Remove a Course from My Planner

Note: If you remove a course from your schedule, you will lose work you have already done for upcoming school days in that course. Removing a course from your schedule will NOT delete lesson plans on previous school days in that course.

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. Highlight the course you want to remove from your schedule, then click the Remove Entry button.

5. Click the Next button if you are finished making changes.

6. Click the Next button if you are finished making changes.

You must finish the wizard process in order for your changes to be saved.

7. You’re Done! Click the Begin Using Forethought button to close the wizard.
8. When your planner refreshes, it will default to today’s schedule. In order for you to see the removal of the course on your schedule, click on the Change Today’s Schedule icon and select Delete Today’s Plans.

9. 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.

When your screen refreshes, you will see the course you removed is gone from today’s lesson plan.