**Editing the Schedule for My Planner**

At the beginning of a new school year, or even during a school year, you may find that your teaching assignments have changed. If this happens, you will want to update the schedule in your planner. Each course you select to add to your planner can be linked a class period(s) in your day. This allows Forethought and Aware to “speak” to each other so that you can see your student data for any given student expectation that you might be preparing to teach. For this reason, you will always want to check the classes associated with each of the courses in your planner at the beginning of each school year.

**Update Your Schedule in My Planner**

1. Go to eduphoria and enter forethought. You are now in My Planner.
2. Click Change My Settings > My Schedule at the bottom left.
3. Click once on the title and click the Edit Schedule button.
4. Edit the title of your schedule (if needed) and click Next at the bottom right.
5. Highlight any course and click Edit Course to check the classes in your schedule that should be associated with that course.
6. In Add Entries to the Schedule, click on a course you do not teach and click Remove Entry. Repeat this for all courses that you do not teach.
7. To add courses that are not included, click Add an Entry. Select A Course with Learning Standards.
8. Click Next at the bottom right.
9. Click on the grade level folder, subject folder, and correct course.
10. Click Next twice.
11. Repeat steps 7-10 for all courses that you need to add.
12. Click Next at the bottom right until you click Begin Using forethought (bottom right).