Eduphoria Basic Features

Forethought

Forethought allows you to copy lesson plans with a variety of options. When you copy the following ways, it will copy Learning Standards, text and Attachments.

Here are the ways you can copy lesson plans:

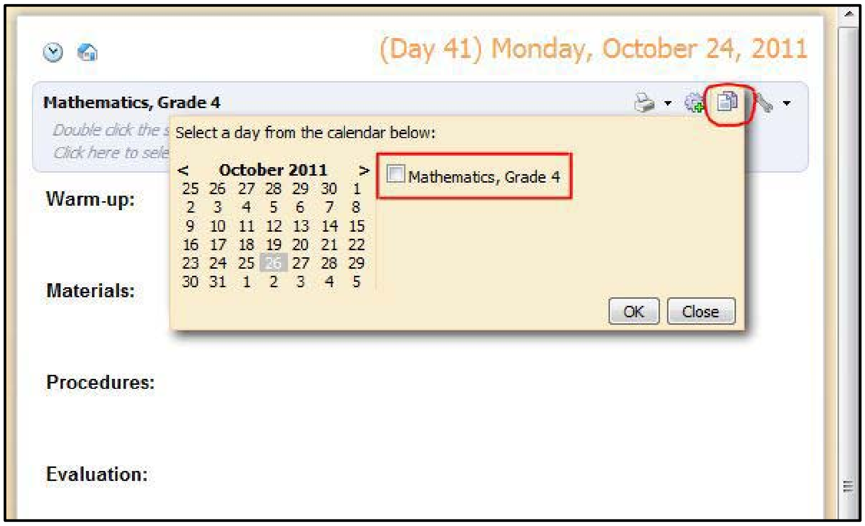
Individual Planner
- Copy from daily entry to a daily entry (same course) using **Send Lesson To** button
- Copy from day to day or week to week in **Copy Wizard** from week view

Shared Planner (teacher to teacher)
- Copy entry from shared to individual (same course) using **Send Lesson To** button
- Copy entire week from shared to individual (matching like courses) using **Copy Week** in week view
- Copy day or week from shared to individual (matching like courses) using **Copy Wizard** in week view

Team Planner
- Copy entry from team to individual (same course) using **Send Lesson To** button
- Copy entire week from team to individual (matching like courses) using **Copy Week** in week view
- Copy day or week from team to individual (matching like courses) using **Copy Wizard** in week view
- Copy days or weeks from year to year within Team Planner using **Copy Wizard** in week view

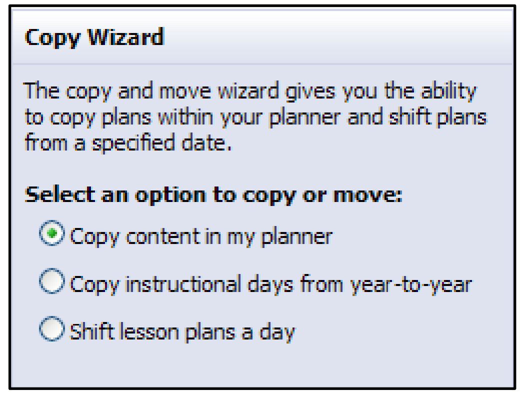
What can you not do?
- Copy from individual to a shared
- Copy from individual to a team
- Copy from within the same year in a team
- NEVER edit a shared planner - only edit your individual or team

Send Lesson To: This function allows you to copy an entry to another entry. **Make sure you save your lesson plans before you copy.** Select the Send Lesson To button in the entry blue-gray box. Choose a target date from the calendar, then select the course that matches the original entry by checking the box. Then click OK. This will **append** the entry to the target entry's plans.



Copying Lesson Plans: The Forethought lesson planner gives you the flexibility to copy individual lessons, a day's lesson plans or even an entire

week.
Note: Plans must be in Week View to see the Copy Wizard.



Copy Wizard Options
• Copy Content
• Copy instructional days from year to year
• Shift lesson plans a day

Copy Content
1. Choose to copy content for an entire day or week.
2. Select the day or week to be copied
3. Select the destination day or week to copy content.
4. Confirm your selections and click Finish.

