

Changing a Template in Eduphoria Forethought



“I want to change my lesson plan template, but only for *one* subject. All the other subjects I teach will have the standard template. How do I do this?”

1. Log onto Eduphoria.
2. Click on Forethought.
3. Make the changes to the template by clicking in the lesson plan itself and adding text.

Don't forget to make the text bold (to keep it consistent with the other words in the template.)

4. Once you've added text to the template, click on the **wrench** and select **Set as Default Text for Entry**.

5. From this point forward, the template will be changed on that subject **ONLY**.

Very important: If you have already entered text on one of the future day's lesson plans, you'll notice that the template for that particular day does not change.

To fix this, delete the lesson plan. How? Click on the **Change Today's Schedule** icon and select **Delete Today's Plans**.

This will replace today's schedule with your current schedule (including any changes you made to the template.)