Navigate My Planner Views

1. You have 3 options for views in My Planner:
   a. Plan By Day (Forethought Default)
   b. View Week’s Plans
   c. Plan By Course

   To navigate between those views, click on the calendar icon in the upper right corner of My Lesson Planner and select the view you prefer.

2. In the View Week’s Plans layout, each course on each day is an editable text box. Click in any field to begin typing or editing plans. You cannot, however, see the Curriculum Pane in the week view.

3. Once in View Week’s Plans, to get back to the Plan By Day view, double click on a day.

4. In the Plan by Course view, you can see a week’s worth of plans for one specific course entry on your schedule. You can switch between courses in this view by choosing the course entry from the drop down in the upper right corner of the lesson planner pane.