Notes regarding copying:
• If no lesson structure exists for that date, the first schedule in your list will be used.
• Lessons of the same course will be copied in the order they appear in the target date. Additional plans will not be automatically entered. For example, if you have two U.S. History plans in the source planner and only one in the target date, only the first will be copied. The second will not be added.
• Content will be added to any existing lessons (appended) that exist in the target dates or weeks.
• There is no "undo" when you copy lessons.

Shift Lesson Plans a Day: For occasions such as an inclement weather day or an unexpected event, lesson plans can be shifted ahead one day. Shifting lesson plans will move all content up one day from the day selected to the end of the instructional year. Note: If any content on the last day of the instructional year exists, it will be removed.

Creating a New TEAM vs. SHARING a Planner
Scenario: I want to able to share my lesson plans with others. How do I do that? Do I create a Team Planner or do I simply Share My Planner with other teachers?

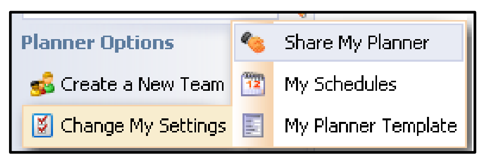
A Few Items to Consider When Creating a TEAM PLANNER

- A Team Planner creates one plan that can be edited by all members of team at any given time. The goal is to allow the team to complete the entire week's plans and then copy them back into each individual's planner template.
- Teams can be created by any teacher, but only ONE person on your team should create the team.
- Teams are collaborative and there is no "Team Leader".
- Team members can be added and removed by any member of the team.

Step 1: Creating a new team:	Step 2: Adding team members:	Step 3: Adding team courses:
1. Click the **Create a New Team** button at the bottom of your planner 2. The Create a New Team wizard will appear 3. Click the **Next** button 4. Enter a distinctive name for the team 5. Click the **Next** button to add team members	1. Click the **Add a Member** button 2. Enter the teacher's name or email address (first or last names only may be entered as well) 3. Select the member from the returned results (if only one teacher is found, they will be automatically added) 4. Repeat this process until all members have been added 5. Click the **Next** button to add courses to the team	1. Click the **Add a Course** button 2. Navigate the course tree and select a course 3. Click the **Next** button to add the course 4. Repeat this process until all courses for the team have been added

A Few Items to Consider When SHARING YOUR PLANNER

- You should choose Share My Planner if you would like for a specified teacher to view your plans (but not change them). (Ex: You are a PIP/mentor teacher, department chair, etc.)



NOTE: Teachers don't have to share their planner with the principal/AP because they are already able to view teacher plans for their campus.

1. Click Change My Settings (bottom left)
2. Click Share My Planner
3. Click Add a Teacher
4. Enter the last name of the teacher
5. If there is more than one teacher with that last name, click that teacher's name to select it
6. Click Next
7. Continue clicking Add a Teacher until you have selected each teacher
8. Then, click Next
9. Click Return to My Planner

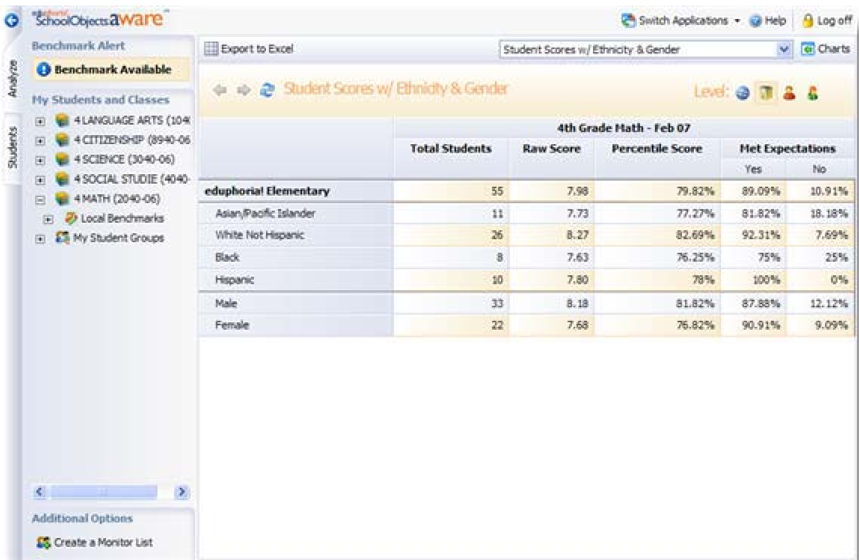
NOTE:
The selected teachers will see your name on the left side under My Planner.
They can click your planner name and view your plans.
They cannot make any changes in their planner.

