**Set Up My Planner Wizard**

1. The first time you log into Forethought, you will go through a wizard to set up your planner. In the bottom right corner of your screen, click the Next button.

2. On the Create a Schedule screen, enter a schedule title. We recommend that your title include the school year and your name. Then click the Next button.

3. Next you will add entries to your schedule (the courses that you teach). Click the Add an Entry button.

4. Select “A Course with Learning Standards” and click the Next button.

5. Browse the tree, clicking on the plus to expand the levels and subject areas to select the course you want to add to your planner. Click the Next button.
6. Edit the Entry Title to include times or class periods if you choose, and click the Next button.

*Repeat Steps 3-6 for all courses that you teach.*

7. Once you have all of the courses you teach added as entries to your schedule, click the Next button to proceed.

8. It is recommended that you only create one schedule per year, so when asked if you want to add another schedule, click the No button in the bottom right corner.

9. You’re Done! Click the Begin Using Forethought button to continue.