



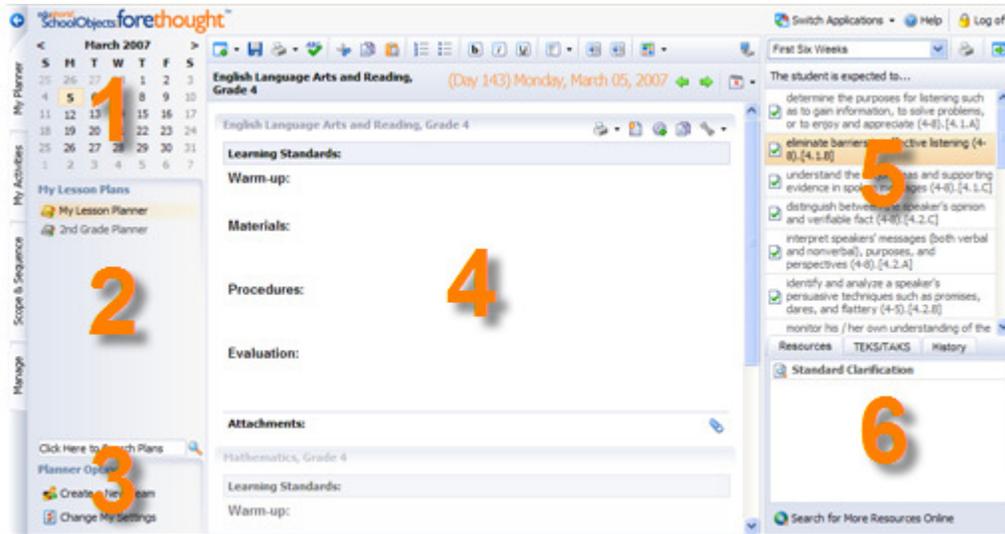
SchoolObjects: forethought

Teacher Planning Guide

Getting Started with the Planner

Now that you have a schedule, Forethought will take you into the primary lesson planning screen. Before covering how to plan, let us take a look at the interface.

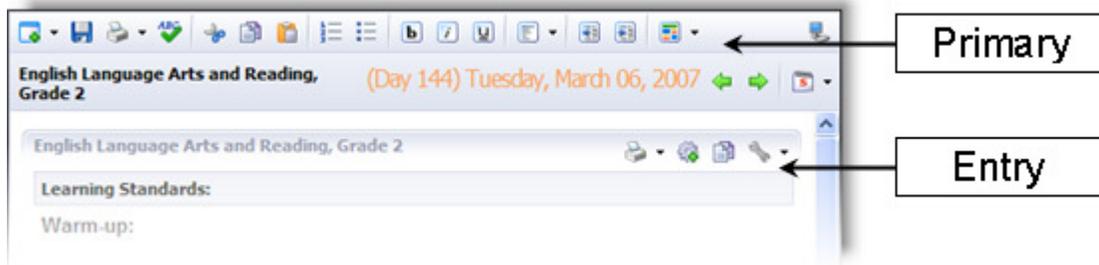
The lesson planning screen is arranged into the following sections:



- 1. Calendar:** This will show you the current month and allow you to easily change between months using the < > buttons. Days with lesson plans will appear as bold. This allows you to easily keep track of which days you have and have not planned. Clicking on any day will let you plan for that day.
- 2. Planners List:** This will be a list of all available planners. It will always start with your own personal planner followed by any team or shared planners you may be able to view.
- 3. Planner Settings and Search Lesson Plans:** Here you can search for lesson plans by keyword or by a phrase. Planner Options allow you to “Create a New Team” as well as modify your schedules and lesson template using “Change My Settings.”
- 4. Lesson Plan Content Area:** Clicking an entry in the lesson plan area makes that entry active. You can then begin planning for that particular course by using the toolbar options to customize your lesson content and by adding in learning standards from the Curriculum Pane on the right.
- 5. Curriculum Pane - Learning Standards List:** Selecting a course in the lesson planning area updates the learning standards to reflect the selected course.
- 6. Curriculum Pane - Details and Resources:** Selecting a learning standard displays any linked resources, associated TEKS/TAKS, and the history of when you taught that standard.

Writing Lesson Plans

Clicking on any entry within your schedule will make that entry active. You will then be able to edit and modify that entry.

