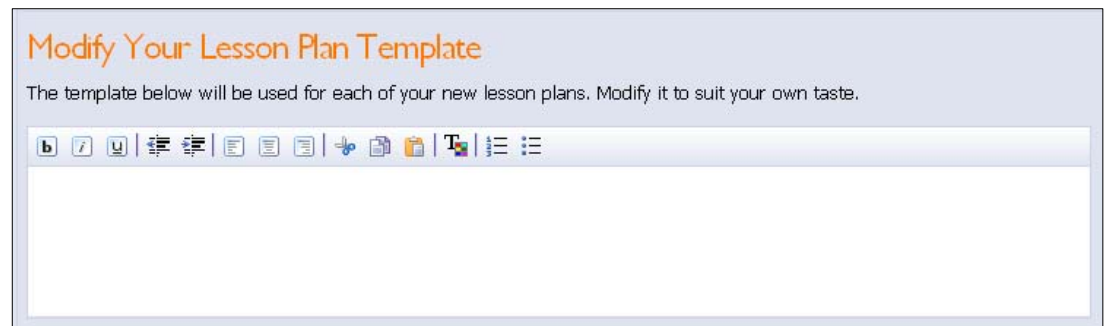
32. If you need to make a correction to your schedule, click on **Edit Schedule**. If you would like to completely remove it and start over, click on **Remove Schedule**. If you need to add another schedule, click on **Add a Schedule**.



33. Click the **No** button.
-

Modify Your Lesson Plan Template

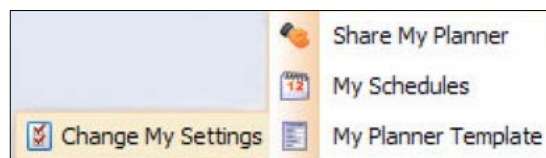
1. You will be presented with the district default lesson plan template which is blank.



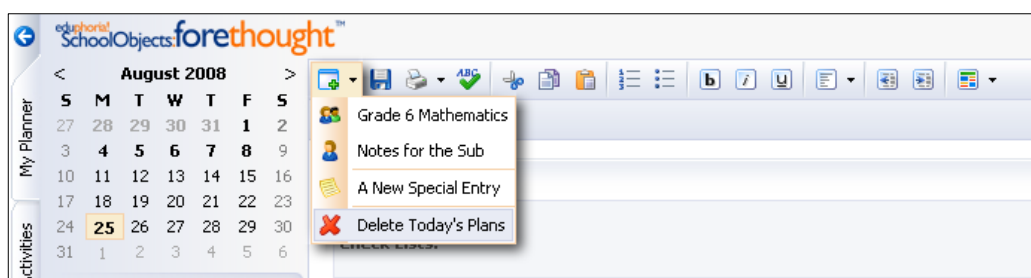
2. You can use the editing controls on the toolbar to modify the template to suit your needs.
3. You can reset back to the district default by clicking on **Restore My Template to the District Default** just below the editing box.
4. Click the **Next** button.
5. Click **Begin Using Forethought** to enter the lesson planner.

Changing Your Settings

You can change any information entered in the setup wizard by clicking the **Change My Settings** button at the bottom left of your planner.

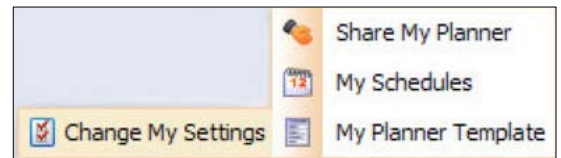


*Note: If you are in your lesson planner and you decide to change the template, the new change will only affect those days you have yet to work in. For example, if you are in your lesson planner on Aug. 25 and you decide to change your template, the new template will take affect on Aug. 26. If you would like to change Aug. 25, you will need to click on the **Change Today's Schedule** icon and select **Delete Today's Plans**. Then, your new template will appear.*



Setting Up Different Lesson Plan Schedules: Tuesday/Wednesday Block Schedule

1. Please follow the steps on pages 1-6 to set up your regular day schedule (Monday, Thursday, & Friday). Name your schedule **Regular Day** instead of Lesson Plans.
2. Click on **Change My Settings** at the bottom left and select **My Schedule**.
3. Select **No**, time is not important to me in my lesson planner.
4. Click the **Next** button.
5. Click **Add a Schedule**.
6. Title your lesson plan schedule **Tuesday Block Day**.
7. Click the **Next** button.
8. Follow steps 8 through 32 beginning on page 3.

