

# ADVANCED



## forethought

District-wide curriculum management and lesson planner.

# Trailblazers

## Fall 2012

# TODAY'S GOALS

➤ Increase capacity for fully implementing Forethought by building understanding of the concepts that drive the functionality of the program.

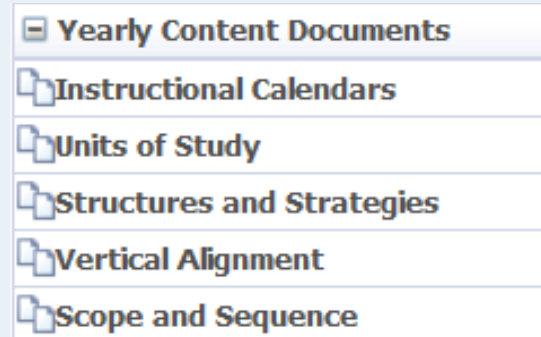
- Schedule Stamping
- Schedule Menu
- Default Text
- Course Integration
- Plan by Course
- My Activities
- Team Planner
- Formatting Tips
- Standards Coverage Report



# TODAY'S GOALS

➤ Increase familiarity with location and variety of available curriculum documents.

- Yearly Documents
- Unit Documents
- Scope and Sequence Tab



➤ Collaborate to develop ideas for “taking back” the learning and providing support to peers.

- Trailblazers Blog
- Share Out

➤ Address existing concerns on campuses and collaborate to develop solutions.



# TODAY'S GOALS



Increase capacity for fully implementing Forethought by building understanding of the concepts that drive the functionality of the program.

# SCHEDULE STAMPING

◀◀ ◀ **October 2012** ▶ ▶▶

<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>
30	1	2	<b>3</b>	4	<b>5</b>	6
7	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	12	<b>13</b>
14	15	<b>16</b>	<b>17</b>	<b>18</b>	19	20
21	22	<b>23</b>	<b>24</b>	<b>25</b>	26	27
28	29	<b>30</b>	31	1	2	3
4	5	6	7	8	9	10

If we master the bolded date phenomenon, master Forethought, will we. Yes.



# SCHEDULE STAMPING

October 2012						
S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

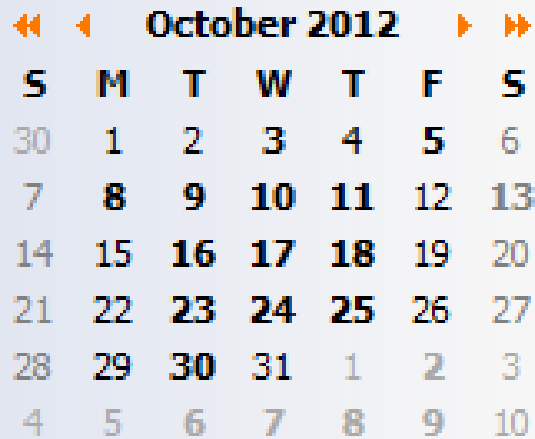
blank date

bold date



- ❑ Before you click on a date, Forethought sees it as a blank slate.
- ❑ Once you click a date, it is “stamped” with the schedule and settings you have at that time.
- ❑ A date becomes bold once it is clicked and will be “protected” from any changes you may make to your schedule.

# SCHEDULE STAMPING



S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	12	<b>13</b>
14	15	<b>16</b>	<b>17</b>	<b>18</b>	19	20
21	22	<b>23</b>	<b>24</b>	<b>25</b>	26	27
28	<b>29</b>	<b>30</b>	31	1	2	3
4	5	6	7	8	9	10

□ Since Yoda is now protecting the bolded dates...

➤ If I make a change to my schedule (ex: add a new entry for a course) on October 29, I will not see that change reflected on October 30 because that date is already bold. It was stamped with a schedule I had previously.

➤ I will see my changes reflected on October 31 because that date is blank right now. My changes will automatically apply to all future, blank dates.



# SCHEDULE STAMPING

◀	◀	October 2012	▶	▶		
S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

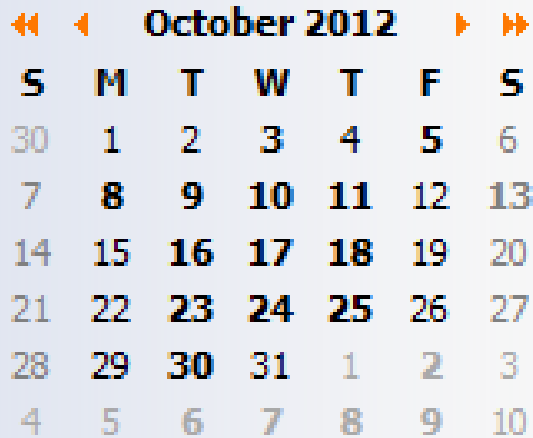
## □ Concept Check

- If I make a schedule change on October 15th, what is the earliest date I will see those changes?
- What does Forethought see on October 19 right now?
- What will be on October 19 once I click on it?





# SCHEDULE STAMPING



S	M	T	W	T	F	S
30	1	2	3	4	5	6
7	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	12	<b>13</b>
14	15	<b>16</b>	<b>17</b>	<b>18</b>	19	20
21	22	<b>23</b>	<b>24</b>	<b>25</b>	26	27
28	<b>29</b>	<b>30</b>	31	1	2	3
4	5	6	7	8	9	10

But I don't want to wait...

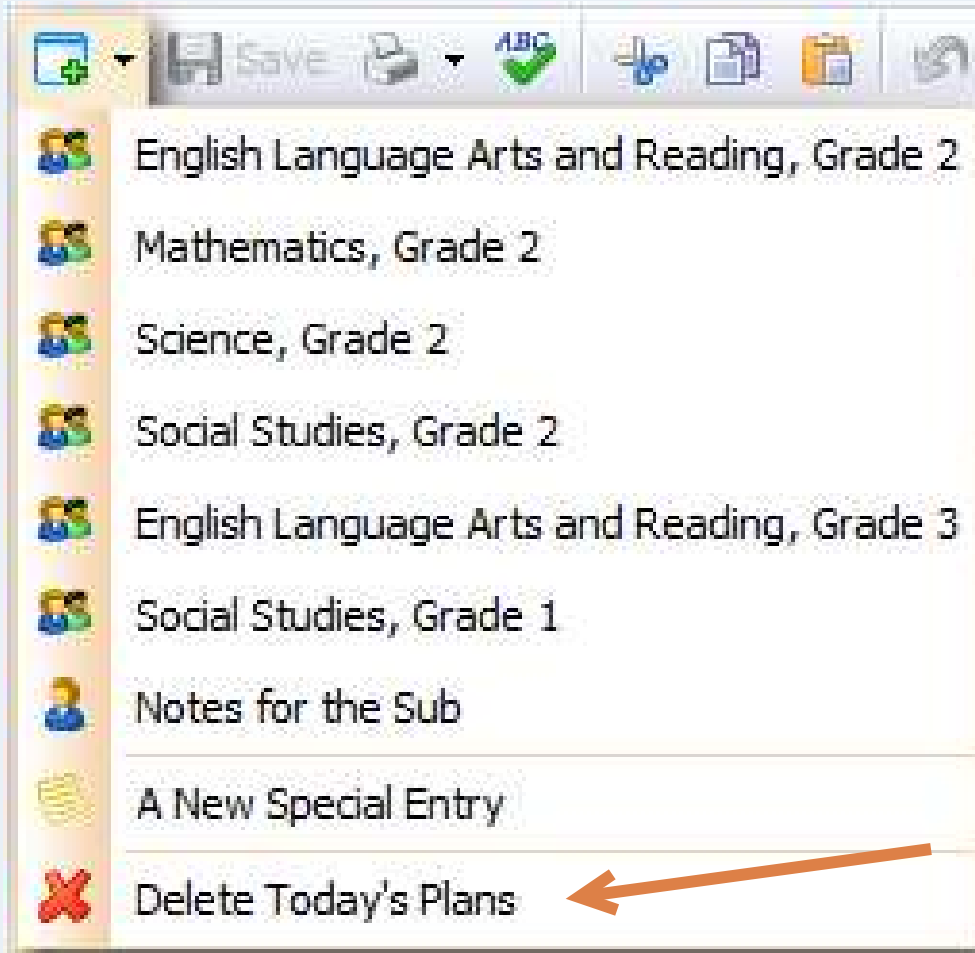
You DO NOT have to wait until the next blank date to see your changes.

There are two options for updating your bold dates with your new settings.

Example: I change my schedule on October 29. I have two options for applying those changes to October 30.



# SCHEDULE MENU



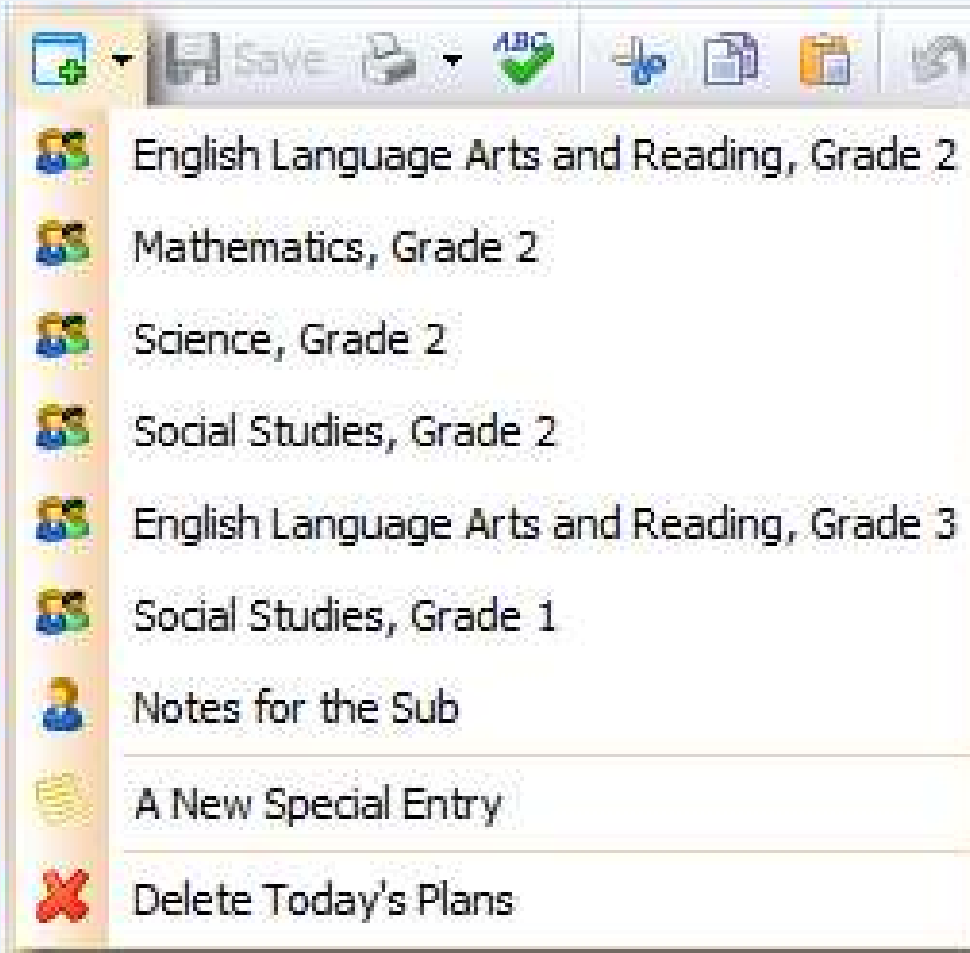
If you **DO NOT** have lesson plans on a bolded date...

