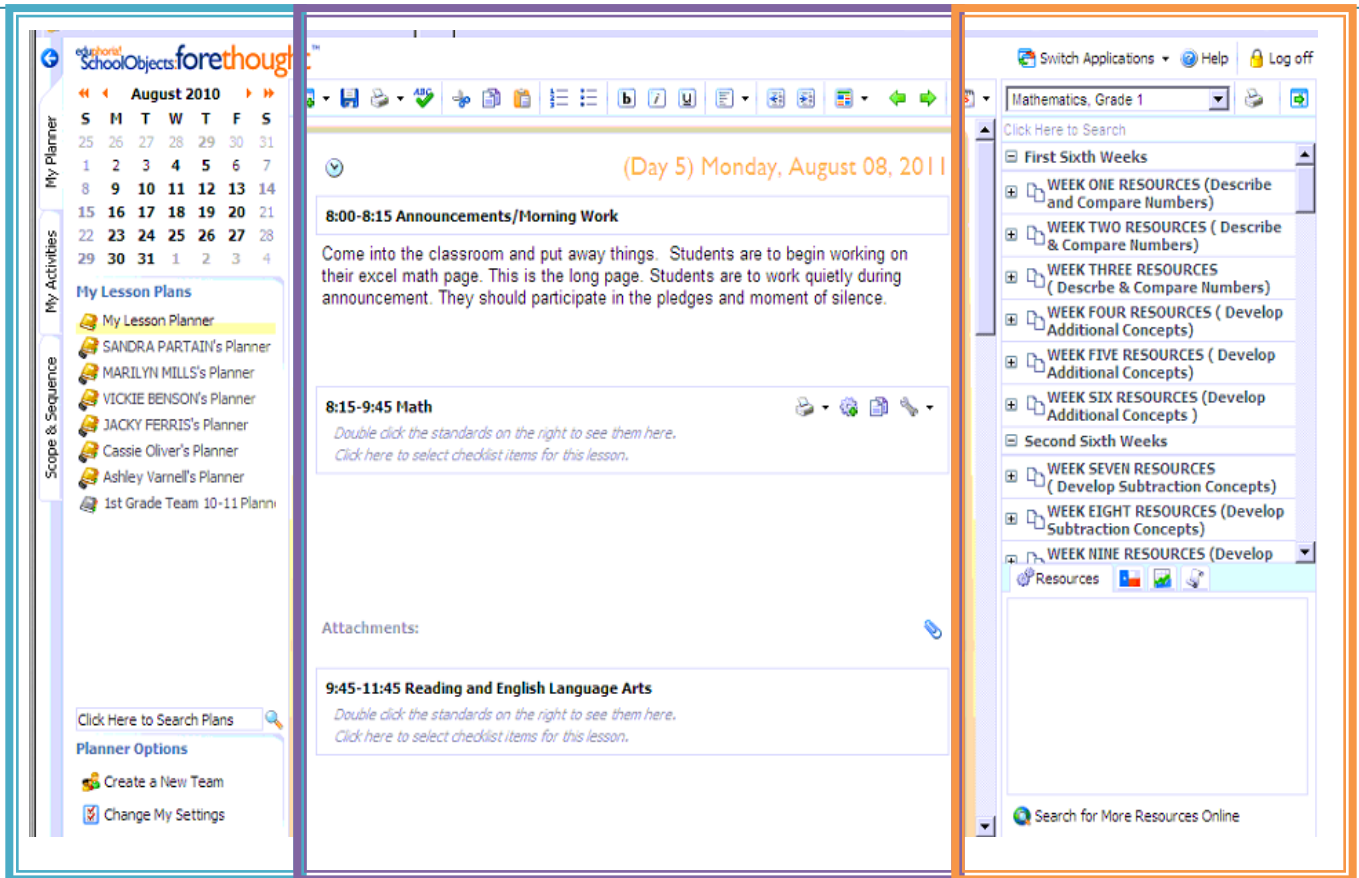


Forethought Basics



Basically your Forethought home screen is broken into three major sections the first section is marked in blue, the second in purple and the third in orange. We will go through each piece so you can better understand the basics of Forethought.

