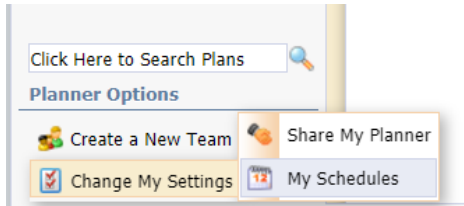


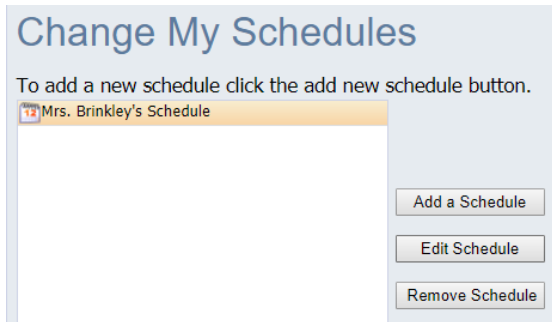
## Eduphoria Forethought: Changing a Schedule

If you change subjects or grade levels, follow these directions to change your schedule.

1. Login in Eduphoria and select Forethought.
2. In the lower left corner, select **Change My Settings > My Schedules**.



3. Click on the name of the schedule and then select **Edit Schedule**.  
\*Make sure you do not add a schedule. This will force you to choose a schedule each day. Additional schedules would only be used if you taught different courses on different days.



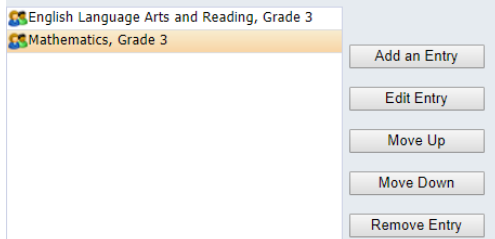
4. Change the title of the schedule if needed, then select **Next**.
5. To remove an entry, click on the entry name and then select **Remove Entry**. Remove all entries that should no longer be on the schedule.

### Add Entries to the Schedule

You now need to add courses and other entries to your schedule. Start adding entries to your schedule.

*Note: You can only add 12 entries with text to a schedule.*

My Schedule



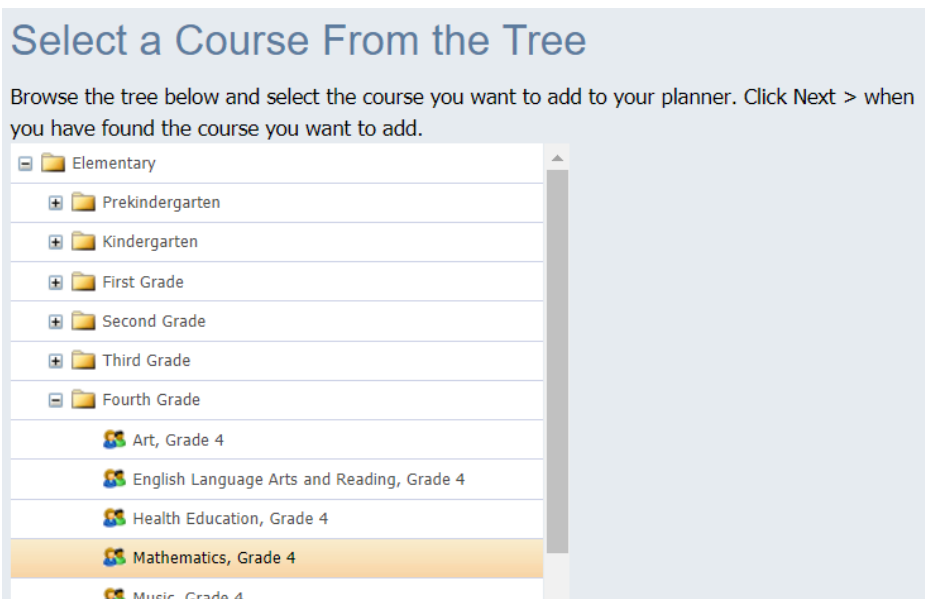
6. To add an entry, select **Add an Entry**.
7. If the course has TEKS, select **A Course with Learning Standards > Next**.  
If the course doesn't have TEKS, select **A Special Entry > Next**.

### What Type of Entry Do You Want to Add?

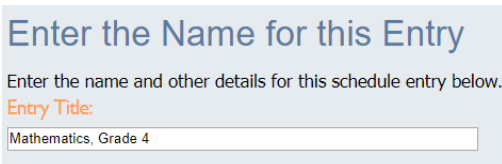
Select the type of entry you want to add to your schedule.

- A Course with Learning Standards** is a typical course in your schedule.
- A Course That Mirrors Another Course in My Schedule.** Mirrored courses will use the lesson plan from another course in your schedule.
- A Special Entry** is used to add additional notes or blocks of time to your daily schedule like 'lunch' or 'tutorials'.

8. **Select the course** from the course tree. Courses are added one at a time. Then select **Next**.



9. **Rename the Entry** if needed (such as add PreAP or AP) > **Next**.



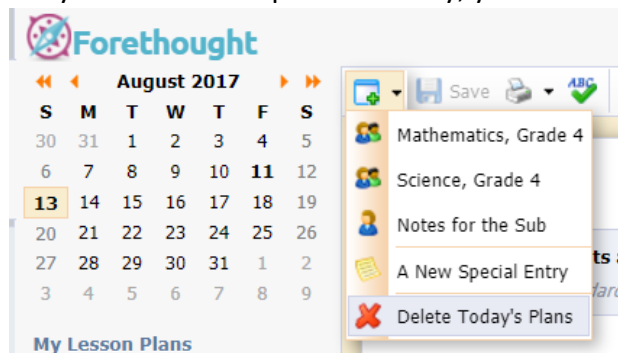
10. Repeat to add any additional entries needed.

11. When all entries are added, select **Next**.

12. Select **Next** again and then select **Begin Using Forethought**.

13. When looking at the lesson plans, the old courses still appear. If you have not typed in lesson plans for the day, select the first icon, **Change Today's Schedule**, and then **Delete Today's Plans**.

\* If you have lesson plans on a day, you will lose the lesson plans if you use this option.



14. Once you Delete Today's Plans, you will see the new courses on a day and can continue typing plans.