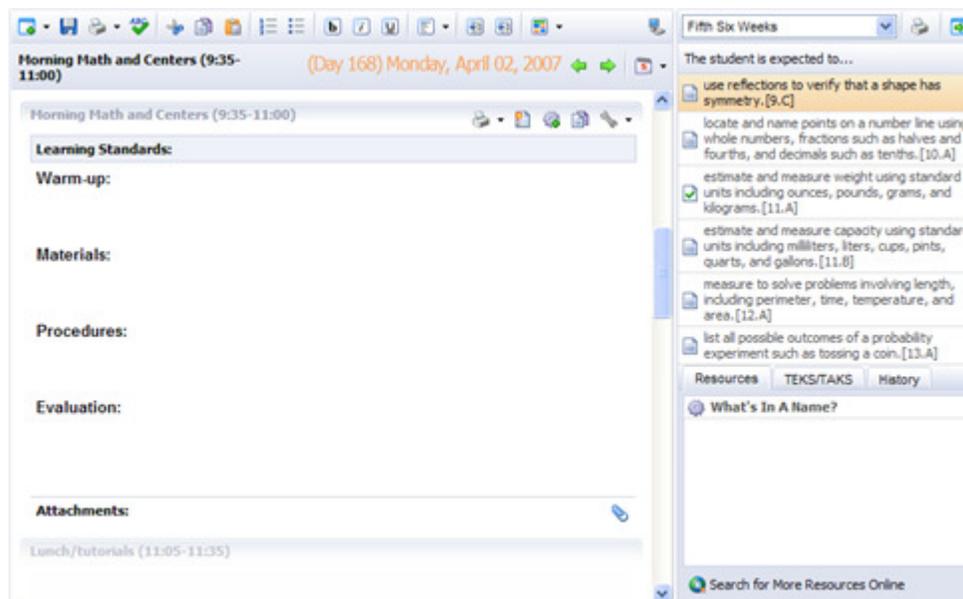


When editing an entry, you have access to two toolbars. The Primary Toolbar at the top of the screen will always be active. However you will notice the toolbar for an entry appears when you click in that entry, as shown above.

The Primary Toolbar is used for text editing, printing, and adding entries. There is also a spell checker. Many of the buttons on the Primary toolbar will look familiar, as they are standard word processing options. The Entry Toolbar is used to print, copy, and modify that particular entry. You can reference the individual Primary and Entry Toolbar buttons in the online help documentation.

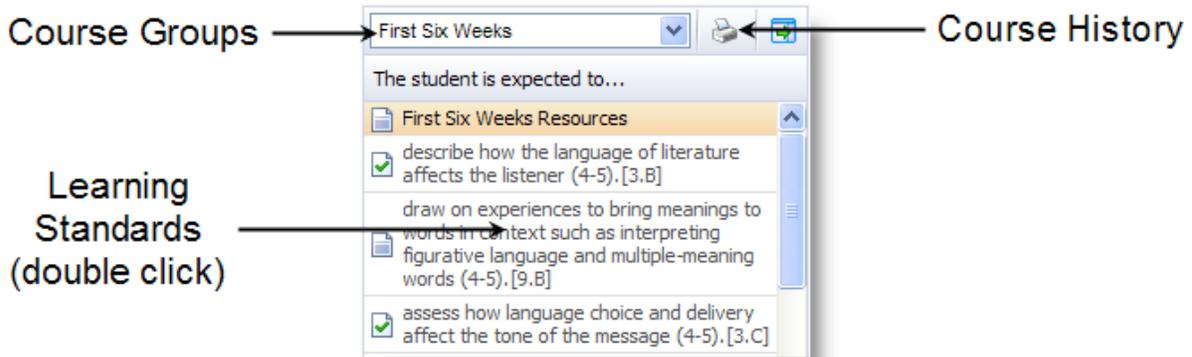
Using Curriculum Content

You will also notice that the Curriculum Pane appears when you select a course with learning standards.