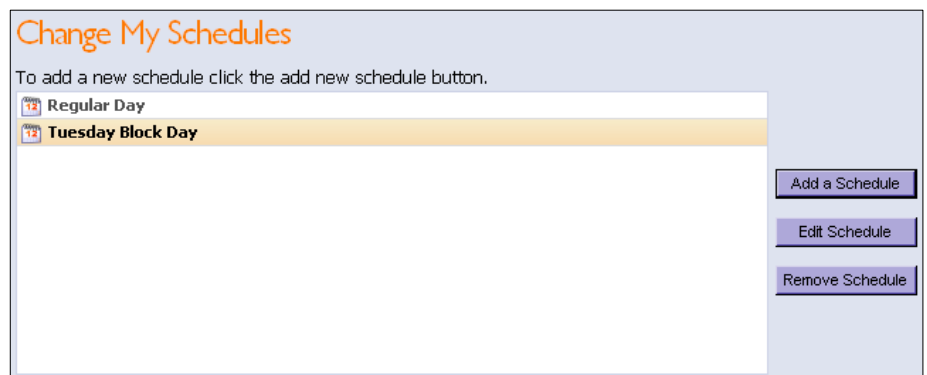


Schedule Title

You should give this schedule a name that is distinctive.

Tuesday Block Day

9. Click on **Add a Schedule**.
10. Title it **Wednesday Block Day**.
11. Click on **Next**.



12. Click on **Add an Entry**.
13. Select **A Course That Mirrors Another Course in My Schedule**. This means that

What Type of Entry Do You Want to Add?

Select the type of entry you want to add to your schedule.

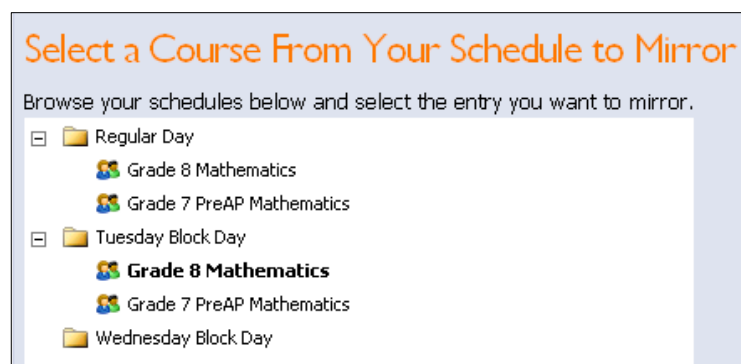
☐ **A Course with Learning Standards** is a typical course in your schedule.

☒ **A Course That Mirrors Another Course in My Schedule**. Mirrored courses will use the lesson plan from another course in your schedule.

☐ **A Special Entry** is used to add additional notes or blocks of time to your daily schedule like 'lunch' or 'tutorials'.

whatever you type in the Tuesday Block schedule will automatically go into the Wednesday mirrored schedule. 😊

14. Click **Next**.



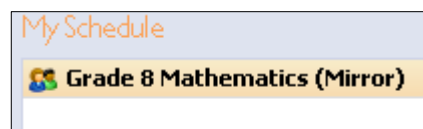
15. Select the **Course** under **Tuesday Block Day**.

16. Click **Next**.

17. Either leave the default name or enter your own name for your course.

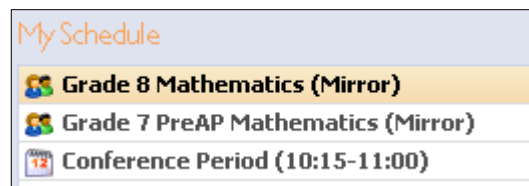
18. Click the **Next** button.

19. You will see your course listed.



20. Follow steps 12-19 to add additional courses.

21. You will also need to add a special entry for your conference period. You will not need to mirror this entry. Make sure you select that you want to add comments.



