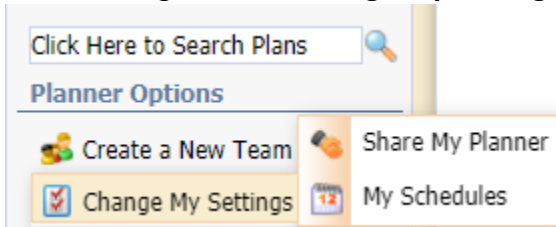
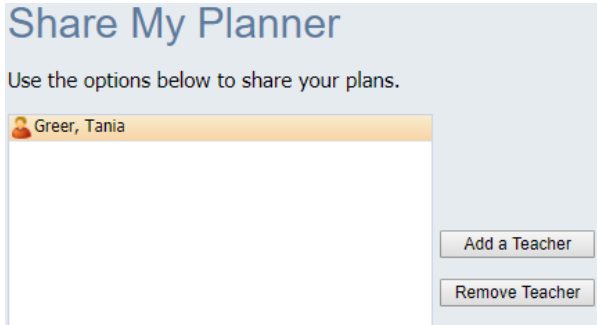


Eduphoria Forethought Sharing Lesson Plans

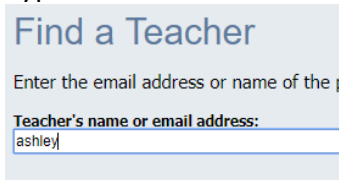
1. In Forethought, select **Change My Settings** in lower left corner, then **Share My Planner**



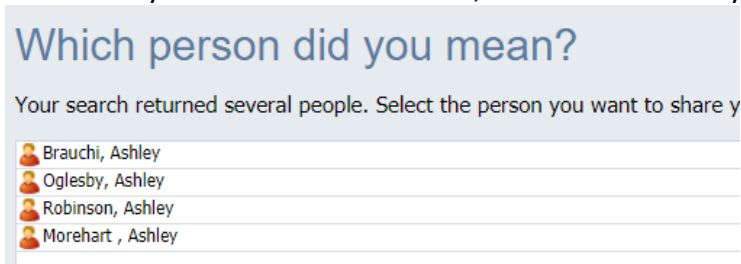
2. If you have shared your planner with anyone already, **click their name** and then **Remove Teacher**.



3. Click **Add a Teacher**.
4. Type the first or last name of a teacher. Select Next.



5. Any teachers with that name will appear. Click on the teacher and then Next. If they are the only teacher with that name, it will automatically move to the next step.



6. Add any additional teachers. Once all the teachers are added, select **Next**.
7. Select Return to My Planner.
8. You will not see any differences on your schedule. These steps will place your lesson plans on those teachers' plans. They would have to use these steps to add your name. Then you will see their plans on the left under My Lesson Planner.