AWARE

Viewing Data

Although primarily oriented towards teachers, this section covers the fundamentals of viewing data that applies to all users regardless of access level. The base elements of the teacher interface are repeated in the Principal and Administrators interface.

For teachers, Aware's primary function is to provide a friendly interface to view and drill down into TAKS and benchmark data. In fact, the first screen that teachers will see when entering the application is the Analyze tab.



This tab will show you a list of the classes you teach on the left pane. Each course is expandable to allow you to view the specific TAKS or benchmark information for that course. If a course has benchmark or TAKS data, that can also be expanded to view a specific test. Selecting a benchmark or TAKS test will bring you into the main data view for that test.

Changing Views

There are four main data views for teachers. You can charge between the main data views using the drop down list on the very top toolbar. This will allow you to change between:

• Student Scores

• Student Objective Breakdown

• Student SE Breakdown

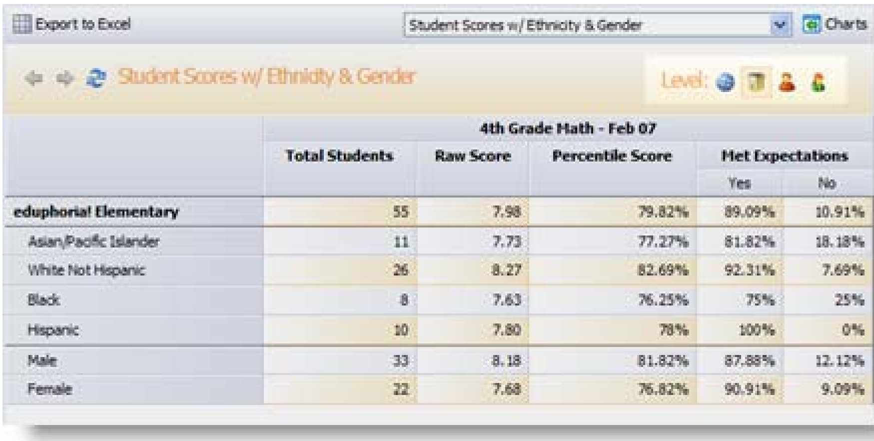
• Student Individual Responses

When a view has been selected, you will see the columns of data change accordingly. This is the first level data filtering that teachers can adjust.

Note: Do not use the back, forward or refresh options on your browser. Use the ***back, forward and refresh***  buttons that are available in Eduphoria Aware.

Changing Levels

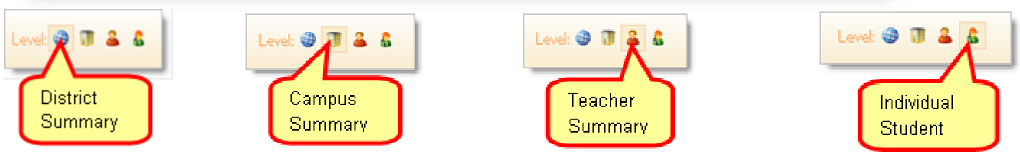
In addition to this, you can adjust the scope of the data. To the right of the view title are four small buttons entitled **Level.**



	4th Grade Math - Feb 07				
	Total Students	Raw Score	Percentile Score	Met Expectations	
				Yes	No
eduphoria! Elementary	55	7.98	79.82%	89.09%	10.91%
Asian/Pacific Islander	11	7.73	77.27%	81.82%	18.18%
White Not Hispanic	26	8.27	82.69%	92.31%	7.69%
Black	8	7.63	76.25%	75%	25%
Hispanic	10	7.80	78%	100%	0%
Male	33	8.18	81.82%	87.88%	12.12%
Female	22	7.68	76.82%	90.91%	9.09%

These options will allow you to change between:

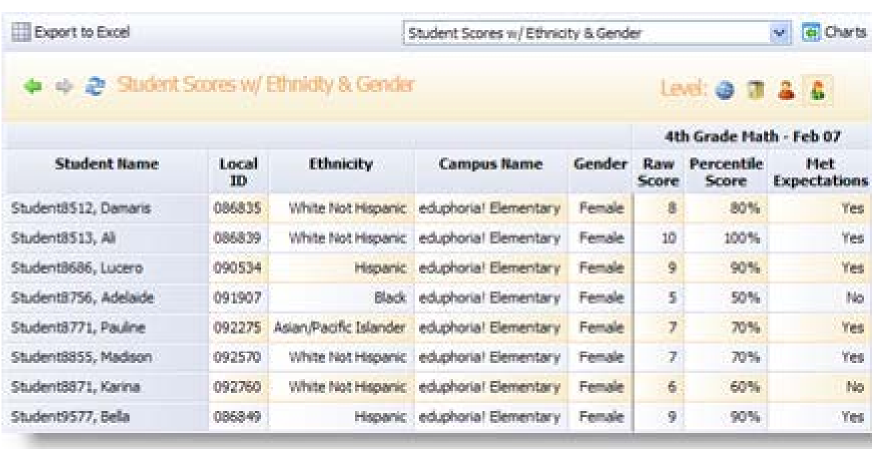
District Summary
Campus Summary
Teacher Summary
Individual Students



As you change the level option, you will see the left side of the data view change accordingly. Depending on the level, you may see the columns change somewhat as well. The data can easily be sorted by column by simply clicking on a column header. Clicking again will sort the column in reverse order. This can be used to easily sort the data by whatever field you may be looking for.

Drilling Deeper

Changing view and level are the two primary ways to filter your data. Once the information has been filtered using those options, you can then drill down into the data by double clicking on a row header on the left side. For instance, when looking at the campus level, you can double click on the female row header. This will show you all of your female students' data for that test.

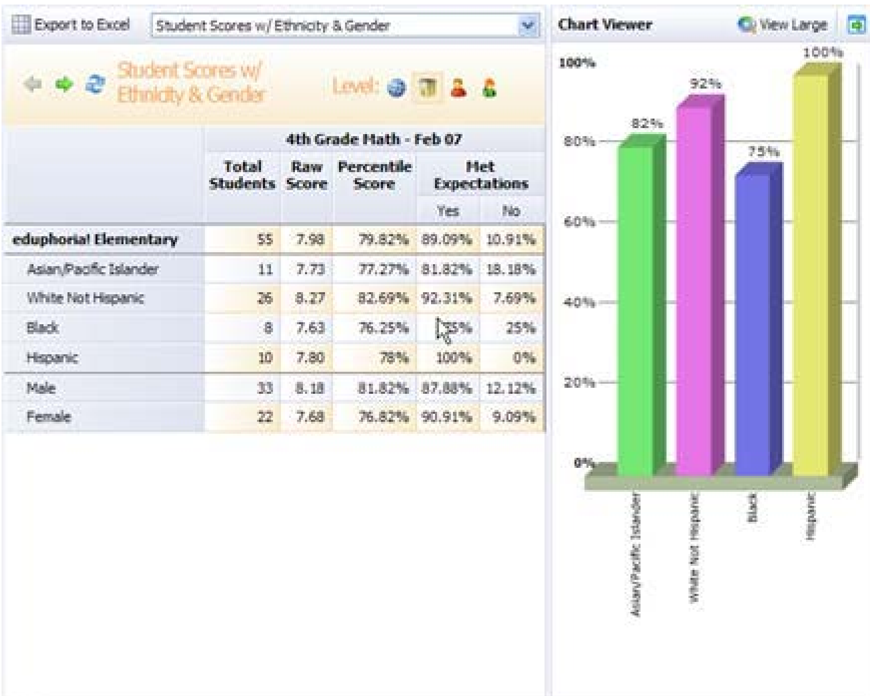


					4th Grade Math - Feb 07		
Student Name	Local ID	Ethnicity	Campus Name	Gender	Raw Score	Percentile Score	Met Expectations
Student8512, Damaris	086835	White Not Hispanic	eduphoria! Elementary	Female	8	80%	Yes
Student8513, Ali	086839	White Not Hispanic	eduphoria! Elementary	Female	10	100%	Yes
Student8686, Lucero	090534	Hispanic	eduphoria! Elementary	Female	9	90%	Yes
Student8756, Adelaide	091907	Black	eduphoria! Elementary	Female	5	50%	No
Student8771, Pauline	092275	Asian/Pacific Islander	eduphoria! Elementary	Female	7	70%	Yes
Student8855, Madison	092570	White Not Hispanic	eduphoria! Elementary	Female	7	70%	Yes
Student8871, Karina	092760	White Not Hispanic	eduphoria! Elementary	Female	6	60%	No
Student9577, Bella	086849	Hispanic	eduphoria! Elementary	Female	9	90%	Yes

This data can then be sorted by column as before. Drilling down into a particular student will take you to that student's information. This is covered in the next section.

