Daily Schedules in My Planner

1. The first time you log into Forethought, you will go through a wizard to set up your planner. In the bottom right corner of your screen, click the Next button.

2. On the Create a Schedule screen, enter a schedule title. We recommend that your title include the school year and your name. Then click the Next button.

3. Next you will add entries to your schedule. Click the Add an Entry button.

4. You have 3 options for entries into your schedule:
   a. **A Course with Learning Standards** is a course that you teach
   b. **A Course that Mirrors Another Course in My Schedule** will copy a lesson plan that is already in your schedule (i.e.: more than one section of Algebra II or elementary departmentalized teachers who repeat their plans with their afternoon class)
   c. **A Special Entry** might include any time block such as lunch, tutorials, conference

Select the option for the type of entry you want to add and click the Next button.
5. Based on the entry type you selected, follow a, b, or c below:

| a. | If you selected **A Course with Learning Standards**, browse the tree, clicking on the plus to expand the levels and subject areas to select the course you want to add to your planner. Click the Next button. |
| b. | If you selected **A Course that Mirrors Another Course in My Schedule**, browse your schedule and select the course that you want to mirror. Click the Next button. You will be prompted to name your mirrored course. |
| c. | If you selected **A Special Entry**, enter the name of the special entry you would like to create (lunch, recess, tutorials, conference time, etc. Click the Next button |

6. You can re-order entries on your schedule by highlighting the entry and clicking the Move Up or Move Down buttons.

*Repeat steps 3-6 until you have all entries you want in your daily planner.*
7. Once you have all of the courses you teach added as entries to your schedule, click the Next button to proceed.

8. It is recommended that you only create one schedule per year, so when asked if you want to add another schedule, click the No button in the bottom right corner.

9. You’re Done! Click the Begin Using Forethought button to continue.