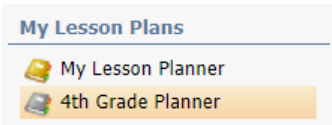


## Eduphoria Forethought: Copy from Team Planner

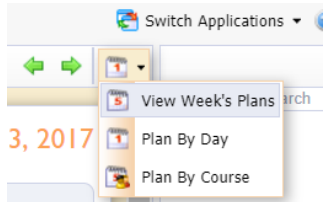
When copying from a team planner, only the courses that have the same TEKS on both your planner and the team will copy.

1. Login to Eduphoria and select Forethought
2. On the left, select the Team Planner

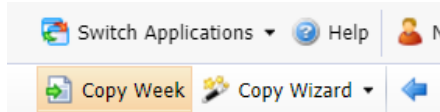


To Copy All Subjects that Are the Same

1. Select the **Calendar** in the upper right corner > **View Week's Plans**



2. Select **Copy Week** in the upper right corner. All the courses that have the same TEKS will be copied from the Team Planner to the teacher's planner.



If you have not clicked on a day in your planner, the copied information will display.

If you have clicked on a day or week in your planner, the copied information will display below any template that is on your planner. If you will always be copying from a team planner to your planner, it is best to only have a template on the team planner. Remove any information on your planner. Click the wrench in the upper right corner of the subject and select Set as default text for the entry. Repeat for all subjects.