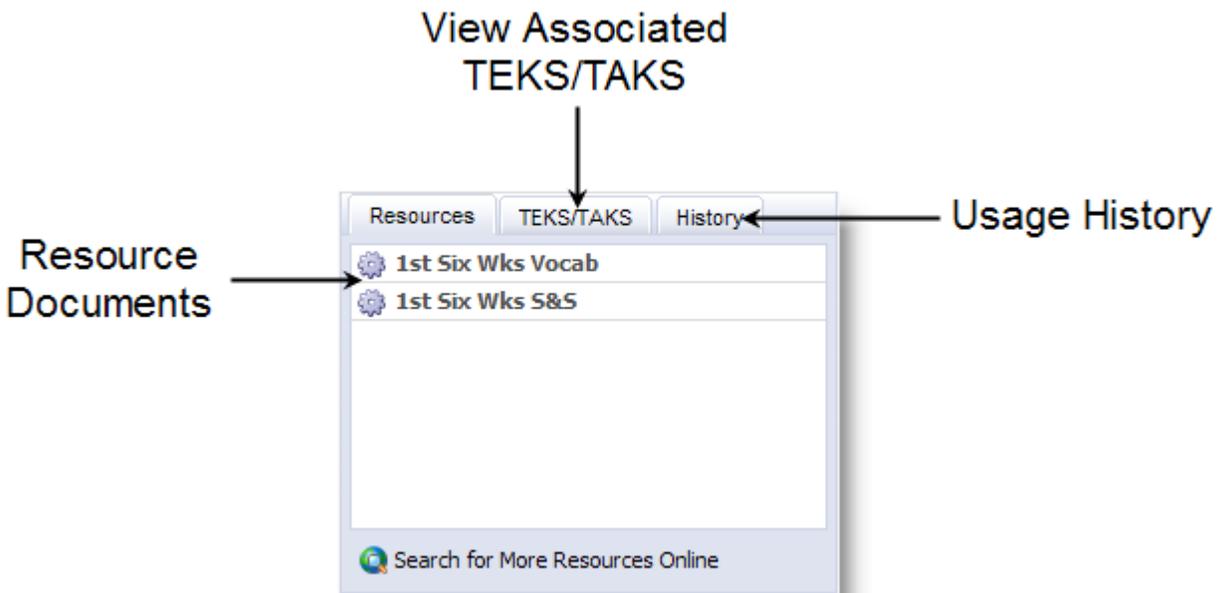


This pane contains all learning standards, resources, and history for a course.

Each course's curriculum is composed of learning standards divided into groups. A learning standard is a generic term to represent a Student Expectation, Strand, placeholder, etc. You can easily add a learning standard into your plans by **double clicking** on it.

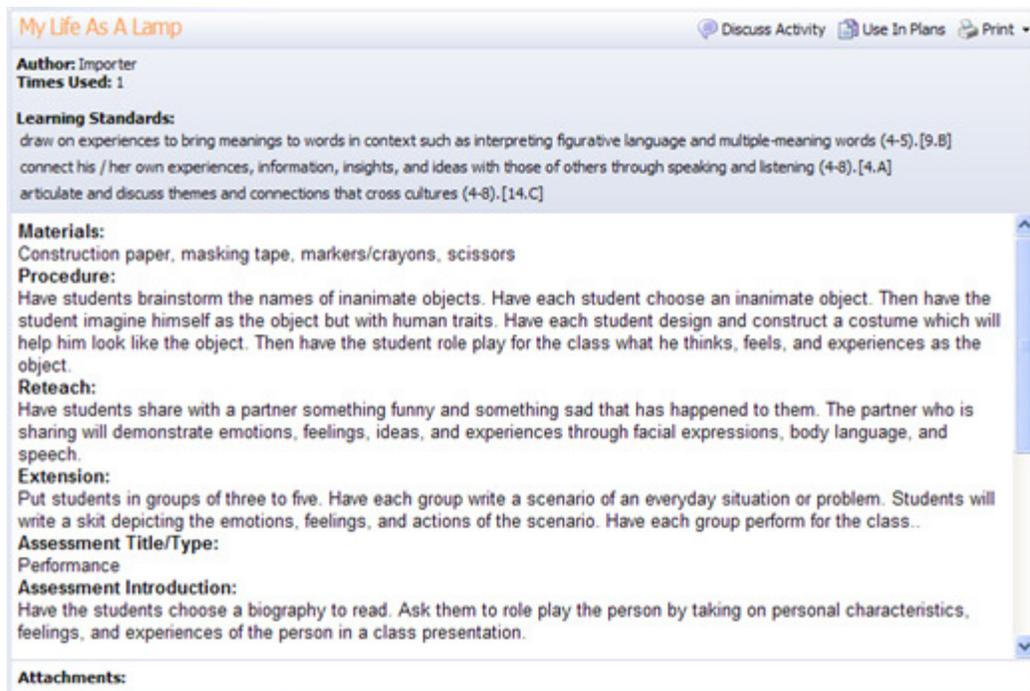


The drop down list at the top of the curriculum pane will change groups, and the small print button next to that will show you the usage history for all standards. The standard list itself will show green checks for having used/taught that standard. As shown above, the first standard is highlighted orange. This shows you that it has been selected by **single clicking** on it. Once a standard is selected, you can view the resources, TEKS/TAKS, and history for that particular standard.