Charting

Once you have used the views, levels, and drilling to find the data you are looking for, you can then chart that information. Simply select **Charts** in the upper right of the main toolbar, and then you can click on a particular column to chart that information.



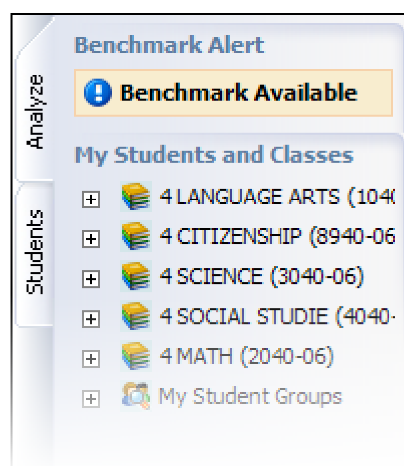
In this example, the **Met Expectations: Yes** column was chosen for ethnicity. The charting tools then drew a column for each ethnicity. To get a larger view, you can select **View Large** on the charting toolbar. The larger view also has a print option will which allow you to send that particular charting view to a printer.

Exporting

The last option on the main toolbar is **Export to Excel.** As you would imagine, this option will send whatever information you may be looking at to Excel.

Benchmark Tests

This section assumes that teachers will be scanning their own tests. However, Data Administrators can print and scan in answer documents as well. The printing process is covered in the section **For Admins: Benchmarking,** however the scanning process is identical and can be referenced here.



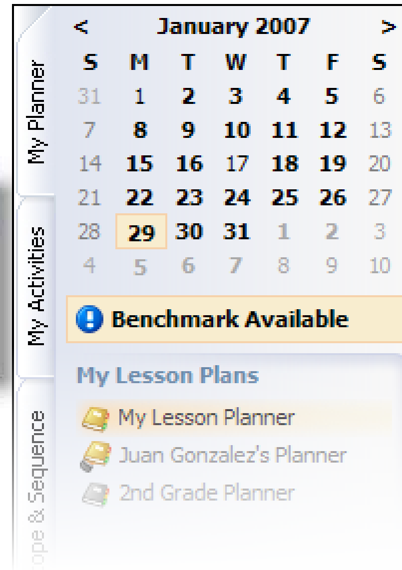
Printing Answer Documents

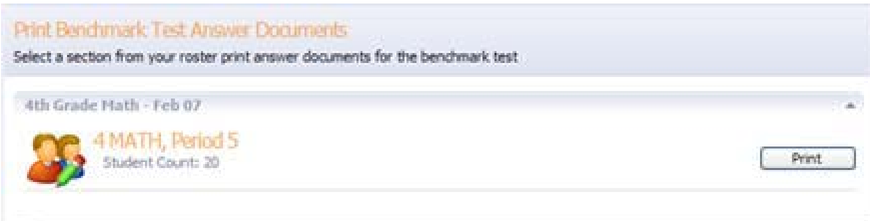
Aware makes it very easy for teachers to administer a benchmark test. If your district is not using Forethought, then you will have to check in the Aware application for any available benchmark tests.

When entering the application you will see this notification:

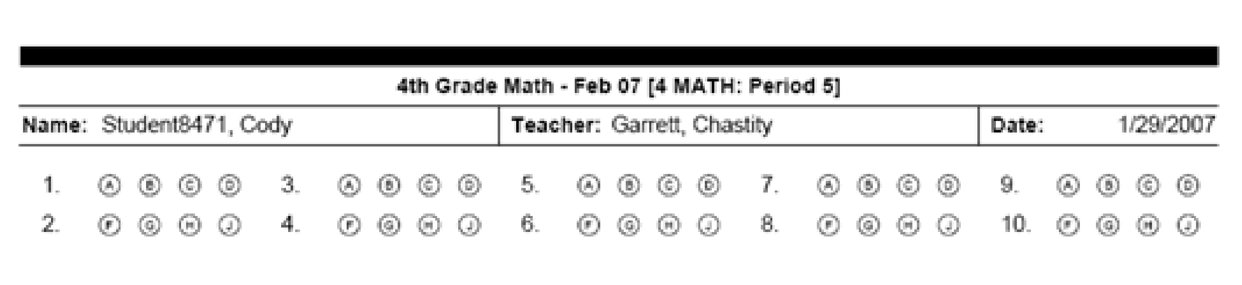
If your district is using Forethought, you will see this notification when entering that application:

Regardless of which application you use, clicking on the **Benchmark Available** notification will show you a list of all available benchmarks.





