Key Tips for Sharing Planners in Forethought

• You can view and print a shared planner. In addition, you can copy lesson entries from a shared planner to your own planner. You cannot edit a shared planner.
• You can only share with other teachers that have setup a lesson planner. (i.e. If your friend down the hall has not setup her schedule in the lesson planner, you cannot share with her yet.)
• Selecting staff members to view your planner does not automatically give you access to view their lesson planner. Both staff members have to share.
• Principals already have access to your planner; you do not have to share with them.