Open the Schedule Menu

Click “Delete Today’s Plans”

The schedule that was stamped on that date previously will be thrown out so your new schedule can be applied to the

# SCHEDULE MENU



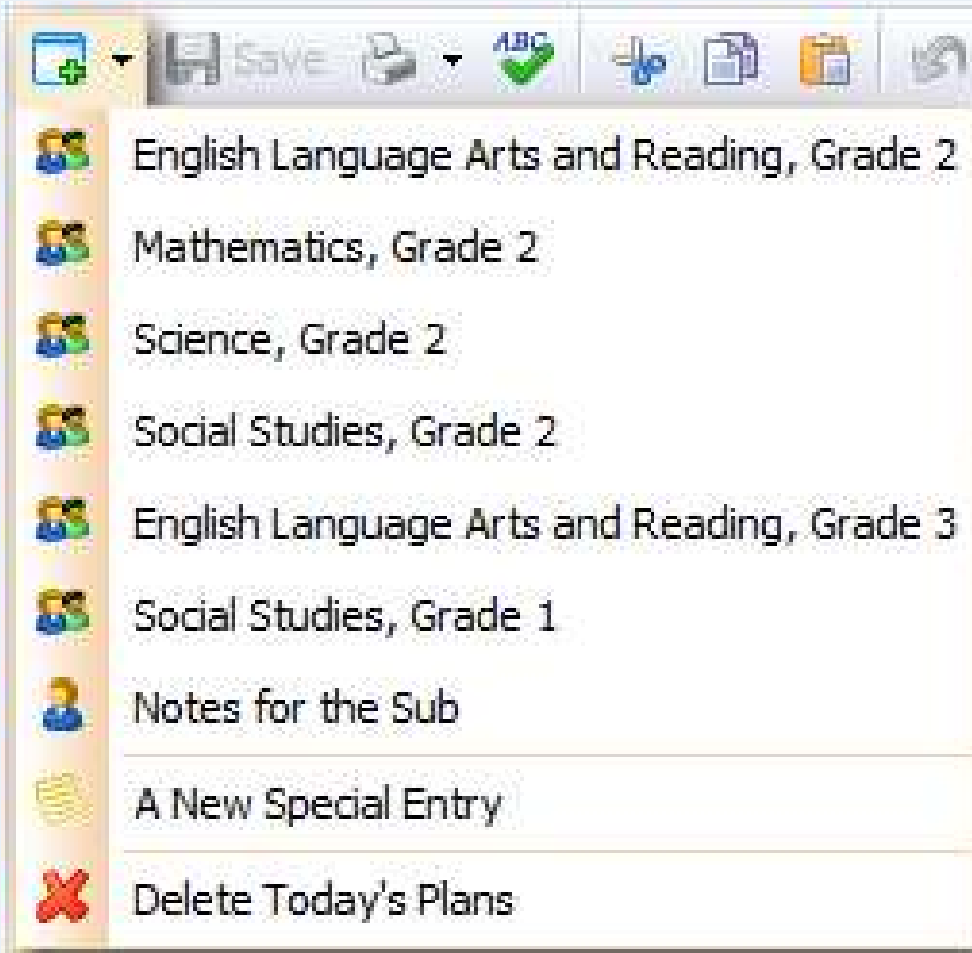
If you **DO** have lesson plans on a bolded date...

Open the Schedule Menu

You will see all of the entries on your current schedule listed

Select the entry you want to add

# SCHEDULE MENU



When you add an entry to your planner...

It will add it to only that date

It will be added to the bottom of your plans

You can move it up or down in your plans (optional)

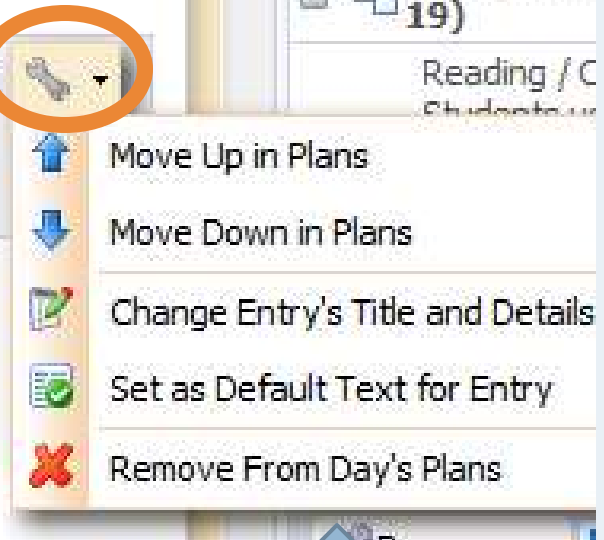
# SCHEDULE MENU

## English Language Arts and Reading, Grade 2

*Double click the standards on the right to see them here.  
Click here to select checklist items for this lesson.*

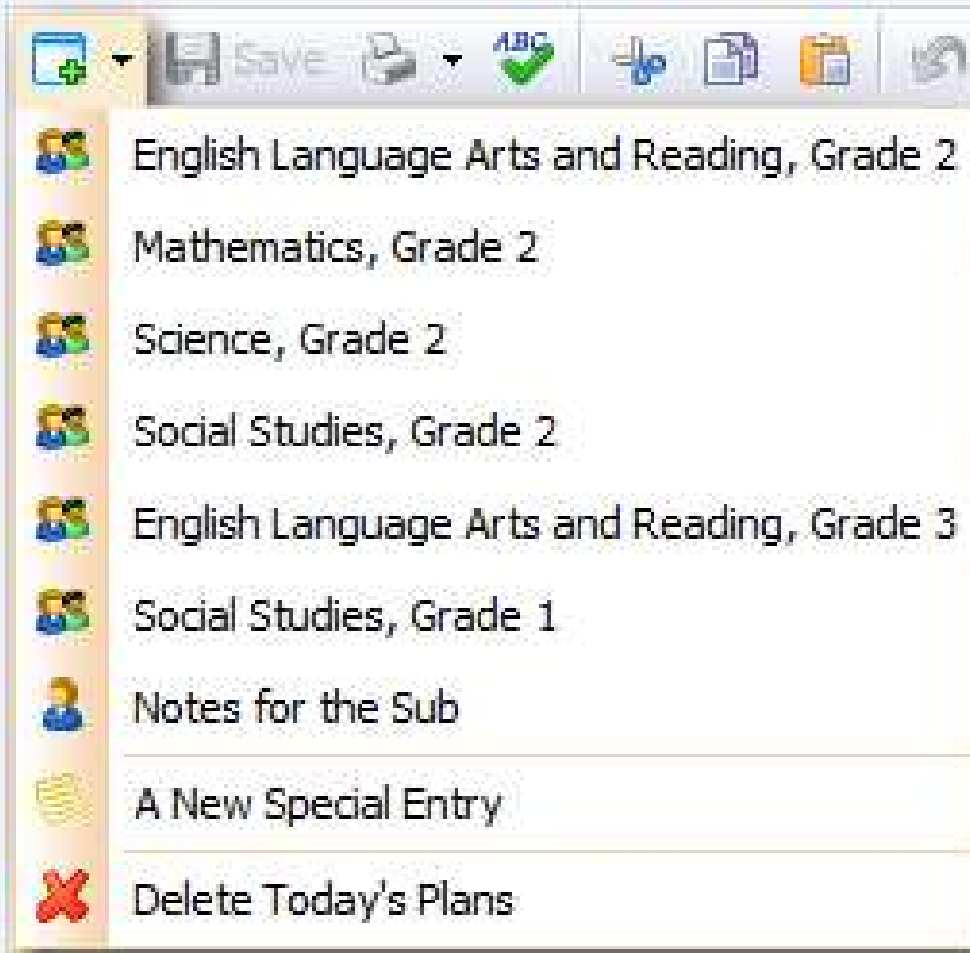
### Procedures:

### Accommodations/Modifications/Extensions:



- To move an entry...
  - Click inside the entry
  - Click the wrench icon
  - Select Move Up in Plans or Move Down in Plans
  - You may also choose to Remove an entry from the day's plans

# SCHEDULE MENU

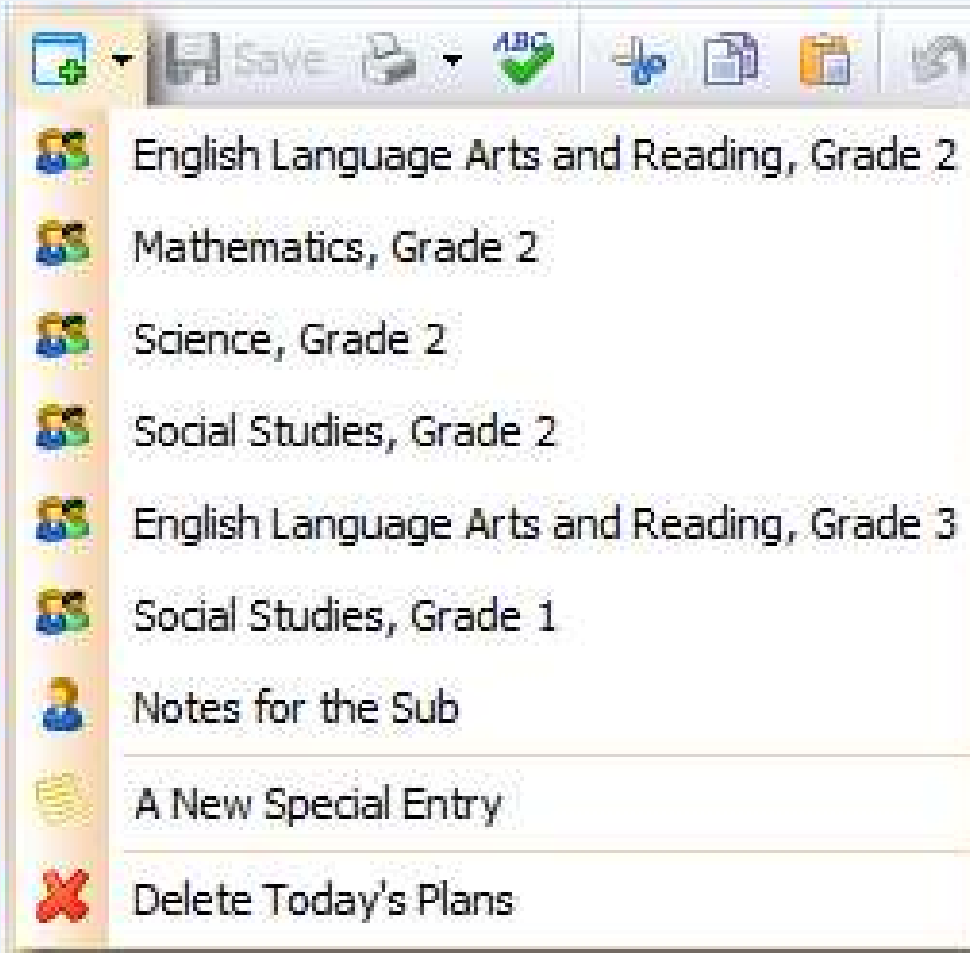


The Schedule Menu also...