The **History** tab will show all dates that this standard has been used/taught. The **TEKS/TAKS** tab will show all associated TEKS and their TAKS objectives (if tested). And finally, the **Resources** tab will show all documents linked to this standard. As shown above, two activity documents are provided for this standard.

Double Clicking on any activity will open that document in a new window. This will allow you to easily view the contents.



The screenshot shows a document window titled "My Life As A Lamp". At the top right, there are three icons: "Discuss Activity", "Use In Plans", and "Print". The document content is organized into several sections:

- Author:** Importer
- Times Used:** 1
- Learning Standards:**
 - draw on experiences to bring meanings to words in context such as interpreting figurative language and multiple-meaning words (4-5).[9.B]
 - connect his / her own experiences, information, insights, and ideas with those of others through speaking and listening (4-8).[4.A]
 - articulate and discuss themes and connections that cross cultures (4-8).[14.C]
- Materials:** Construction paper, masking tape, markers/crayons, scissors
- Procedure:** Have students brainstorm the names of inanimate objects. Have each student choose an inanimate object. Then have the student imagine himself as the object but with human traits. Have each student design and construct a costume which will help him look like the object. Then have the student role play for the class what he thinks, feels, and experiences as the object.
- Reteach:** Have students share with a partner something funny and something sad that has happened to them. The partner who is sharing will demonstrate emotions, feelings, ideas, and experiences through facial expressions, body language, and speech.
- Extension:** Put students in groups of three to five. Have each group write a scenario of an everyday situation or problem. Students will write a skit depicting the emotions, feelings, and actions of the scenario. Have each group perform for the class..
- Assessment Title/Type:** Performance
- Assessment Introduction:** Have the students choose a biography to read. Ask them to role play the person by taking on personal characteristics, feelings, and experiences of the person in a class presentation.
- Attachments:**

If an activity is a lesson or other planning resource that you want to use in your plans, click **Use In Plans** on the upper right toolbar. This will add all information in an activity to the bottom of your plans for this course. Using a document in your plans will never erase or overwrite what you already have in your planner.

Activity documents may be used in various ways by your district. The layout and format of your district's curriculum should be explained by your local Forethought trainer/expert. However the method of accessing activities and learning standards will not change.

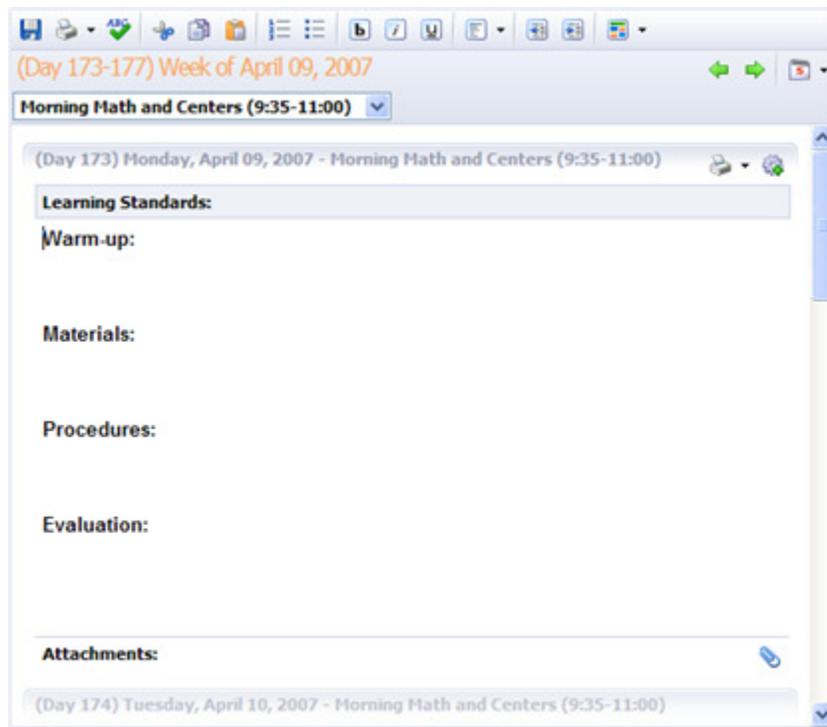
Using Different Views

The default planning view will show you an entire day of time. Because your schedule is based on a day of time, this is intuitive. However many teachers prefer to plan an entire week at once. For this Forethought offers the **Plan by Course View**.