Forethought Dashboard Section

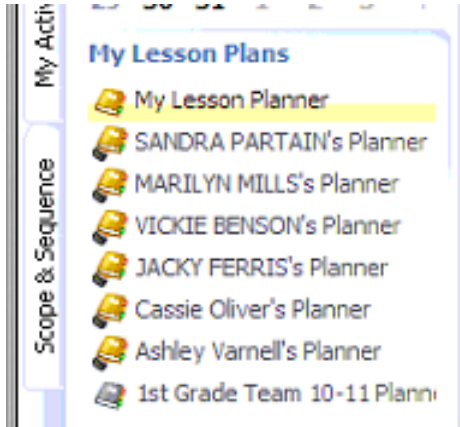
This section will provide you with a calendar that will allow you to scroll through the month/years. The double arrow allows you to scroll by years and the single arrow allows you to scroll by month.

If the day appears in bold then that means the day has been activated and/or typically lesson plans have been added to this day. By clicking on an active or non-active day you will be taken to the day in your planner.

Directly underneath your calendar is a list of other people's calendars that you have access to. For example this person has access to some other teacher's planners and a Team Planner. A team planner can be created and used by a group of teachers that want to create and share lessons. The planner above is shared by the 1st grade team, this means a grade teacher could plan all of



Forethought Basics

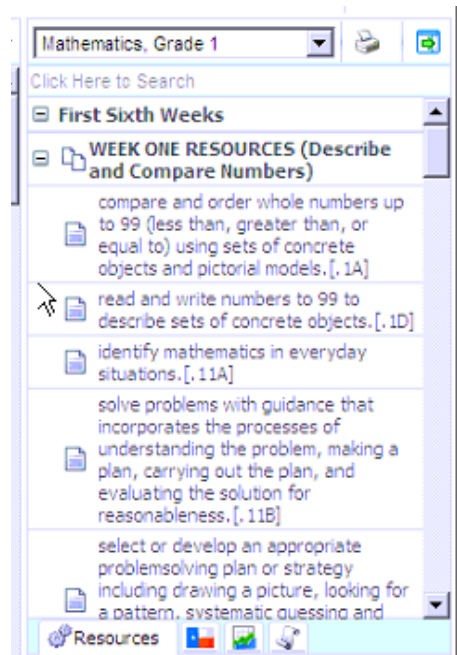
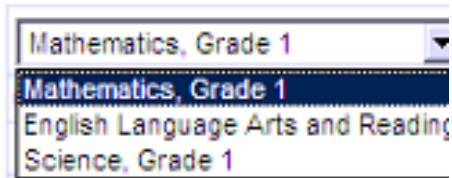


the math lesson while another teacher plans all of the English lessons (these can be copied into their own planner). In order to access any of these planners you simply click on the name of the planner.

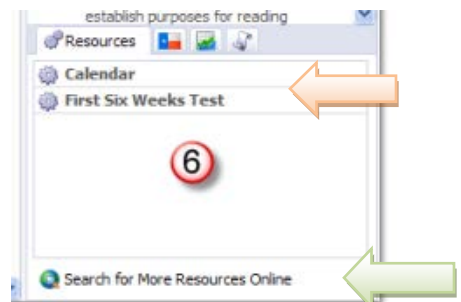
Directly in the left corner of your page is where you can set up options for your planner as well as create your planner for the first time. This is also where you can select to share your planner with others.

Forethought Curriculum

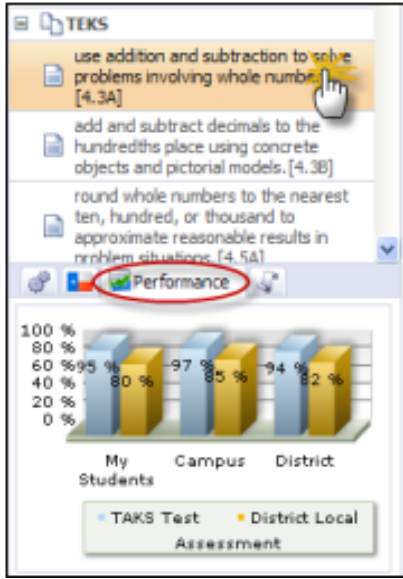
For ease in complication we are going to jump to the right side of your screen. In this section you will see all of your curriculum components for each subject you teach. (You set this up, when you set up your planner) The scope and sequence for the subject area is here and the TEKS that are covered during that specific time appear here for you to be able to double click and automatically add to your lesson plans. You can either click on the subject in your planner to the content to show up or select the drop menu show above to see the different content maps.