Allows you to add a space to leave “Notes for the Sub”

Allows you to add a “Special Entry” for any reason, at any time

# SCHEDULE MENU



## □ Concept Check

- I work with many different groups of students and just began helping a small group with 1<sup>st</sup> grade Social Studies.
- I added Social Studies, Grade 1 to my planner. However, I already have a full day of plans tomorrow. How can I see my Social Studies entry tomorrow?



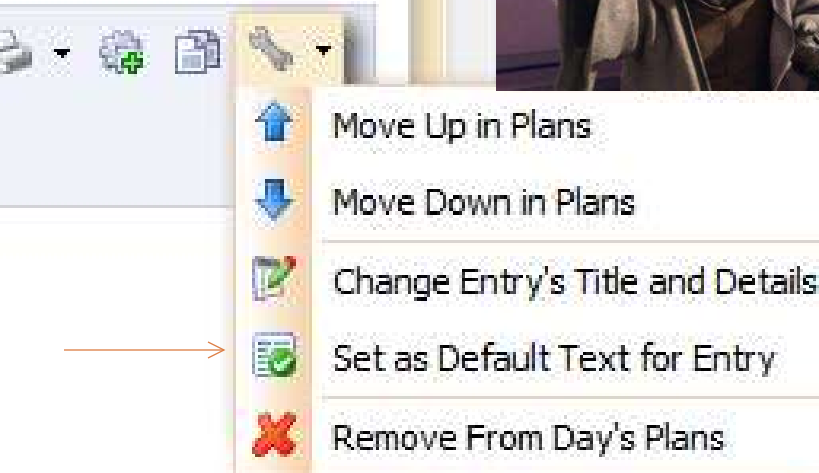
# TIPS AND TRICKS

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- ❑ Problem with copying? Make sure your updated schedule is stamped on the date to which you are copying.
- ❑ Want to stamp a whole week in one click so you can copy a week's worth of plans to your planner? Just switch to the week view and the whole week will be stamped (unless there are any bolded dates).



# DEFAULT TEXT



To ADD to the district template (Procedures area):

- Type what you would like to be repeated every day in your white space
- Click the wrench icon
- Choose to “Set as Default Text for Entry”

Why is there a picture of Yoda on this slide?



# DEFAULT TEXT



## World History

*Double click the standards on the right to see them here.  
Click here to select checklist items for this lesson.*

**Content Objective:**

**Language Objective:**

**Procedures:**

**Accommodations/Modifications/Extensions:**

**Notes/Reflections:**

**Attachments:**

You could  
add  
something like  
this to your  
default text...

# DEFAULT TEXT

## World History

*Double click the standards on the right to see them here.  
Click here to select checklist items for this lesson.*

### Content Objective:

### Language Objective:

### Procedures:

Warm-Up:

Model:

Guided Practice:

Independent Practice:

Closing:

### Accommodations/Modifications/Extensions:

ESL:

IEPs:

GT:

### Notes/Reflections:

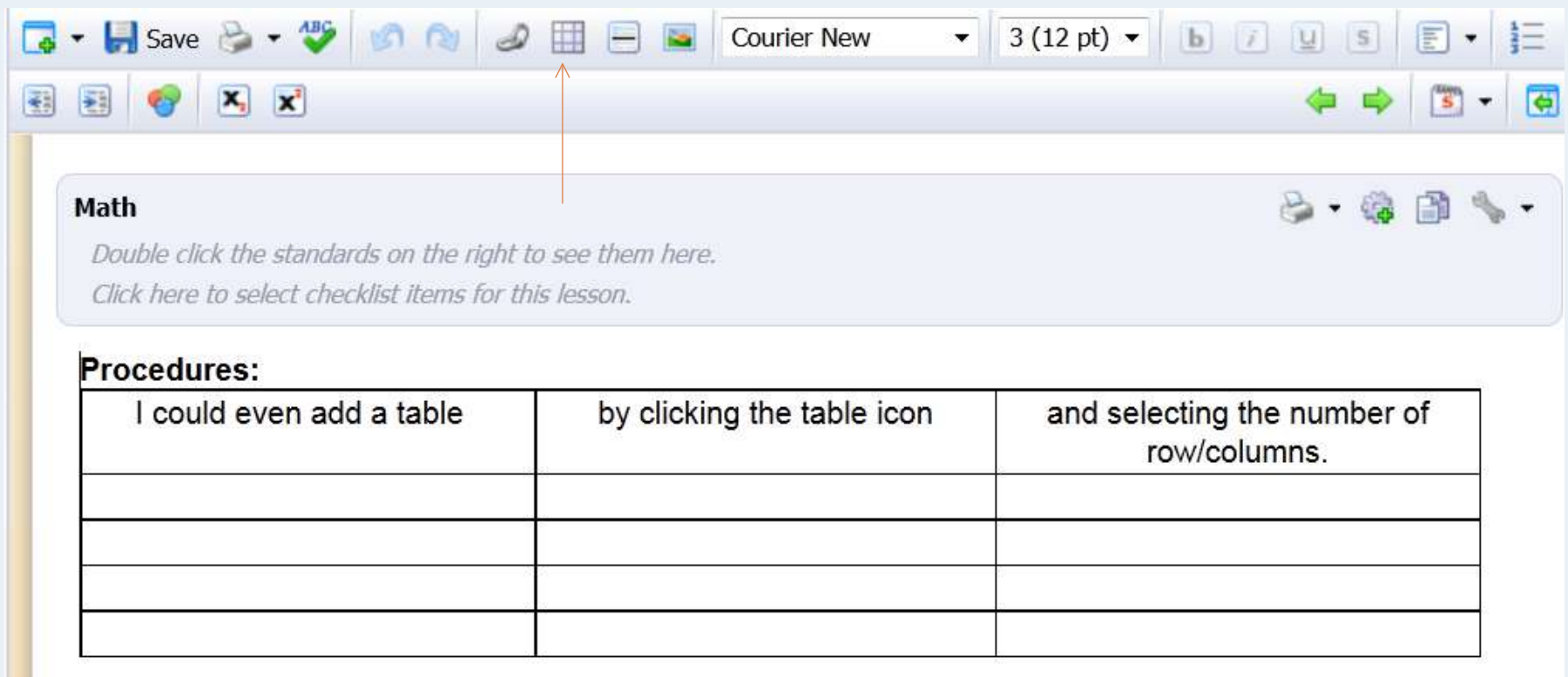
or this.

Whatever is typed into the white space when the default text button is hit will appear on every future date.



You will need to “clear” all future bolded dates to apply this change to your settings.

# DEFAULT TEXT



**Math**

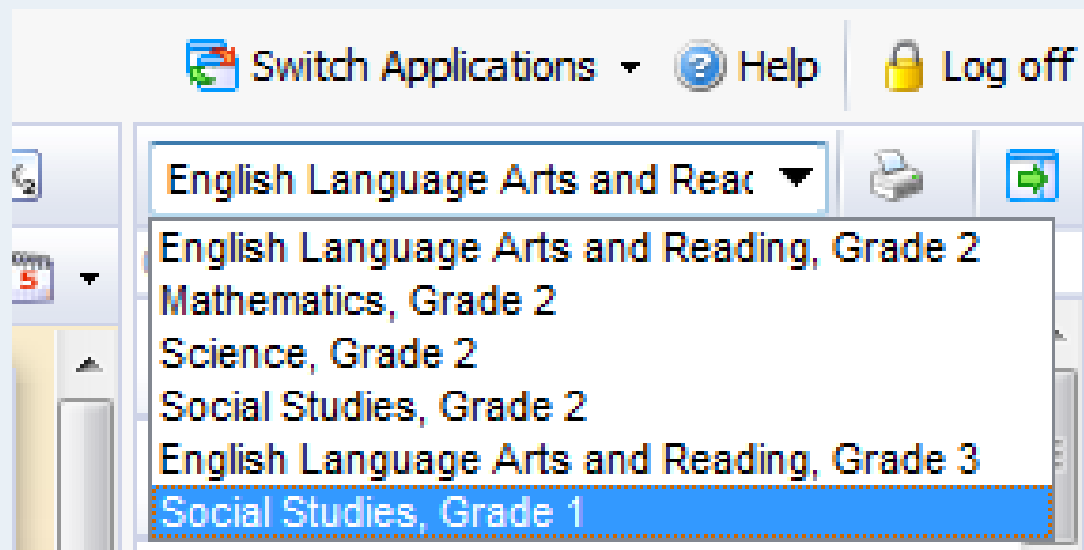
*Double click the standards on the right to see them here.*  
*Click here to select checklist items for this lesson.*

**Procedures:**

I could even add a table	by clicking the table icon	and selecting the number of row/columns.

**Table Tip:** the table will collapse unless you type in it before setting as default text. If this happens, you just have to click inside the table and the white space will expand back out.

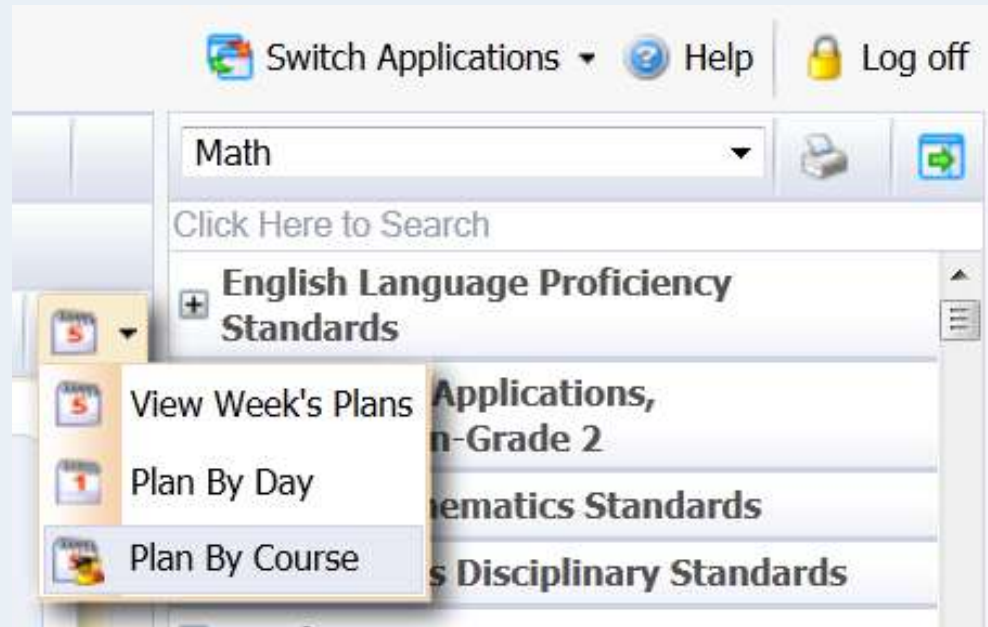
# COURSE INTEGRATION



**Integrate subject areas by switching the course curriculum so that you can work with TEKS from any of the courses you have on your schedule, no matter which course entry you are clicked in.**

**For example, I can be in my ELA entry box, but switch the course so that I can integrate Social Studies TEKS into a particular lesson.**

# PLAN BY COURSE



Click the calendar icon to switch to the Plan By Course view

You will see the course entry for Monday, Tuesday, Wednesday, Thursday, and Friday all on the same screen.