This option entitled “View Planner in Other Ways” allows you to change the planner views between By Day, By Course, and Week.

The Plan by Course View will display one entry in your schedule for an entire week. This will allow teachers to plan one particular subject area or period for an entire week using the same familiar interface of the Plan by Day View.



As shown above, the Plan by Course View will look very similar to the default Plan by Day View. You will notice that each entry title is now preceded by the instructional day and calendar day. The drop down list at the top will allow you to display the course or entry you want to plan for this week. The Curriculum Pane and other options function exactly as they do in the Plan by Day View.

The last view option within Forethought is the **Week View**. This is a view or read only option designed to allow for easy reference of an entire week of plans. It is a great way to get an overview of an entire week for a teacher. It also contains the most powerful copying options within Forethought, which will be covered later.

The screenshot displays the 'Week View' interface in Forethought. At the top, there are 'Print' and 'Copy' icons on the left, and the date range 'April 09 thru 13, 2007' with navigation arrows on the right. Below this is a header row for the days of the week: Monday (Apr, 09 Day 173), Tuesday (Apr, 10 Day 174), Wednesday (Apr, 11 Day 175), Thursday (Apr, 12 Day 176), and Friday (Apr, 13 Day 177). The main content area is a grid with five columns corresponding to the days. Each column contains a vertical list of lesson plan sections: 'Morning Activities/Warm-up (7:45-8:30)', 'Morning Writing Practice (8:35-9:30)', 'Warm-up:', 'Materials:', 'Procedures:', and 'Evaluation:'. A vertical scrollbar is visible on the right side of the grid.

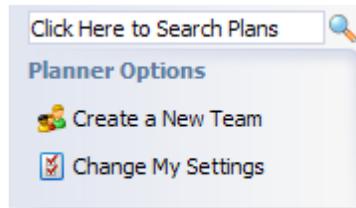
Monday Apr, 09 (Day 173)	Tuesday Apr, 10 (Day 174)	Wednesday Apr, 11 (Day 175)	Thursday Apr, 12 (Day 176)	Friday Apr, 13 (Day 177)
Morning Activities/Warm-up (7:45-8:30)				
Morning Writing Practice (8:35-9:30)				
Warm-up:	Warm-up:	Warm-up:	Warm-up:	Warm-up:
Materials:	Materials:	Materials:	Materials:	Materials:
Procedures:	Procedures:	Procedures:	Procedures:	Procedures:
Evaluation:	Evaluation:	Evaluation:	Evaluation:	Evaluation:

Using the options and features explained above, you should be able to use the Primary Toolbar and Curriculum Pane for each course in your schedule to write, modify, and complete your lesson plans. Remember to reference the online documentation should you need assistance.

Teaming and Sharing

Forethought allows teachers to share lesson plans in several ways. You can form a team which allows you to work together in the same team planner. You can also share your individual planner with other teachers. Let us first take a look at teaming.

The first step in teaming is to create the team itself. Essentially a team is a **temporary workspace** that a group of teachers can share. Once plans are written in that workspace, they can then be copied into each teacher's personal planner. This allows for contribution to a common set of plans that can be differentiated for each teacher. To create a team, select **Create a New Team** in the bottom left of the primary planning screen.



