

Eduphoria Forethought: Set Own Template

The directions below explain how to set your own template that will appear on each day.

1. Login to Eduphoria and select Forethought
2. Click in the workspace for any subject to activate the subject. If on a team planner, click the Check Out button first.
3. Type the information that you want to appear each day. For example: Objective, Activities, Close, Assessment, etc.
4. For the subject, click the wrench in the upper right corner of the subject and select Set as default text for entry. Repeat for all subjects.