# PLAN BY COURSE

## Monday, November 19, 2012 - Science

*Double click the standards on the right to see them here.  
Click here to select checklist items for this lesson.*

**Procedures:**

**Accommodations/Modifications/Extensions:**

**Notes/Reflections:**

## Tuesday, November 20, 2012 - Science

*Double click the standards on the right to see them here.  
Click here to select checklist items for this lesson.*

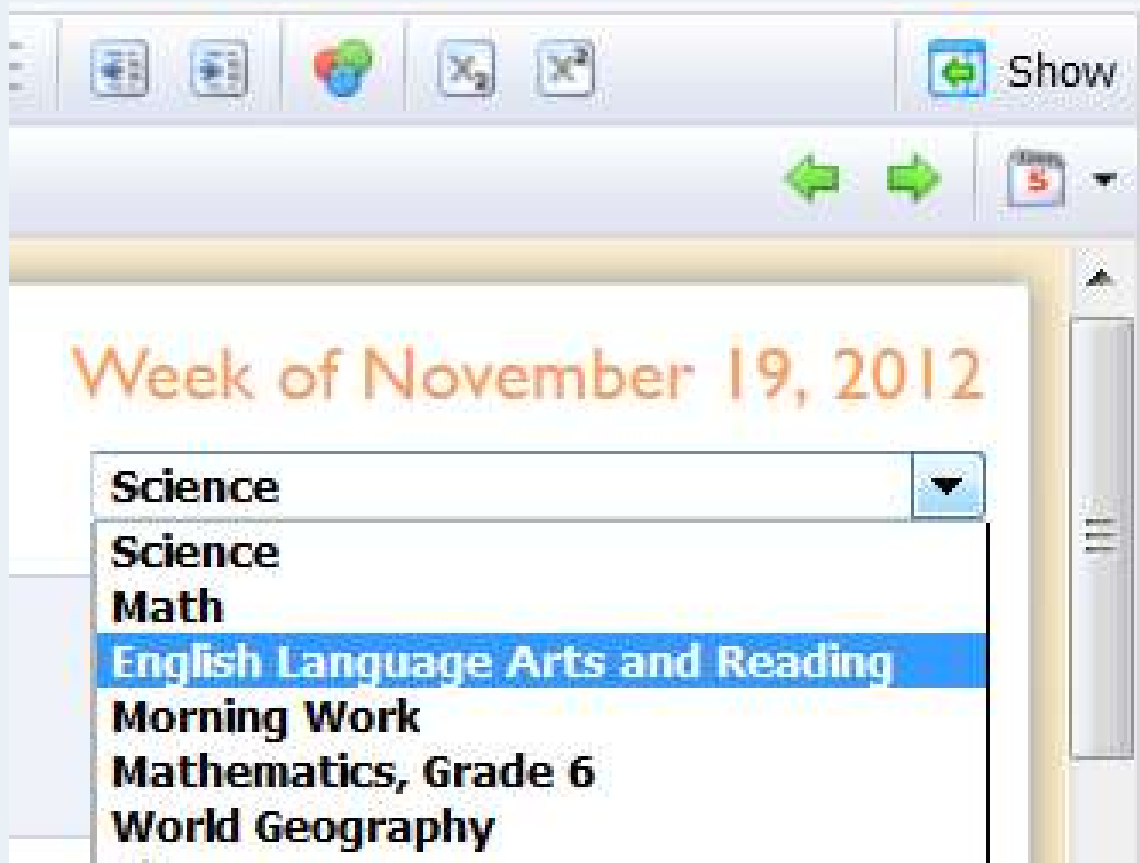
**Procedures:**

**Accommodations/Modifications/Extensions:**

**Notes/Reflections:**

You can plan lessons for one course for a whole week without having to change screens or relocate curriculum documents.

# PLAN BY COURSE



□ Use the pull-down menu to switch to any course entry that is currently on your schedule.



# MY ACTIVITIES

## Use My Activities to:


- Bundle groups of TEKS
- Save a lesson for future use
- Plan a lesson before you know which date you want to teach it
- Great potential for PLC work when asking the question: what should the students know and be able to do?



# MY ACTIVITIES

- You may save a lesson plan as an ACTIVITY for your own use.
- Any standards, typing in the white space, and/or attachments in your plan will be saved with the ACTIVITY. Checklist items will not be saved.
- Click on the gear icon to add this lesson to My Activities

## Science, Grade 5

 identify the boiling and freezing/melting points of water on the Celsius scale.[5.5B]

**Strategies (choose all that apply):** Graphic Organizer

**Structures (choose all that apply):** Small Group

**Evidence of Learning (choose all that apply):** Journal Entry

**Resources/Materials Used:** District Required Resource




# MY ACTIVITIES


- Once you save a lesson plan as an activity, it will be linked to the first student expectation identified.
- You may access it by clicking on the SE in your curriculum and you will see it listed in the resources box labeled as (My Activity).





**Monday, November 19, 2012 - Science**  


 predict, observe, and record changes in the state of matter caused by heating or cooling.[3.5C]


*Click here to select checklist items for this lesson.*

 **Standards**

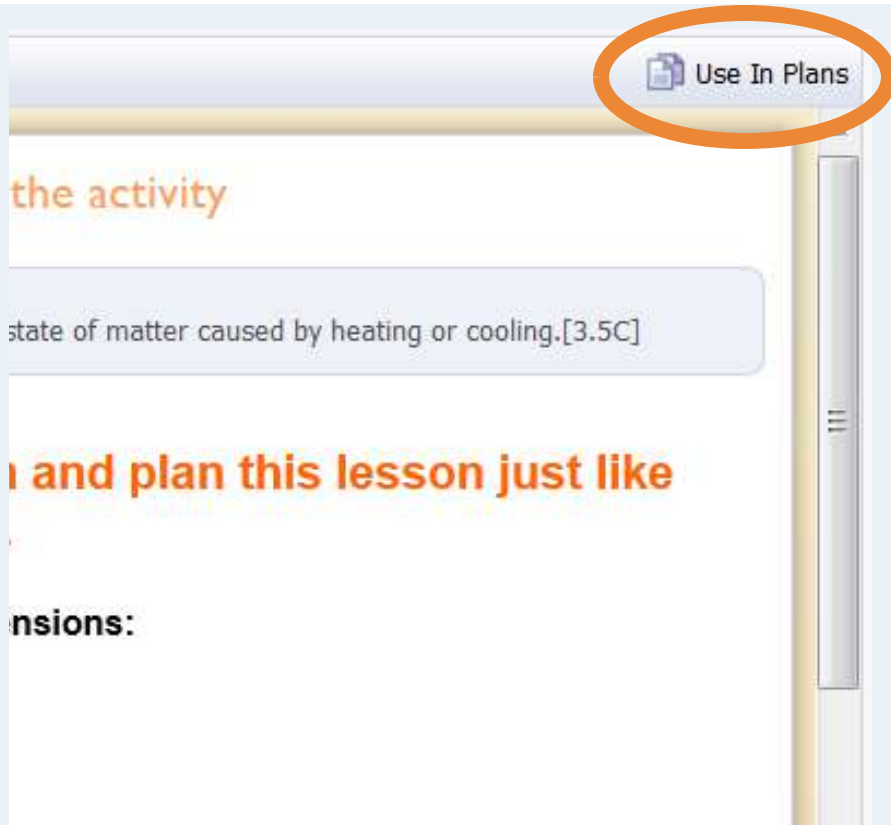
 predict, observe, and record changes in the state of matter caused by heating or cooling.[3.5C]

 Resources   

 Standard Clarification

 Activity for Science, Grade 5 (My Activity)

# MY ACTIVITIES



the activity

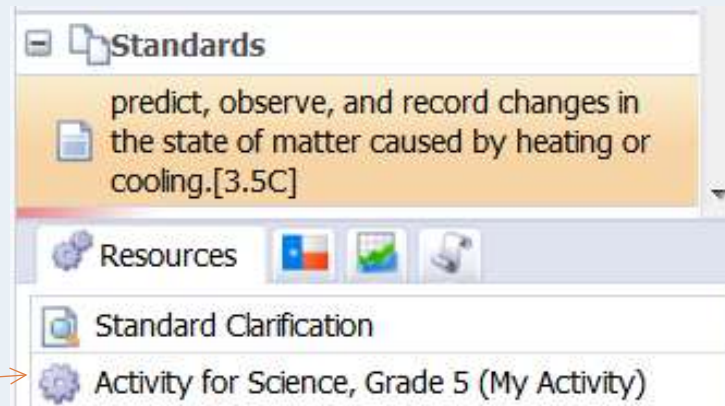
state of matter caused by heating or cooling.[3.5C]

and plan this lesson just like

nsions:

Use In Plans

- ❑ Double-click to open the activity from the Resources box
- ❑ Click “Use in Plans” to add the activity to your lesson plan



Standards

- predict, observe, and record changes in the state of matter caused by heating or cooling.[3.5C]

Resources

Standard Clarification

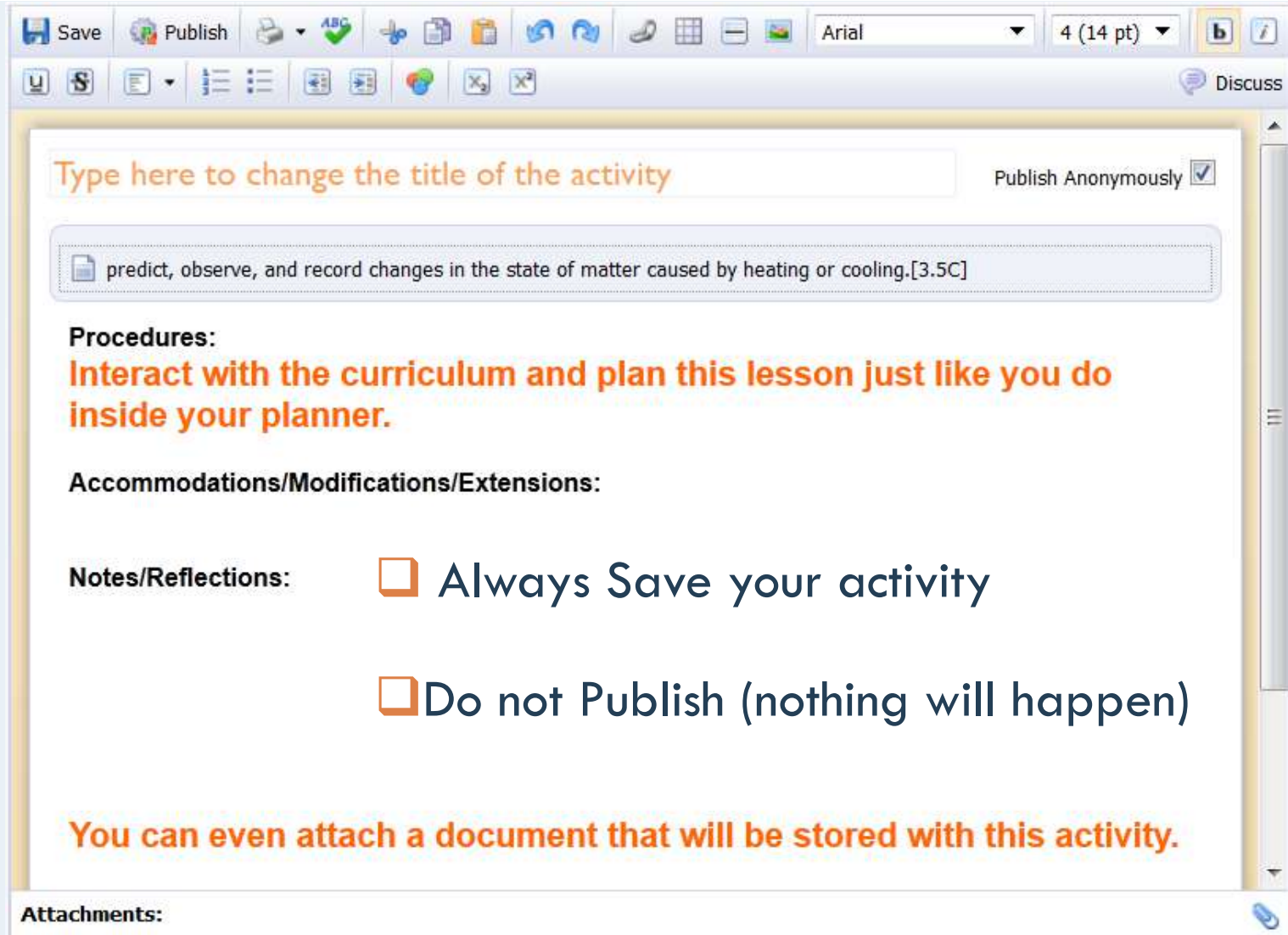
Activity for Science, Grade 5 (My Activity)