Below the curriculum section is an area that is designated for additional resources; these resources include any information that is attached to your curriculum map. If a video or additional resource was added to this section of your curriculum map you could see the attachment here. You can also search for additional resources online here. The Texas Flag next to the Resources section allows you to see the full verbiage involved with a TEK when it is selected above. The small graph tab will give you to see how your students have performed on that TEK in prior assessments. And finally the scroll next to this tab will show you how many times you have taught this lesson based on the amount of times it has been added to your lesson plans.




Forethought Basics





Forethought Planning:

The middle section of your screen is where the magic happens. This is where you will add all the planning pieces for each course you teach. When you are ready to start entering plans just click underneath the header for the subject area you would like to plan and start typing. The different option tools that you have in this section include:


Entry Options

 **Print:** Prints single lesson entry

 **Add Lesson to My Activities:** Copies the entry to the list of activities in the "My Activities" Tab. Teachers have the option of submitting this activity to curriculum administrators to then publish to the resources in the curriculum pane.

 **Copy Lesson Plan:** Copies plan to a selected day. Select the target date in the calendar. Check the course(s) to copy the lesson into. You can only copy to like courses. The lesson content, learning standards and attachments will now be in the target lesson.

Note: To copy a single lesson, there must already be a lesson structure (schedule) in the target date. So, if you plan to copy a lesson from Monday to Tuesday, click on Tuesday in the calendar and make sure that the lesson entry exists.

 **Break Mirrored Course:** To edit a mirrored course for the day, click this option. Once the mirror has been broken for a day, it will not copy anymore from the original course.



Lesson Options: Moves entry up or down in plans and change the entry's title and details (just for the one day).

Forethought Basics



Set as Default Text for Entry: To edit the template text for an entry, create the new template in the editor. Then select "Set as Default Text." For every new day in your planner, the new template will appear only for that entry.



Remove from Day's Plans: Remove this entry only from the day's lesson plans, not the schedule itself.



Add Attachment: Browse for and attach documents (.doc, .pdf, .xls, etc.) to the lesson plan.

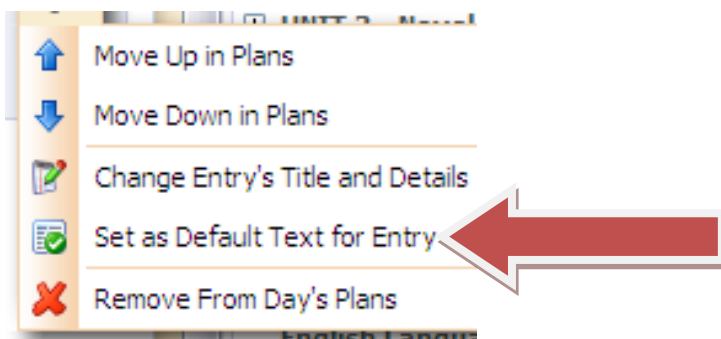
You also have some additional editing options at the top of the menu that are similar to a Microsoft document.

Setting Default Text:

Add in the text you would like to ALWAYS appear in your text or content box then follow the steps below to make the text default.



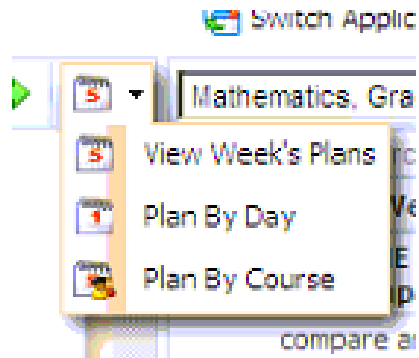
Click on the wrench drop down tool above. Then select Set as Default Text for Entry. Continue to do this same process for each subject that you teach, as needed.



There is also one more feature that allows you to view your schedule and plan in a different way. The tablet icon in the right corner will allow you to select how you would like to view your plans, your

Forethought Basics

options include: view the weeks plans, the day's plan (default) and plan by course. Most are self explanatory but the plan by course allows you to only plan by your math courses at one time.



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