

EDUPHORIA FORETHOUGHT PRACTICE!

The screenshot displays the Eduphoria Forethought premium edition web application. The interface includes a top navigation bar with a calendar for August 2012, a sidebar with 'My Lesson Plans' and 'Planner Options', and a main content area for lesson planning. Numbered callouts highlight the following features:

- 1**: Create Schedule button in the bottom left.
- 2**: 'Choose day' button for selecting a specific day (e.g., Monday, August 27, 2012).
- 3**: 'Select Objective / Check Strategies' button for choosing lesson objectives.
- 4**: 'Choose day' button for selecting a specific day.
- 5**: 'Add file(s)...text, pic, etc.' button for attaching documents.
- 6**: 'Share planner with individual teachers' button in the sidebar.
- 7**: 'Create a Team Planner' button in the bottom left.
- 8**: 'Add New Team Member to an existing Team Planner' button in the bottom left.
- 9**: 'Resources' button in the bottom right, which links to TEKS objectives and more research.

The main content area shows lesson plans for 'Accounting I' and 'Marketing Dynamics', including procedures, goals, and accommodations. The right sidebar lists 'Accounting I 2010-2011 TEKS' objectives.

EXPLORE EDUPHORIA

Eduphoria – Curriculum and Data Management System

Components of Eduphoria:

- Workshop (Register for staff development sessions)
- Aware (Student Assessments and Data...collect and analyze data)
- PDAS (Appraisal System - only available after Administration starts the appraisal process)
- Formspace (Online Forms, create online surveys, elections)
- **Forethought** – is a component of Eduphoria, which is a great tool for managing curriculum and lesson plans! Forethought allows teachers to work collaboratively on plans through sharing and team planning.

FORETHOUGHT

Accessing and Using Forethought

Log on computer

- On desktop, double click Internet Explorer
- At BISD website, click Staff
- Under Staff Quick Links...click Eduphoria
- Click Log in to Eduphoria
- Input User Name and Password

Note: Some teachers may have to update personal information here!

In this new window, under SchoolObjects: double- click Forethought

1- **CREATE SCHEDULE / UPDATE SCHEDULE** / Classes must be in place before we go any further

- On bottom left hand of screen, click Change My Settings
- Click My Schedule
- Add a Schedule , Name Schedule, Add Entry, Accept Default...A Course with Learning Standards, Select High School folder, Select CTE folder, Click + sign in front of folder specific to your class, Choose specific class...next, Check boxes for class(es) and period(s) you will be teaching this class

Add an entry if you are teaching more than one class, Accept default, repeat steps for adding class(es)

Move up / Move down as preferred...could set by class period...in sequence for lesson planning

Edit entry / Remove entry (Be careful...easy to lose!!)

- Click Log in to Eduphoria
- Input User Name and Password

2- **CHOOSE PROPER DAY** to input lesson plans

- Click on calendar date, August 26, 2013, first day of school...note stamping

3- **SELECT OBJECTIVE(S)** and **CHECK STRATEGIES, RESOURCES, ETC.**

- Click shaded area where you see the specific class name
- On the right-hand part of the screen, select the + for YOUR CLASS NAME 2010-2011TEKS---It will expand to show all of your TEKS
- Double-click your selected TEKS---that objective will now be listed below the class name. Repeat for additional TEKS.
- Right click on to remove from lesson

4- **INPUT INFORMATION**

- Regarding PROCEDURES, ACCOMMODATIONS/MODIFICATIONS/EXTENSIONS, NOTES REFLECTIONS

5- **ADD FILE(S)** / Text, picture, etc.

- Click paper clip...Browse...select file...click Open...Choose Attach File
- Repeat for multiple files
- To delete file right click on file in ATTACHMENTS:---Choose Remove From Lesson

6- **SHARE PLANNER** with individual teachers

- Click on bottom left-hand of screen under Change My Settings---Select Share My Planner
- Choose Add a Teacher---Key in teacher's last name that you would like to add---Select specific person
- Add a Teacher as needed / Remove Teacher as needed
- Return to My Planner

7- **CREATE NEW TEAM PLANNER** ... From scratch

- Click on bottom left-hand of screen under Create a New Team
- A wizard will guide you...Choose Next...bottom right-hand of screen
- Name Team...Click Next
- Add a Member...Key in teacher's last name that you would like to add...click Next
- Select specific person...click Next / Remove person(s), if you choose
- Add Course(s) / Select High School, CTE, Specific folder, Highlight specific class(es)...click next
- New NEW Team Planner should appear under My Lesson Plans on left-hand edge of forethought window
(Note: the differences between the icons for the Shared Planners and the Team Planners)

8- **ADD NEW / REMOVE TEAM MEMBER(S) to existing TEAM PLANNER**

Select a specific team planner (previously created) located under My Lesson Plans

- Click on bottom left-hand of screen under Change My Settings---Select Add and Remove Members
- Add a Member...Key in teacher's last name that you would like to add...click Next
- Select specific person...click Next / Remove person(s), if you choose
- Note: Add and Remove Course(s) can be done here also

9- **RESOURCES**

- Link information from Google here
- Select specific TEKS
- Select RESOURCE tab in right-hand corner...then click SEARCH FOR MORE RESOURCES ONLINE
- Additional Google links regarding that TEKS will appear