# MY ACTIVITIES



- ❑ Next, access your activity from the MY ACTIVITIES TAB
- ❑ Located on the left of your screen
- ❑ By default, these will be organized by course name
- ❑ Click on the name of an activity to open it up for viewing and editing
- ❑ **CHANGE THE NAME OF THE ACTIVITY** to keep you organized!

# MY ACTIVITIES



The screenshot shows a web-based activity editor interface. At the top, there is a toolbar with various icons for editing and publishing. Below the toolbar, there is a text input field with the placeholder text "Type here to change the title of the activity" and a "Publish Anonymously" checkbox. Below this, there is a document icon and the text "predict, observe, and record changes in the state of matter caused by heating or cooling.[3.5C]".

**Procedures:**  
**Interact with the curriculum and plan this lesson just like you do inside your planner.**

**Accommodations/Modifications/Extensions:**

**Notes/Reflections:**

- Always Save your activity
- Do not Publish (nothing will happen)

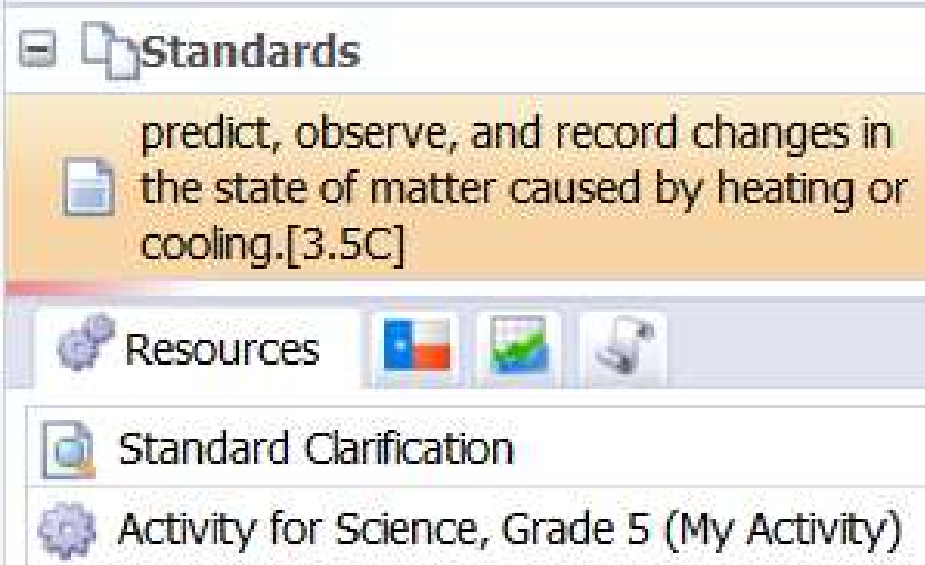
**You can even attach a document that will be stored with this activity.**

**Attachments:**

# MY ACTIVITIES

❑ To add an activity to your planner:

- Identify the first SE listed in the blue-grey box
- Locate that same SE in the curriculum pane of your lesson planner



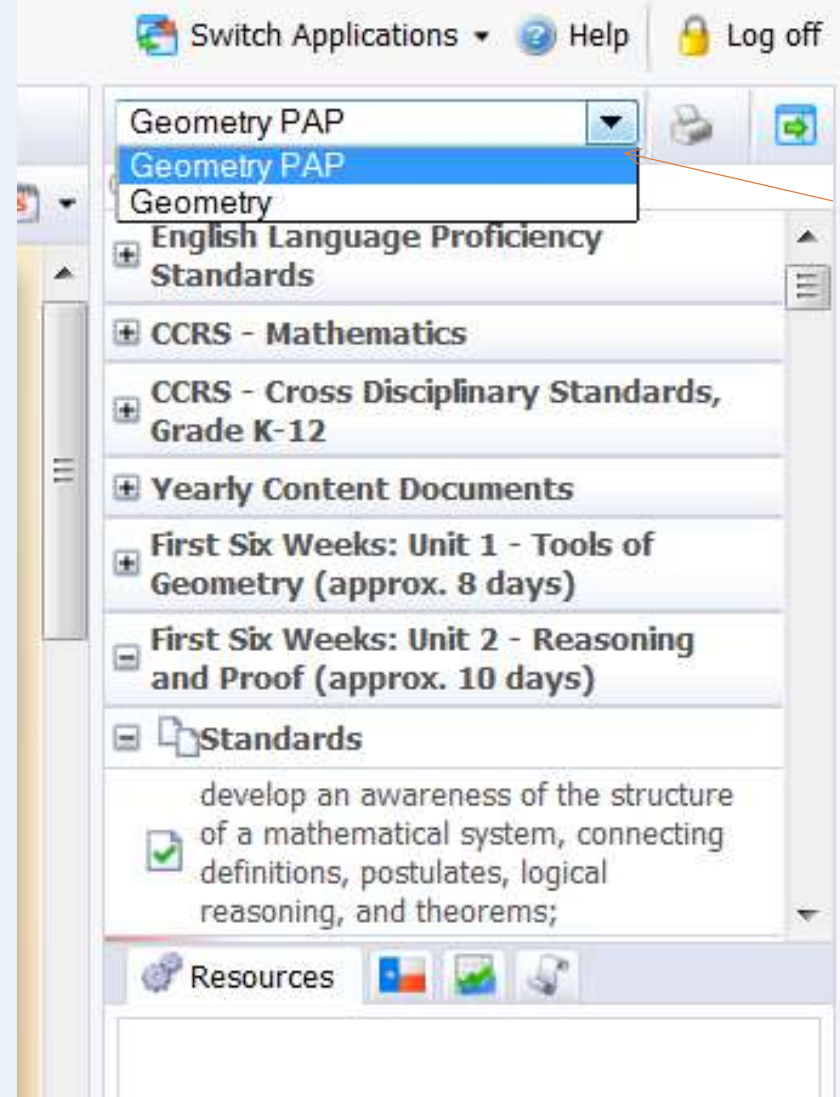
The screenshot shows a software interface with a sidebar on the left and a main content area on the right. The sidebar has a 'Standards' section with a minus sign icon, a 'Resources' section with a gear icon, and a 'Standard Clarification' section with a document icon. The main content area displays a standard: 'predict, observe, and record changes in the state of matter caused by heating or cooling.[3.5C]'. Below this, there is a 'Resources' box containing three icons: a flag, a globe, and a stethoscope. At the bottom of the main content area, there is an 'Activity for Science, Grade 5 (My Activity)' listed with a gear icon.

- Click on it and then look in the Resources box. You will see your activity listed there. Open it to use in your plans.

# MY ACTIVITIES

❑ You can change the course curriculum on the right side of your screen by clicking the drop-down menu.

❑ This will allow you to use activities created for one course in another (ex: activity created in on-level used in PreAP)



The screenshot shows a software interface with a top navigation bar containing "Switch Applications", "Help", and "Log off". Below this is a course selection menu. The menu is currently set to "Geometry PAP" and is open, showing a list of options: "Geometry PAP" (highlighted in blue), "Geometry", "English Language Proficiency Standards", "CCRS - Mathematics", "CCRS - Cross Disciplinary Standards, Grade K-12", "Yearly Content Documents", "First Six Weeks: Unit 1 - Tools of Geometry (approx. 8 days)", "First Six Weeks: Unit 2 - Reasoning and Proof (approx. 10 days)", and "Standards". Below the "Standards" option, there is a green checkmark icon and the text: "develop an awareness of the structure of a mathematical system, connecting definitions, postulates, logical reasoning, and theorems;". At the bottom of the interface, there is a "Resources" section with several icons.






# MY ACTIVITIES: TIPS

- 1. You can create an activity with just standards (to make it easier to quickly add groups of standards to lesson plans)**

## Social Studies, Grade 7



-  identify the major eras in Texas history, describe their defining characteristics, and explain why historians divide the past into eras, including Natural Texas and its People.[7.1A]
-  compare the cultures of American Indians in Texas prior to European colonization such as Gulf, Plains, Puebloan, and Southeastern. [7.2A]
-  create and interpret thematic maps, graphs, charts, models, and databases representing various aspects of Texas during the 19th, 20th, and 21st centuries.[7.8A]

*[Click here to select checklist items for this lesson.](#)*

- 2. You may save an activity with as little or as much information as you'd like. Whatever you do save will be accessible to quickly add to a lesson plan at any time.**

# MY ACTIVITIES: TIPS

1. You can click other items in the curriculum besides standards (for example, **Unit Overview, Vocabulary, or Resources under Unit Documents**) and add them to your plans.
2. If you double-click “Resources” into your plan/activity at the top of the list in the blue-grey box, that is where the activity will be saved.

