

How to Attach a Lesson Plan in Forethought (Eduphoria)

****Eduphoria works much better in Chrome, than in Explorer****

1. Log into Eduphoria and click on Forethought. When you open Forethought, it will default to the current day and HISD district-wide lesson plan template. This is what you'll see:

The screenshot shows the Forethought interface. At the top, there is a navigation bar with "Forethought" and "My Lesson Planner". Below this is a calendar for November 2014, with the current day (Monday, 17th) highlighted. To the right of the calendar is a search bar and a "Search for New Resources" button. Below the calendar is a list of tasks:

- 1. Content TASKS/SE:**
Process TASKS/SE of Fig.19:
ELPS/Language Objectives:
These can be selected from the right hand pane and will appear above. Double click on an item to add it. Process Standards are located at the beginning of the Math TASKS. Fig. 19 are located at the end of the ELAS TASKS. ELPS are located under the content TASKS.
- 2. Essential VOCABULARY (from the SE or prior knowledge):**
- 3. Teaching Activities/Content AND Products (READ, WRITE, TALK)**

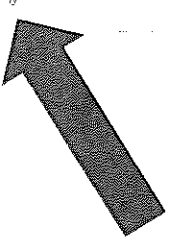
Below the tasks are sections for "Day 1:", "Day 2:", "Day 3:", and "Day 4:". At the bottom right, there is a "Switch Application" dropdown menu set to "Eduphoria" and a "Search for New Resources" button.

*** On the left is the calendar for you to choose a day. On the right is a section with the standards for the classes you've chosen. This section will only appear when you click in the template, as if you were going to type in it. Scroll all the way down to the bottom of the lesson plan template. You should see a tiny, blue paperclip at the bottom right of the page. It should look like this:**

The screenshot shows the bottom right corner of the lesson plan template. It includes a calendar for November 2014, with the current day (Monday, 17th) highlighted. Below the calendar is a search bar and a "Search for New Resources" button. Below the search bar is a list of tasks:

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Process TASKS/SE of Fig.19:
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Below the tasks are sections for "Day 1:", "Day 2:", "Day 3:", and "Day 4:". At the bottom right, there is a "Switch Application" dropdown menu set to "Eduphoria" and a "Search for New Resources" button. A tiny blue paperclip icon is visible at the bottom right of the page.



***When you click on the paperclip, you will see a little box at the bottom right, where you can attach a document, similar to the way you would attach something to an email. Once you've attached your lesson plan, you are done and can log out.**