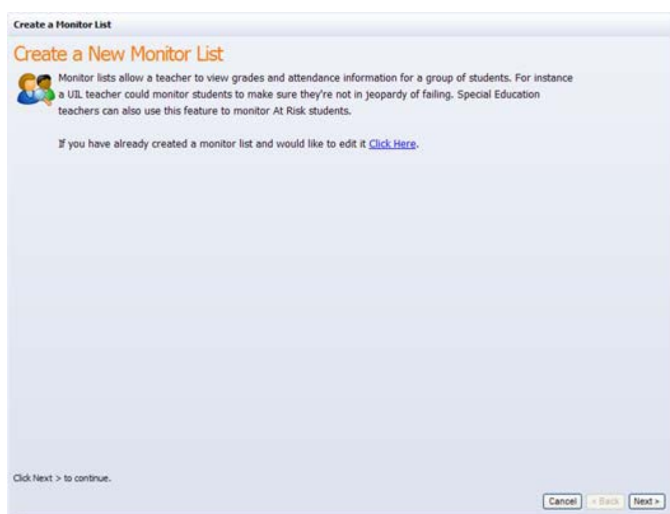
In this example, you can see that a 4th grade mathematics benchmark is available. This teacher can click on **Print** to create an Adobe Acrobat file of the student answer documents. These answer documents can then be printed to any printer, but a clear laser printer is recommended for the best scanning results. **You will send all benchmark tests to the copy machine in the front office. Make sure you select 'secure' print.**



Each answer document will show the student's name, teacher's name, and the current date. The top of the document will show the particular test and the section for that teacher. The bottom of the test tells Aware how to identify that particular test.

Monitor Lists

Monitor Lists are groups of students that can be created to allow teachers and other staff the ability to monitor specific students. For example, an ESL teacher could monitor the progress of ESL students in their classes. These Monitor Lists are created by the teachers and staff themselves and then approved by their Principals.



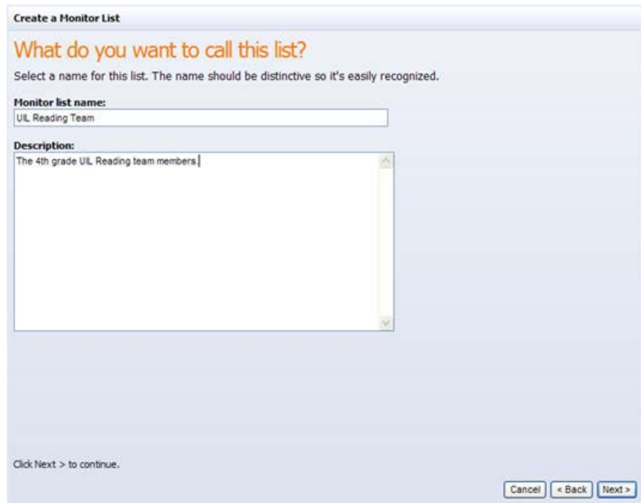
Monitor lists are also used to view the profiles for select students easily. The **My Student Groups** option on the Analyze tab will show your monitor lists for quick viewing, and they are used to search for students on the Students tab.