## Social Studies, Grade 7

Resources

identify the major eras in Texas history, describe their including Natural Texas and its People.[7.1A]

Resources

Assessments

Resources


Resources: Unit 1 Natural Texas and Its People


Activity for Social Studies, Grade 7 (My Activity)


# MY ACTIVITIES: TIPS


## Activity for Social Studies, Grade 7


Publish Anonymously

 identify the major eras in Texas history, describe their defining characteristics, and explain why historians divide the past into eras, including Natural Texas and its People.[7.1A]

 compare the cultures of American Indians in Texas prior to European colonization such as Gulf, Plains, Puebloan, and Southeastern. [7.2A]

 create and interpret thematic maps, maps, charts, models, and databases representing various aspects of Texas during the 19th, 20th, and 21st cent

 Set as Primary Learning Standard

 Remove From Activity

### Procedures:

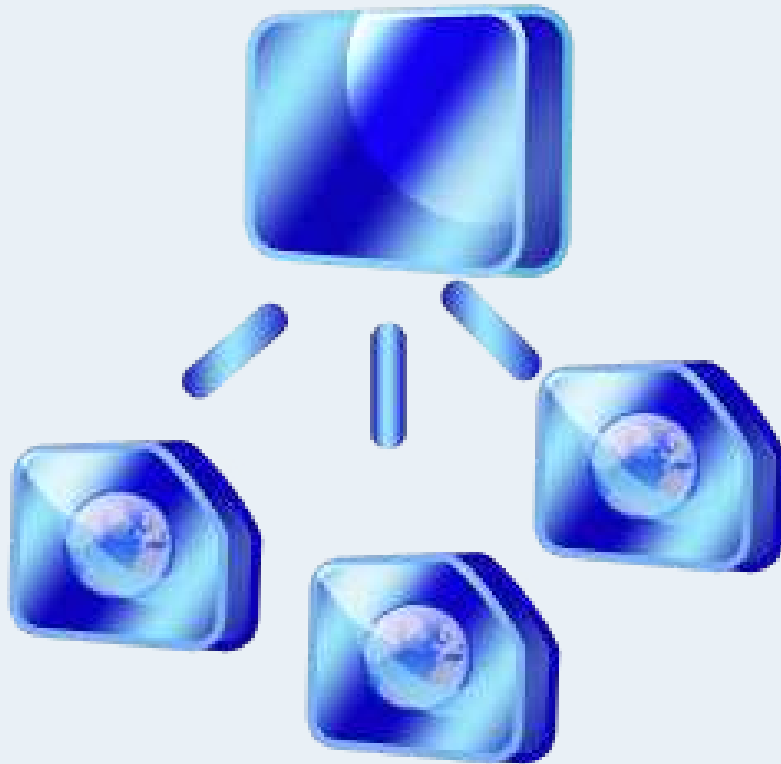
1. From the My Activities tab, you can right-click a standard in your blue-grey box and choose to set it as the primary learning standard.
2. This helps sometimes when you want to file your activity somewhere else – whichever you set as the primary learning standard will go to the top of the list and therefore your activity will be stored in the resource box under that.

# MY ACTIVITIES: SHARING



**to find out how you can share the  
activities you create with your  
team!**

# TEAM PLANNER



**A Team Planner allows you to collaboratively plan for learning.**

**Each team member will copy lessons from the team planner to his or her own planner.**

# TEAM PLANNER



**Think of the Team Planner as the table you gather round when planning with your peers.**

**You all leave the table and take the lesson back to your classrooms, just like you take a team plan back to your personal planners.**

# TEAM PLANNER: TIPS

## Add Team Members

To add a member to the team click the Add a Member button.



Waldrip, Katie

- Teams can be created by any teacher and only one member needs to create the team planner.
- Teams are collaborative and there is no "Team Leader."
- Team members can be added and removed by any member of the team.



# TEAM PLANNER: TIPS

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- Team Planner Lessons should be copied to individual planners each day/week.**
  - Once the last team member is removed, the team is removed from the system and all team content is erased!**
  - Your individual student data and spot to plan for your unique students' needs is in your planner only.**
  - The Team Planner does not allow Special Entries – it is just a place to collaboratively plan lessons.**
- Principals can view all team information and content from their computers. From the PDAS app, though, they can only see your personal plans.**



# TEAM PLANNER

## Planner Options



Create a New Team



Change My Settings

Click “Create a New Team” at the bottom left of your screen

### Create a New Team

## Create a New Team

This wizard will guide you through creating a new planning team. Click Next > to begin.

Click Next

### Create a New Team

## What do you want to call this team?

You should give this team a distinctive name.

Team Name:

Forethought Training Team

Give the Team a detailed and distinctive name.

Your principal will see your Team Planner listed by the name written here.

# TEAM PLANNER

## Create a New Team

### Add Team Members

To add a member to the team click the Add a Member button.



Ketchersid, Sherrinda

- Click “Add a Member”
- Search by last name only
- Once all team members have been added, click Next

Add a Member

Remove Member

# TEAM PLANNER

## Create a New Team

### Add Courses

To add a course click the Add a Course button.

- Add the courses for which you will be planning within this team.
- You will add these courses the same way you did when you set up your own schedule.
- You cannot rename courses in a team planner.

Add a Course

Move Up

Move Down

Remove Course

# TEAM PLANNER



- If your individual planner has multiple entries attached to the same “course” (for example English Language Arts course for both the Reading and Writing Workshop entries), the entries in the team planner will need to be in the same order.
- It will copy “apples to apples.”
- Since you cannot change the name of a course in the team planner, it will copy like courses to the teacher planner in the same order they occur in the team planner.



# TEAM PLANNER



- Once you have added and organized all of the courses, click Next
- You are now ready to plan in a team
- Click “Return to My Planner”

**Create a New Team**

**You're Done!**

You will now be able to plan in a team.

[Return to My Planner](#)

# TEAM PLANNER

educational  
SchoolObjects forethought

July 2012

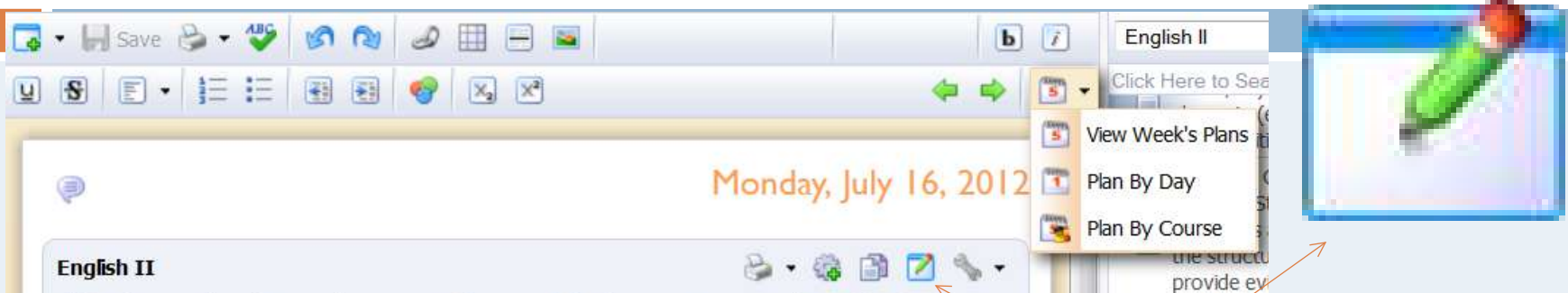
S	M	T	W	T	F	S
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
22	23	24	25	26	27	28
29	30	31	1	2	3	4

## My Lesson Plans

-  My Lesson Planner
-  Karen Bland's Planner
-  Forethought Training Team

- You will now see your Team Planner listed on the left side of your screen
- Click on the name of your team to enter the team planner

# TEAM PLANNER



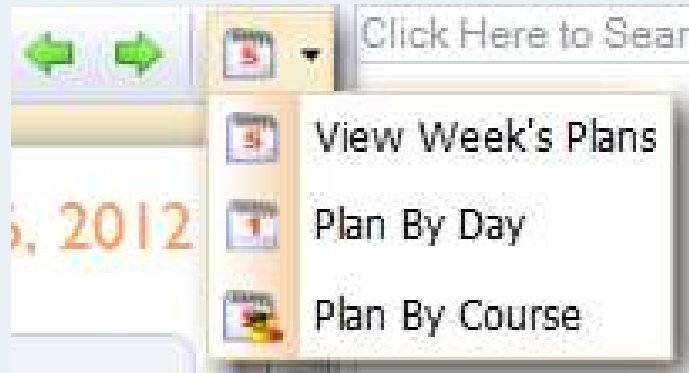
## Adding content to a Team Planner

1. Select the entry and use the “Check out and edit” icon to check it out. (Shown above) If another team member has already checked out the lesson, you will be alerted and will have to wait until they save it.
2. The lesson becomes editable to add learning standards, attachments, etc. You will interact with the plan just like in your own planner.
3. **Do not forget to save.**

# TEAM PLANNER

## ❑ Copy to your planner: several options

### 1. Use the calendar icon to View Week's Plans.



## ❑ Choose “Copy Week” to copy the current week to the same week in your lesson planner.

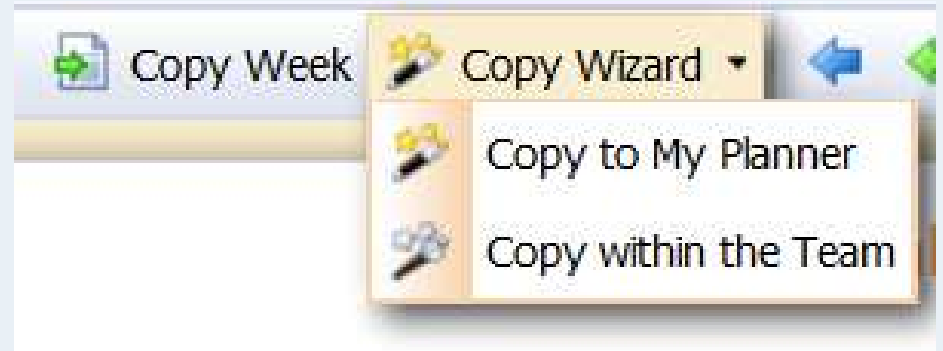




# TEAM PLANNER

## 2. Use the calendar icon to View Week's Plans.

- Choose the Copy Wizard
  - Copy to My Planner



- Select to copy a day or a whole week at a time

### Copy Wizard

The copy wizard allows you to copy content from the team planner, **PLC**, to **your planner**.

Would you like to copy a day's plans or an entire week?

- Copy a day
- Copy a week

# TEAM PLANNER

1. Select a day (or week) to be copied.

**Copy Wizard**

Select a day to be copied:

October 2012						
≤						≥
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>30</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>
<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>
<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	<u>1</u>	<u>2</u>	<u>3</u>
<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>

2. Select the day (or week) where you want the lesson(s) to land in your planner.

**Copy Wizard**

Select a destination day to place content in your planner:

October 2012						
≤						≥
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>30</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>
<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>
<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	<u>1</u>	<u>2</u>	<u>3</u>
<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>

3. Confirm your copy selection.

**Copy Wizard**

Click the finish button to:

**Copy lessons from...**

Friday, October 26, 2012 in the team planner  
**PLC**

to...

Monday, October 29, 2012 in **my planner**

4. Click "Finish" to complete the copying process.

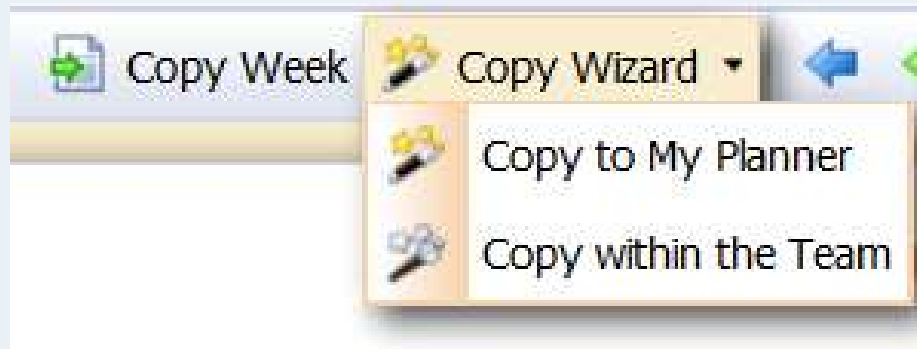
Click Finish to close this wizard.

