Edit a Schedule

Note: If you have any plans already in your schedule, making changes to the schedule can overwrite those plans causing you to lose work you have already done for upcoming school days. Making changes to your schedule will not affect plans on calendar days that have already passed.

1. In My Lesson Planner, click the Change My Settings button on the bottom left of the screen. Next click My Schedules.

2. The Setup My Planner Wizard will launch, allowing you to make changes to existing schedules. Highlight the schedule that you want to edit and click the Edit Schedule button.

3. You can change the title if you need to, then click the Next button.
4. You have the same options to add, edit and/or remove entries from your schedule as well as move entries up or down. Once you have made the changes to your schedule, click the Next button.

5. Click the Next button if you are finished making changes. You must finish the wizard process in order for your changes to be saved.

6. You’re Done! Click the Begin Using Forethought button to close the wizard.

7. When your planner refreshes, it will default to today’s schedule. In order for you to see the changes you made in your schedule, click on the Change Today’s Schedule icon and select Delete Today’s Plans.
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<td>8. You will get a pop-up warning you that today’s plans will be replaced with the new schedule you just created/edited. Click the OK button.</td>
<td><img src="image.png" alt="Warning pop-up" /></td>
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