Creating Monitor Lists

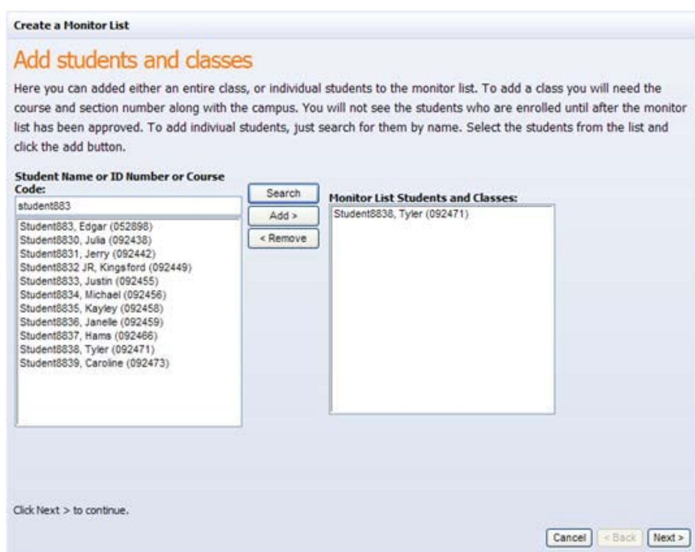
To create a monitor list, click on **Create a Monitor List** in the bottom left corner of the main Aware interface or Analyze tab. This option will launch a wizard allowing you to create and populate your monitor list. If you have already created a monitor list, you can click on **Click Here** to view your list(s).

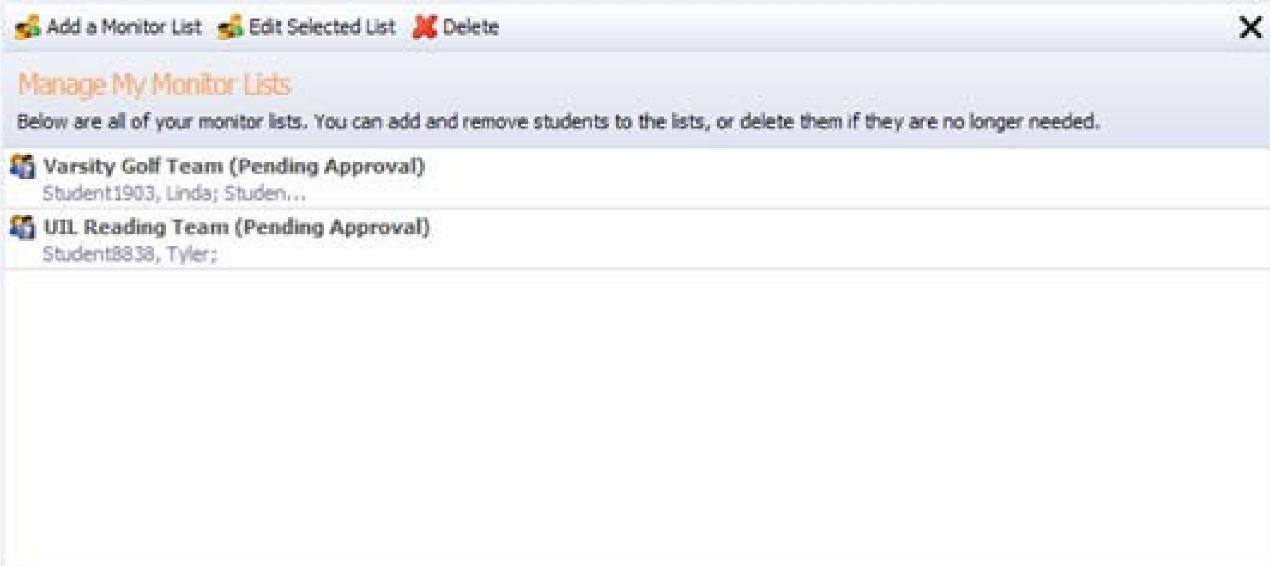
Clicking **Next** in the wizard will allow you to start creating your list. First you will need to choose the campus the list is for. You can only monitor students from yours campus(es).

Once a campus is chosen, you will then need to create a name and description for the monitor list. The description is optional, but it may help in identifying it later.



Finally, you can complete the list by searching for students. Simply enter a name, student ID, or course code into the search box. Remember that spaces are not allowed. Click on **Search,** and you will see a list of students that meet your search criteria. You can then select the correct student and click **Add**. Repeating this process will allow you to build a list of students in the right list. Once completed, click **Next** and then **Finish.** Your monitor list will be created and your principal and can now review it.





You can click back on **Create a Monitor List** and then click on **Click Here** (as mentioned above) to review or edit your monitor lists. Use the **Add a Monitor List** here to create another list, just as you did above. Or you can click on a particular list and select **Edit Selected List** to go back through the wizard and make changes to an existing list. Lastly, you can select a list and click **Delete** to remove a list you may not need any longer.