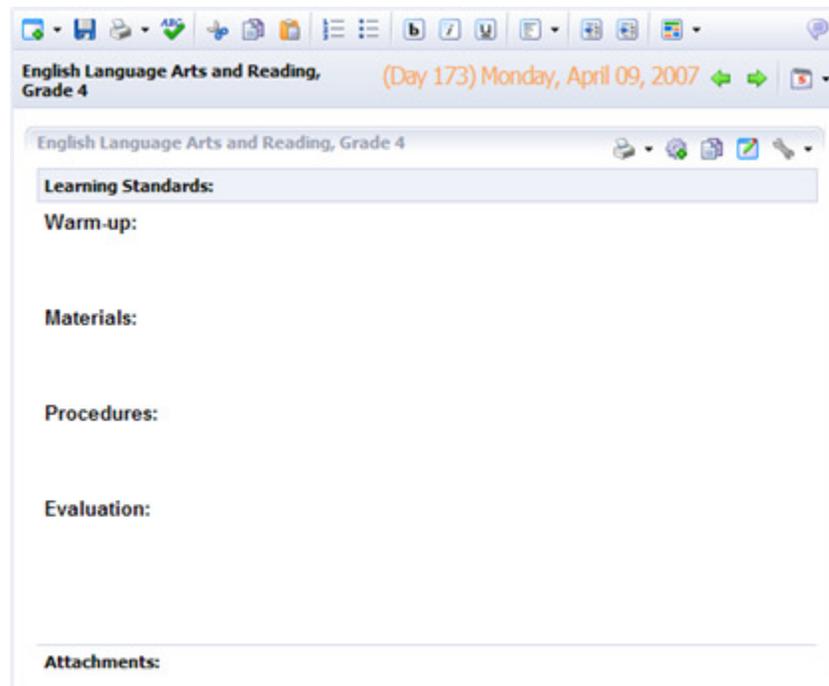
This option will launch a wizard that will ask for the following information:

1. Team name (a clear descriptive name is recommended)
2. Team members
3. Team courses

Remember that the team name will need to describe the members of that team. Therefore a name such as "1st Grade Team" or "High School Math Team" is appropriate. When adding members to the team, you cannot use spaces when searching for them. You will need to find members by first name, OR last name, OR email address. For you to join add members to a team, they must have setup their personal planners. You will not be able to add members that do not have a schedule created.

Team planners do not allow special entries or renaming of course entries. A team planner is designed to be generic and simple, so it can easily be copied into any type of schedule that it's team members may have. You create a team schedule just like you would a standard schedule. However the options for name, time, period, etc, are all removed as team members will most likely have varying schedules.

A team planner will look just like your personal planner. However you will notice several additional buttons.



As you can tell, the Primary and Entry Toolbar are almost identical. However the Entry Toolbar has one additional button that makes the team planner unique.



This entry option entitled “Check Out and Edit Lesson” allows multiple teachers to work within the same team planner.

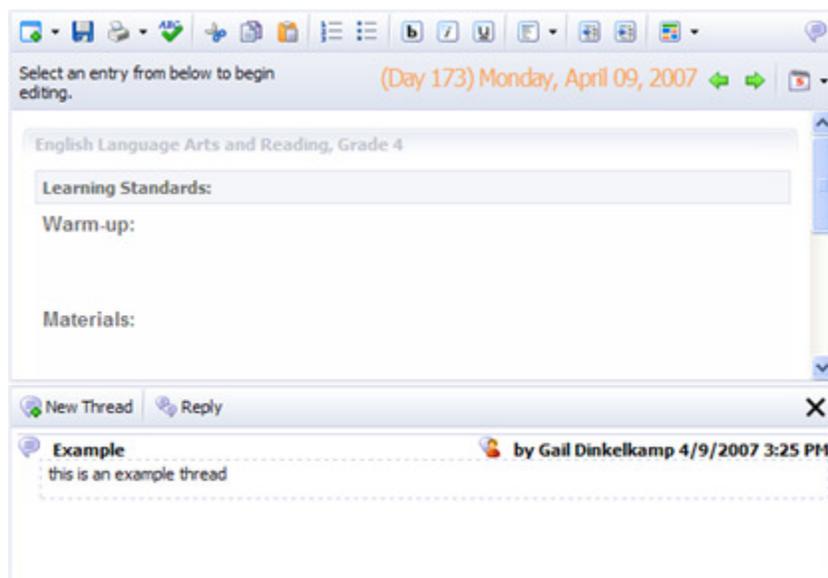
The personal planner assumes you are editing the entire day. When you save the planner you are saving every entry in that day. The team planner will only save one entry at a time. In order for it to know which entry you wish to work in, you need to check out that entry. Different teachers can check out and edit different entries. When they save, it will not interfere with the work of the other teacher. You cannot enter plans into an entry in the team planner without checking out that entry.

The button on the very far right side of the team planner Primary Toolbar will allow teachers to participate in an online discussion.



This Primary Toolbar button allows staff to view the online team message board.

When clicking on this button, you will see the message board for your team planner appear on the bottom half of the main planning interface.



