Key Tips for Team Planning in Forethought

• Teams can be created by any teacher and only one member needs to create the team planner.

• Teams are collaborative and there is no "Team Leader."

• Team members cannot be added to a team UNLESS that teacher has setup the planner.

• Team members can be added and removed by any member of the team.

• Once the last team member is removed, the team is removed from the system and all team content is erased!

• Principals can view all team information and content.