22. Remember that your Wednesday Block Day is mirroring the Tuesday Block Day, so whatever you type in Tuesday will automatically go into Wednesday as well. 😊

23. Click **Next**.

24. You will see your Monday, Tuesday, & Wednesday schedule titled **Regular Day**. You will also see your Tuesday & Wednesday Block schedules.

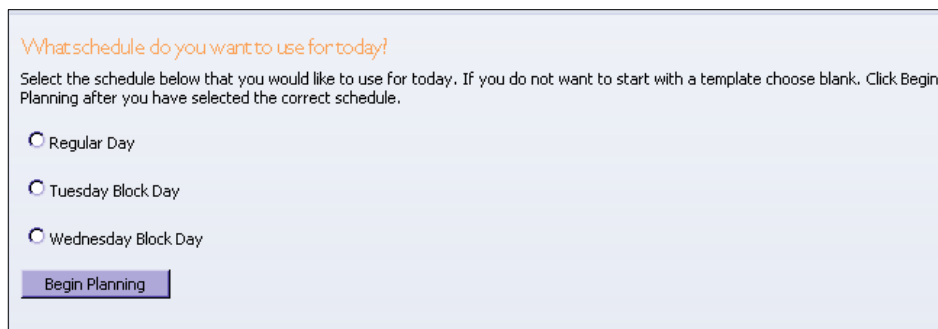


25. Click **Next**.

26. Click **Continue Using Forethought** to enter the lesson planner.

27. Now, when you click on a day in your calendar, it will provide you with a choice.

28. Choose the correct schedule and click **Begin Planning**.



Setting Up Different Lesson Plan Schedules:

Schedule for the Inclusion Teachers

1. Create your schedule the same as the previous directions for content area teachers starting on page 1 and stopping at step 15 on page 4.
2. Continue to **Add an Entry** for each subject area class in which you will have contact students.
3. Click **Next** to finish the Wizard and it will take you to the My Planner screen.
4. Click **in** the first subject area to make it editable.
5. Type in the names of your contact students and do the same for each of the subject areas showing in your schedule.

Setup My Planner Wizard

Add Entries to the Schedule

You now need to add courses and other entries to your schedule. Click the Add an Entry button.

Note: You can only add 12 entries with text to a schedule.

My Schedule

Grade 6 Mathematics	<div>Add an Entry</div> <div>Edit Entry</div> <div>Move Up</div> <div>Move Down</div> <div>Remove Entry</div>
Science, Grade 6	
Social Studies, Grade 6	
Language Arts Grade 6	

Grade 6 Mathematics

Learning Standards:
Check Lists:

Tasia:

John:

Michael:

Attachments:

Science, Grade 6

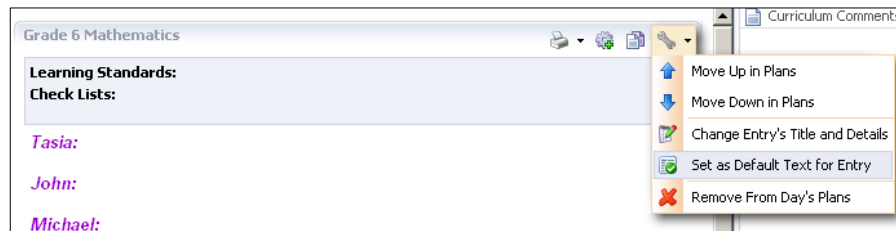
Learning Standards:
Check Lists:

Julie:

Jerry:

Mary:

- To copy and save the names from the current subject area entry box into the remaining days of your planner calendar, click on the **Wrench Icon** and select **Set as Default Text for Entry**. This is almost like creating a template, but it is easily editable and can be changed and saved by following the directions above. You must do this in each entry (subject area) in your schedule.



- If you desire to use this area to make notes on individual students each day, you can do this in the Daily View, but you may also do this in the **Week's View**.



In the Week's View, click only once into the entry to make it editable. If you double click, it will take you back to the Daily View.

- You may also print the Week's View by clicking on the **Print** down arrow and selecting **Print Week Plans to PDF** or **Print Week Plans to PDF (no objectives)**.