Cancel

Finish

# TEAM PLANNER: TIPS

- ❑ Only those courses in the team planner that are also in your individual planner will copy.
- ❑ If more than one entry appears for the SAME course, it will copy the first in the team to the first in the individual, the second in the team to the second in the individual, etc.
- ❑ Copied plans will always be ADDED to your plans and will never overwrite anything you may have already typed.



# TEAM PLANNER

❑ How do I copy just one lesson? I don't want the whole day's worth of lessons to copy.

The screenshot shows a lesson plan for "Social Studies, Grade 7" with a calendar pop-up window. The calendar is for October 2012, and the 5th is circled. The pop-up window has a checkbox for "Social Studies, Grade 7" which is checked, and an "OK" button. Arrows point to the paper icon in the top right of the lesson plan, the checked checkbox, and the "OK" button.

**Social Studies, Grade 7**

identify the major eras in Texas history, describing including Natural Texas and its People.[7.1A]

*Click here to select checklist items for this lesson*

**Procedures:**

**Accommodations/Modifications/Extensions**

Select a day from the calendar below:

< **October 2012** >

30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Social Studies, Grade 7

OK Close

❑ Click in the entry you want to copy

❑ Click on the paper icon

❑ Select the date you want the lesson to land in your planner

❑ Select the entry


❑ Click OK

# TEAM PLANNER

Select a day from the calendar below:

<	October 2012							>
30	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30	31	1	2	3		
4	5	6	7	8	9	10		

There are no plans on this day.



- If it says “There are no plans on this day,” remember Yoda.
- A date is blank until it is “stamped.”
- An entry in the team planner must have the same entry in your planner to which to copy.
- You must stamp the date in your planner so that the entry will be there awaiting the copied lesson.

# MY ACTIVITIES: SHARING

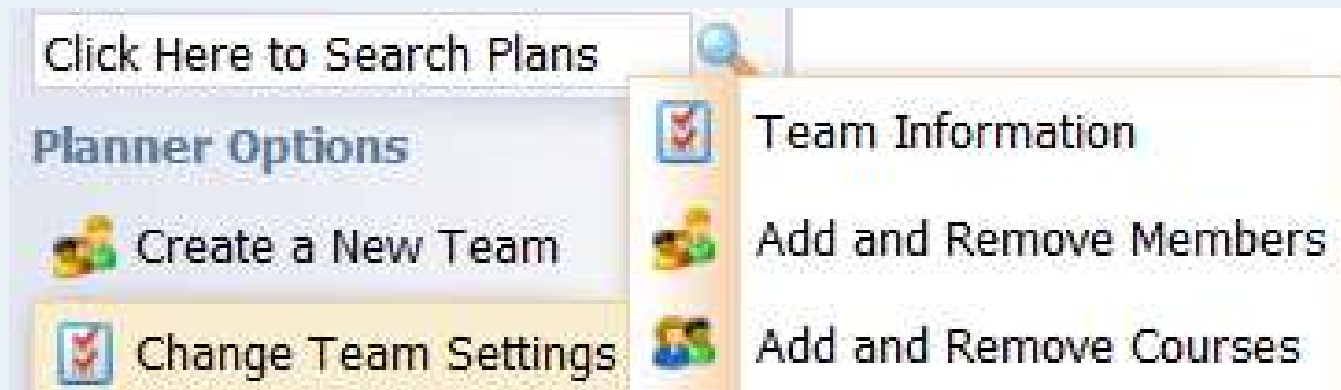


Think of dates on the Team Planner as file folders where lessons and activities are stored. If you share an activity to the Team Planner, tell your peers on which “file folder,” or date, they can find it.

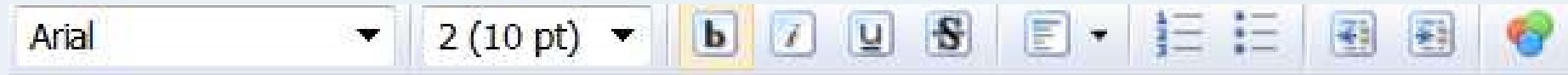
- ❑ My Activities are just that: mine, mine, mine.
- ❑ In order to share an activity, first add it to a plan in the Team Planner (locate the activity in the curriculum and choose “Use in Plans”).
- ❑ Then, other team members can visit that same entry on the same date and add the lesson to their My Activity tab (click the gear icon).

# TEAM PLANNER: TIPS

- ❑ You may change your Team Settings at any time
- ❑ Click “Change Team Settings” at the bottom left of the screen
- ❑ Team Information allows you to change the name of your team
- ❑ You may add or remove members and/or courses from your team planner.
- ❑ Remember, once the last person is removed from the team, all of its content will be deleted.



# FORMATTING



- Every browser behaves a little differently (Internet Explorer, Firefox Chrome, etc.)
- Do not let yourself worry too much about formatting. Forethought is web-based and will never function just like Microsoft Word
  - Formatting is very similar to Schoolwires
- There ARE tricks for making formatting in Forethought smoother



# FORMATTING: TIPS

## ❑ First, let's understand all of the buttons on the toolbar...

Spell Check: Click the icon to run spell check.

If you use Firefox, misspelled words will be underlined in red like in Word.

Undo and Redo: only applies to the typing in the white space.

Insert a table, horizontal line, or picture.

Save: if it's greyed out, Forethought has already saved your work



Schedule Menu

Printing (save to file) options

Cut, Copy, and Paste: only available in Internet Explorer

Create a Link: copy and paste the URL, add link text.

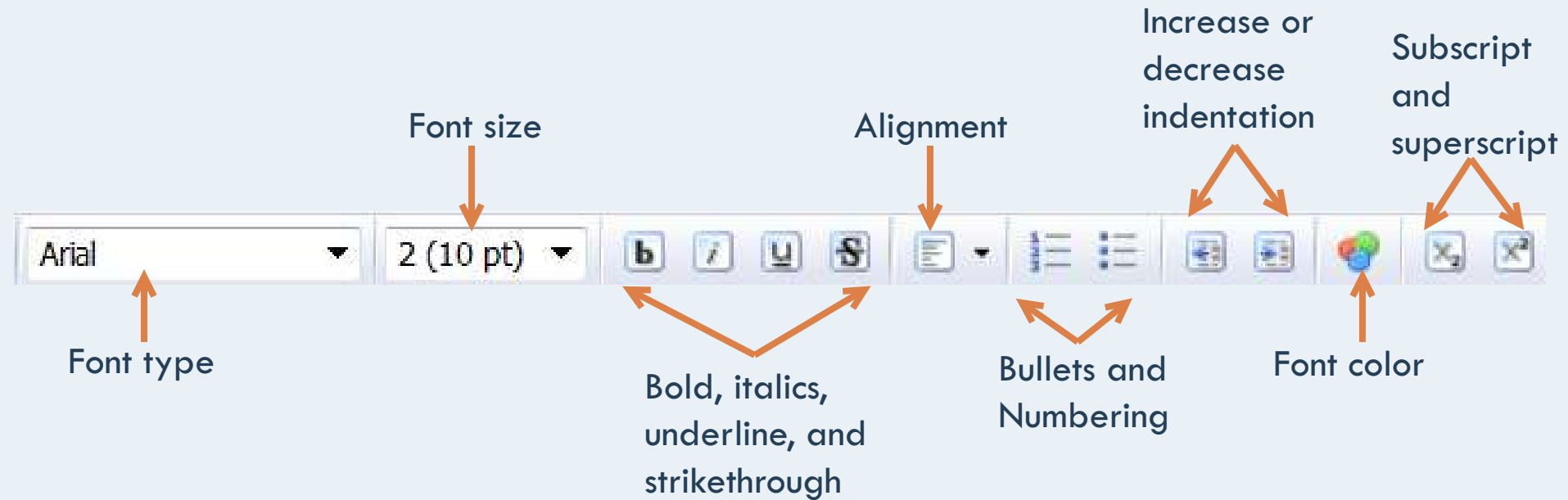
Try "Print Week to Excel" – the favorite option reported by teachers

You can always use ctrl+x, ctrl+c, ctrl+v

In Internet Explorer, you can paste the URL directly to white space and it will turn into a link once you hit Enter.

# FORMATTING: TIPS

❑ First, let's understand all of the buttons on the toolbar...



# FORMATTING: TIPS



## Internet Explorer **vs.** Firefox

When you copy and paste from a Word document to Forethought in Internet Explorer, all Word formatting is stripped.

With Firefox, you can create something in Word and then use ctrl+c to copy and ctrl+v to paste into Forethought. Most formatting will be retained.

You **ARE** allowed to download Firefox on your district computer. If you are comfortable with Firefox, try using it with Forethought. Many of the formatting issues are not a concern in Firefox and you also have more control over resizing windows (ex: standard clarification document window can be resized in Firefox)

# STANDARDS COVERAGE REPORT



## The Standards Coverage report:

- Lists every item in the curriculum in the same order it is listed (example: ELPS, then CCRS, then Yearly Documents, etc.)
- Shows you which standards you have clicked into your plans (if you click a standard from Unit 1, it will show as being taught. If that same standard appears in Unit 2, it will not automatically show as being taught).
- Allows you to easily print which standards are bundled into which units.

# eduphoria! Landing Page

## Server Status



System Online

# eduphoria!

- ➔ [Announcements - View eduphoria!](#)
- ➔ [Feedback/Concerns - Provide your feedback](#)
- ➔ [Log In to eduphoria!](#)
- ➔ [eduphoria! Support - 817-547-5888](#)
- ➔ [eduphoria! Birdville Resource Page](#)



# eduphoria! Birdville Website



eduphoria! School Objects is Birdville's new virtual one-stop shop for student performance data, professional learning registration, BISD online curriculum, and much more. **Click on an application below to access helpful resources.**

[Login to eduphoria](#)

forethought

pdas

workshop

aware

formspace

technical help

*making eduphoria work*

❑ Access from the eduphoria! landing page

❑ Direct URL:

<http://schools.birdvilleschools.net/eduphoria>

❑ Select an application

❑ Find helpful resources

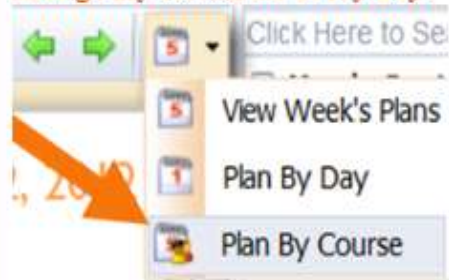
# eduphoria! Birdville Website



- ❑ Forethought resources
- ❑ All training presentations, including today's, are available
- ❑ How-To resources
- ❑ Topic on the left, available resources on the right
- ❑ How-To videos
- ❑ More added every week!

## Frequently Asked Questions

How can I plan a week's worth of lessons without having to change my screen for every day?



