

Eduphoria Training Fall 2005

eduphoria.dentonisd.org

Log in with your Novell login

Setup up Profile

Name

Email

Campus

Setup Planner

Is time Important

YES > Next

Change My Schedule

Click > Add a Schedule

Type in "A Day Schedule" or "B Day Schedule" > Next

Click Add Entry

Select > A course with learning standards > Next

Setup My Planner Wizard

What Type of Entry Do You Want to Add?

Select the type of entry you want to add to your schedule.

- A Course with Learning Standards** is a typical course in your schedule.
- A Course That Mirrors Another Course in My Schedule.** Mirrored courses will use the lesson plan from another course in your schedule.
- A Special Entry** is used to add additional notes or blocks of time to your daily schedule like 'lunch' or 'tutorials'.

See handout for a more detailed explanation.

Select **your area** > High School > Eng > 10th Grade > Next

Enter the name for the entry

Setup My Planner Wizard

Enter the Name for this Entry

Enter the name and other details for this schedule entry below.

Entry Title:
English Language Arts and Reading, Grade 8

Period:

Start and End Times:
Start Time:

End Time:

Input information

Click Next



Add another entry (until you have completed **your** schedule)

Next > Next > Next > Continue Using Forethought

Creating a Lesson

Insert a New Entry
Select your "My Schedule"
Enter Sample information

Show them:

- Week View  (5 day calendar week)
NOTE: in order to get out of the week view – Double Click on any day
- Point out the right side of the page – 1st – 6th six weeks Learning Standards (double click to add at the top of the lesson.)
- Point out how to add (Technology Used Today) 
- The search option – this will allow them to search their lesson plans by keywords.

My Activities

Activities are created for your use and for publishing in the district activity bank to share with other teachers.

Activities can be created from an existing lesson in your planner or may be created in the scope and sequence tab.

Once you have created an activity, you can publish it to the curriculum administrator for review.

Scope and Sequence (Left)

Point out that it is there and that they can search through this section.

Sharing your Planner (Lesson Plans) (read only for the receiver)

You can share this with anyone i.e. Teacher, Team, Dept, CMC, Resource

Change my settings > Share my planner
Click Add a teacher
Enter the email address to search for a teacher
Next > Return To My Planner

The teacher(s) will now see you listed under their list of planners. You can remove access at any time.

Creating a Team

Teams allow you to plan with your peers, either in your building or across the district.

Click Create a New Team > Next

Enter Team Name > Next

Add a Team Member > search by email address > Next > Finish

Repeat this until all members have been added

Click Add a Course
Select the Appropriate Course
Click Next

Repeat this until all courses for the team have been added

Your team members should be able to see an icon on the left side of the screen.

What type of Entry do you Want

A Course with Learning Standards

This is the typical schedule entry that allows you enter and track learning standards and add activities.

A Course that Mirrors another Course in my Schedule

Mirrored courses allow you to show the same content several times in your schedule. If something in a class needs to change for a day, you can change that day's mirrored course and it will no longer mirror **for that day**. It may, however, be simpler to enter the course once and have special entries to indicate notes for other classes.

A Special Entry

A special entry can be any non-academic entry or can be notes about another class. Examples might include "Lunch", "Planning Period" or even a general "Notes" section.

Schedule Items to Consider

It is important to remember that you can change your schedule at any time without impacting lessons already in your planner. Schedules in forethought™ are not set in stone and should be altered to meet your preferences as you progress through the year.

Do you teach the same subjects several times a day?

If you teach several of the same subjects each day and the classes use the same lesson plan, it might be beneficial to mirror the courses. If a class moves ahead or behind, a mirrored course can be changed for a day to reflect new material.

Another strategy might include adding one lesson entry for the subject and make special entries for there repeating courses, with just small modifications included. That would make your plans smaller on the screen and when you print.

Is it important that your lesson planner reflect each type of day that you may have?

If you have an occasional special day, such as an assembly or campus day, it may be best to just have a single schedule type. Unless it dramatically impacts the order of your plans, keeping the number of schedule types to a minimum will make planning easier over the year.

Do you have an A/B or other type of block schedule?

If you have different structures for your teaching schedule, setting up schedule days that mirror those days will likely be your best option. You can setup numerous teams to meet your group's planning needs. You could make a grade level team, where all courses taught are in the team and each teacher focuses on a different subject. You could also setup a team for a particular course, either in your building or across the district.

It is even possible for a team planner to act as the only planner a group of teachers use. Teams let you copy content from the team to your personal planner.

Do you teach one semester course?

Your schedule should reflect your current teaching assignment. If you need to alter your schedule at a semester, it will not impact the first semester's lessons.

In fact, learning standards (TEKS) are tracked based on an instructional year, so it is advisable to remove and add one-semester courses at the start of a new semester. For example, if you teach Economics during the first semester, you should remove it at the start of the second semester and add it again to correctly track the learning standards taught.

Additional Notes:

- 🔒 In the future we'll add other Eduphoria applications such as Pride & Help Desk
- 🔒 If you register for a workshop in the future and later find out you can not attend-PLEASE unregister. If there is a waiting list, the next person will be enrolled and notified by email.

More on Forethought:

- 🔒 The scope and sequence is added only for the 4 core areas; for the non-core subjects the state TEKS are there. Slowly the Denton ISD scope and sequence will be entered and replace the TEKS
- 🔒 If you have a schedule change in the future, any lesson plans you made previously will not change. Schedule changes go from that point forward.
- 🔒 If you choose to publish an activity to share with the district, it can be published anonymously.
- 🔒 When sharing your lesson plans, the person you share with has READ ONLY rights to your book. They can not make changes.
- 🔒 You will need to share your Lesson Plans with the following people:
 - Karen Reidy (CMC)
 - Kerry West (ISSC)
 - Nancy Oliver (SAC)
 - Mary Messmer (SAC)
- 🔒 The administrator who evaluates you for Pride will automatically be given access to see your lesson plans.
- 🔒 If you create a team and grant access to one of your classes, you are sharing full rights to those lessons. If they delete something it is deleted for both of you.
- 🔒 Chat feature is good for team planning but if you use it, the dialogue CAN NOT BE DELETED.
- 🔒 When clicking on each standard, look at the resources below to see if there are any additional resources.