You can start an online conversation by posting a **New Thread**. You can also click on an existing thread title to view and **Reply** to that thread. Every post, new or reply, will require a title and body. It works very much like any other online message board in that regard. To close the message board interface, click the large X on the right side of the middle toolbar.

Sharing a Planner

Sharing your planner allows you to display your personal plans to a fellow teacher. Keep in mind that sharing your planner WILL NOT allow others to modify your plans, only see them.

To share a planner:

1. Select **Change My Settings** in the bottom left
2. Select **Share My Planner**
3. Select **Add a Teacher**
4. Enter a first name, last name, OR email (spaces break the search)

Once shared, the selected teacher will see your planner listed under their **My Lesson Plans** list.

Copying Plans

There are several instances in which you will need to copy plans from or within planners. Most copying will occur when you are part of a team, as you will want to copy the team plans into your own personal planner. But you can also copy content from shared planners as well. When needed, you can copy and shift plans within your own personal planner as well.

NOTE: Team planners are designed to be temporary workspaces for groups of teachers. All copying in a team planner is going to copy lessons to your personal planner. You cannot copy within a team planner.

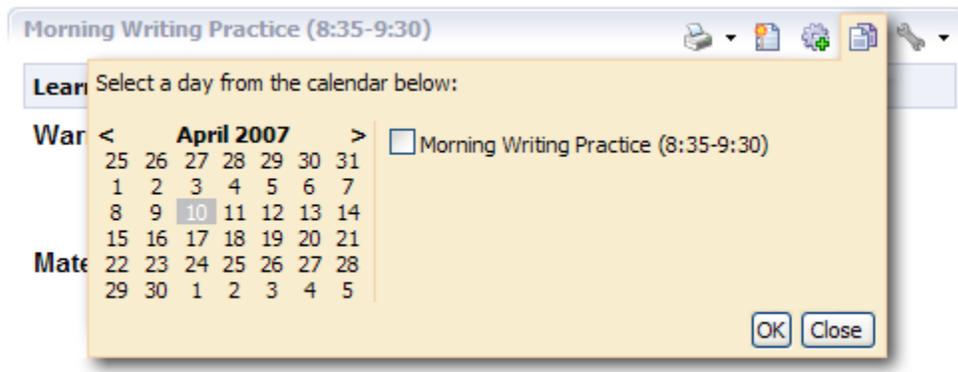
Send Lesson To...

The copying features within Workshop can copy a single entry or lesson, an entire day, a week, or sections of a previous school year. The Send Lesson To... option is designed to copy a particular entry or lesson.



This Entry Toolbar button allows teachers to copy a singular lesson or entry to a matching entry in their personal planner.

This button is present on the entry toolbar of personal, team, and shared planners. No matter what planner you are using it in, it will always copy that particular lesson into your personal planner. When you select this option, you will be presented with a calendar.



Selecting a particular day within the calendar will show a list of all matching courses that this entry can be copied into. Simply check the course(s) to copy to and click OK. The example above shows a writing entry which is connected to 4th Grade English Language Arts. In order for learning standards to copy successfully, this entry must be copied into another course that contains 4th Grade English Language Arts standards. For instance, you could not copy a math lesson into an English course.

NOTE: All course copying within Forethought will require the source and destination course to share the same learning standards.

Week View Copy

Whether you are in your personal planner, a team planner, or a shared planner, the Week View is the place to copy a day or more. The toolbar on the Week View will always have a **Copy** button regardless of the planner you are in. And as with the Send Lesson To... option above, your personal planner will always be the destination for copying.



Clicking **Copy** in the Week View will launch the Copy Wizard on the right side of your interface. Your personal planner will show the three options above, however team and shared planners will only show Copy a Day or Copy a Week.

- **Copy content in my planner:** This option will allow you to copy a single day or an entire week. As noted above, this copying will link on courses of the same standards. If no schedule exists in the destination day(s), the first schedule will be automatically entered.
- **Copy instructional days from year-to-year:** This selection will let you choose a block of instructional days to copy from a previous year into the current year. It is HIGHLY recommended to only copy a couple weeks at a time as unwanted days will have to be deleted one day at a time.
- **Shift lesson plans a day:** The last option will allow you to shift your entire planner forward one day. The day shifted from will be left blank and if you have plans on the last day of the year, they will be dropped. This is a great way to compensate for bad weather days.

As mentioned previously, shared and team planners can only copy a day or week into your own personal planner.