## How-To Resources

[Plan by Course](#)

# TODAY'S GOALS

## Yearly Content Documents

Instructional Calendars

Units of Study

Structures and Strategies

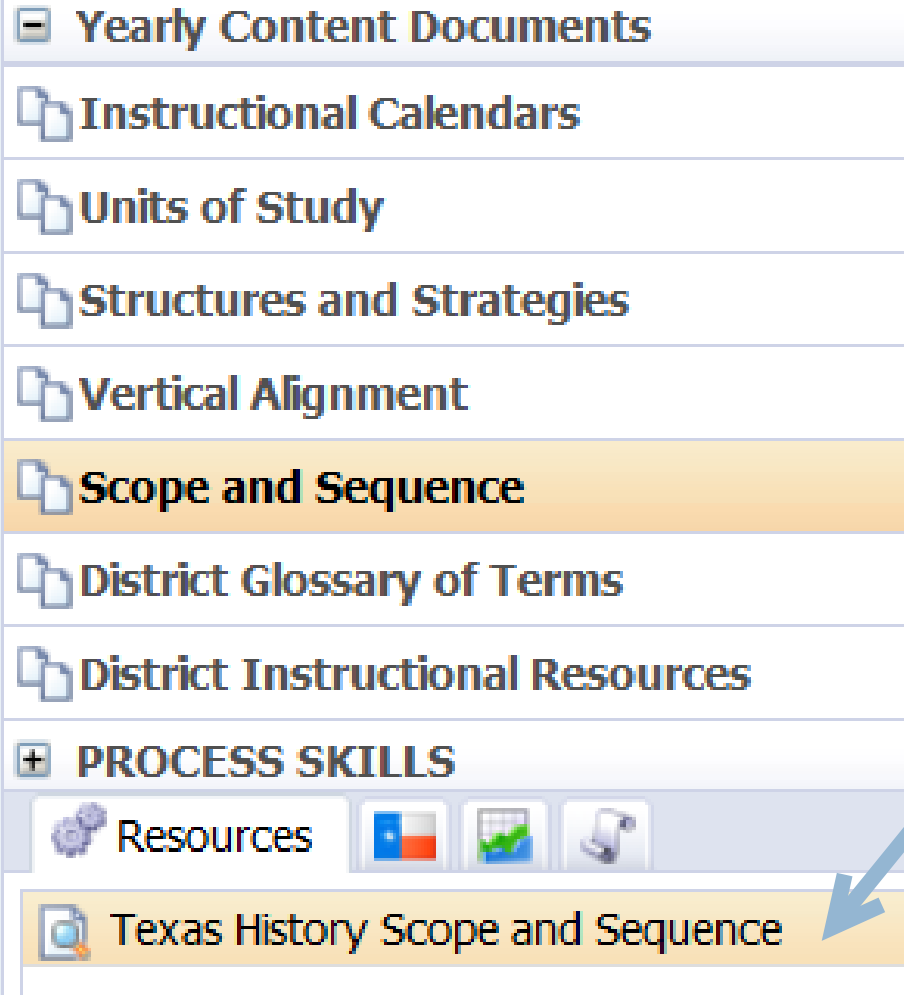
Vertical Alignment

Scope and Sequence

**Increase familiarity with location and variety of available curriculum documents.**

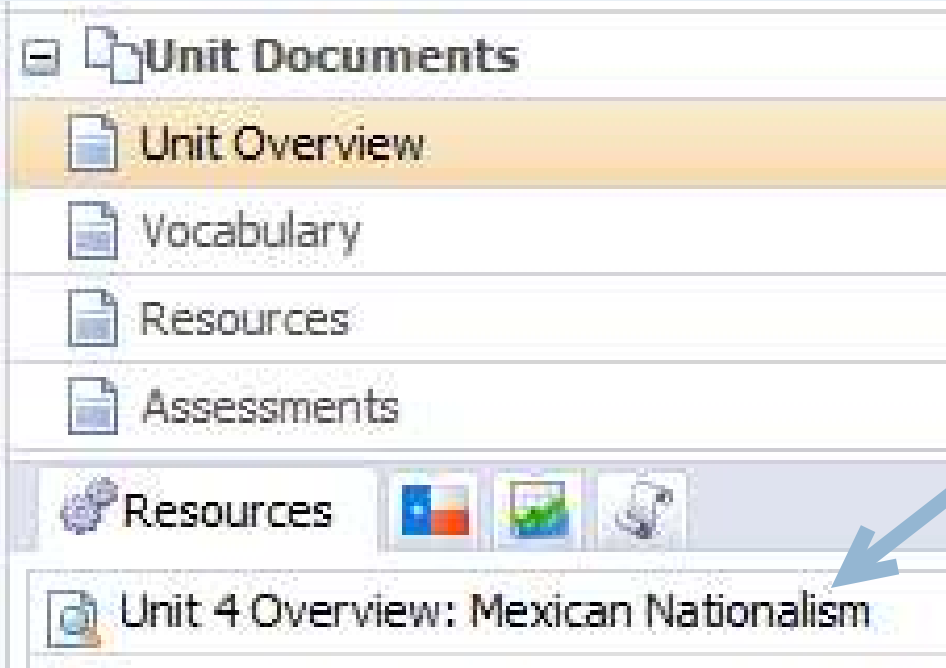


# Yearly Documents



- Very useful yearly documents:
- Units of Study
- Scope and Sequence
- Document will appear in the Resources box
- Double-click to open, then open attachment to view full document

# Unit Documents



Very useful unit documents:

Unit Overview

Resources

Document will appear in the Resources box

Some unit documents are typed directly into Forethought, while others are attachments.

# Standard Clarifications

The screenshot shows a digital resource interface. At the top, there is a blue bar and an orange bar. Below them, a navigation pane on the left contains the following items:

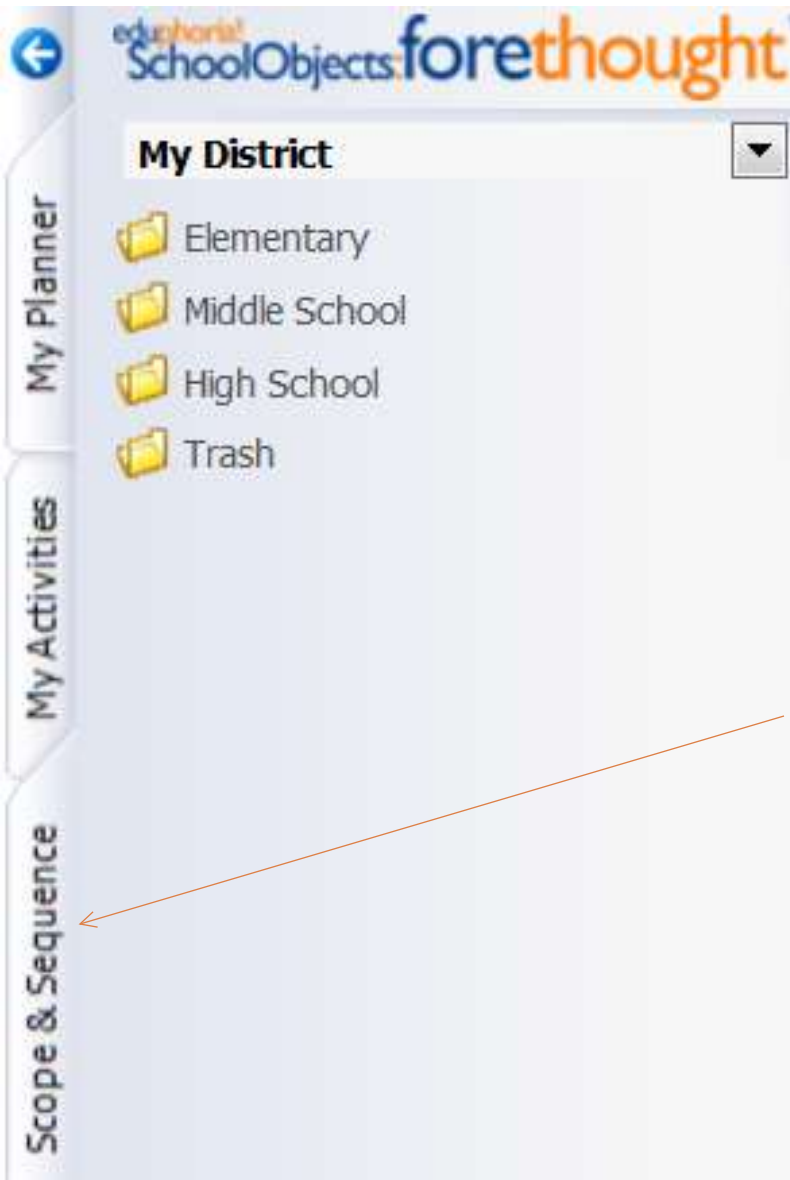
- Second Six Weeks: Unit 3  
Colonization (apprx. 15 days)
- Standards
- identify the major eras in Texas history, describe their defining characteristics, and explain why historians divide the past into eras, including Spanish Colonial.[7.1A]
- Resources (with icons for a flag, a graph, and a document)
- Standard Clarification (highlighted in orange with a blue arrow pointing to it)

Click a standard and the clarification will appear in the resources box

Clarifies the content, context, and cognitive rigor of the standard

Provides a sample assessment item

# SCOPE AND SEQUENCE TAB



You may open the **SCOPE AND SEQUENCE TAB** to **VIEW** the curriculum for any course offered in Birdville ISD.

# SCOPE AND SEQUENCE TAB

The screenshot displays the 'forethought premium edition' interface. On the left, a vertical navigation pane is divided into three sections: 'My Planner', 'My Activities', and 'Scope & Sequence'. Under 'Scope & Sequence', a list of folders is shown, with 'Mathematics, Grade 6' selected and highlighted in yellow. The main content area on the right is titled 'Mathematics, Grade 6' and includes a 'Print' icon. Below the title, there is a search bar with the text 'Click Here to Search'. A list of standards and resources follows, each preceded by a plus sign (+) in a square: 'Mathematics, Grade 5 TEKS', 'Mathematics, Grade 6 TEKS', 'Mathematics, Grade 7 TEKS', 'PROCESS SKILLS', 'English Language Proficiency Standards', 'CCRS - Mathematics Standards', 'Technology Applications, Grade 6', 'Yearly Content Documents', 'First Six Weeks: Unit 1: Operation Review (approx. 10 days)', and 'First Six Weeks: Unit 2: Factors and Multiples (approx 11 days)'. The interface uses a light blue and white color scheme.

You will not be able to interact with the curriculum or add standards and resources to lesson plans from this tab.

# TODAY'S GOALS



**Collaborate to develop ideas for “taking back” the learning and providing support to peers.**

# Trailblazers Blog

## Curriculum and Instruction eduphoria! Birdville - Resource Page

- eduphoria! Birdville Homepage
- Forethought
  - How-To Resources
  - Trailblazers ←
- Formspace
- PDAS
- Workshop
- Technical Help

## Trailblazers: Take it Back

Posted by Crysten Caviness at 10/29/2012



- How are you/can you support teachers on your campus and "take back" the learning you have received?
  - What has already worked for your campus?
  - What other support might you need to better help teachers on your campus?

Click on "Comments" below to give us your feedback. Thank you for being a Trailblazer!

# TODAY'S GOALS

**Address existing concerns on campuses and collaborate to develop solutions**

