

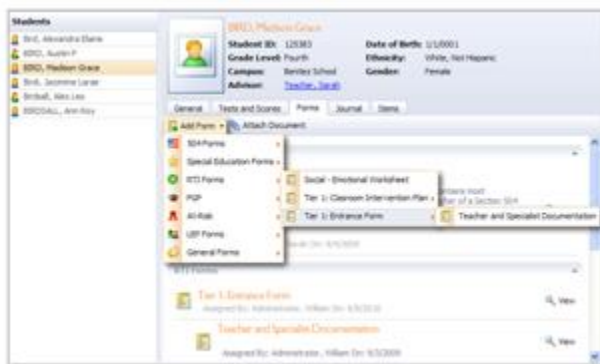
Assigning Student Forms in Eduphoria

Student forms and sub forms are added and edited from the **Forms** Tab on the Student's Profile on the **Aware** application.

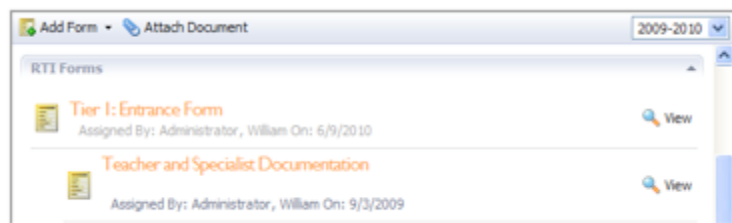
Assigning a Form to a Student

- Either drill down on a student from a test or search for the student on the *Students* Tab
- Select the *Forms* Tab
- Click **Add Form**

A pop-out list will appear divided by form category, then primary form, and then sub form. Any form can be added more than once. For each form added, you will see the form title, description, assigner, and date of assignment.



- To fill out the form, click **View**



Additional options will appear on the top toolbar, and the form itself will appear below.

Simply fill out the form (including all pages on the right), and click **Save**. If you need to notify all staff for this student of any significant changes, click **Mark as Updated**.

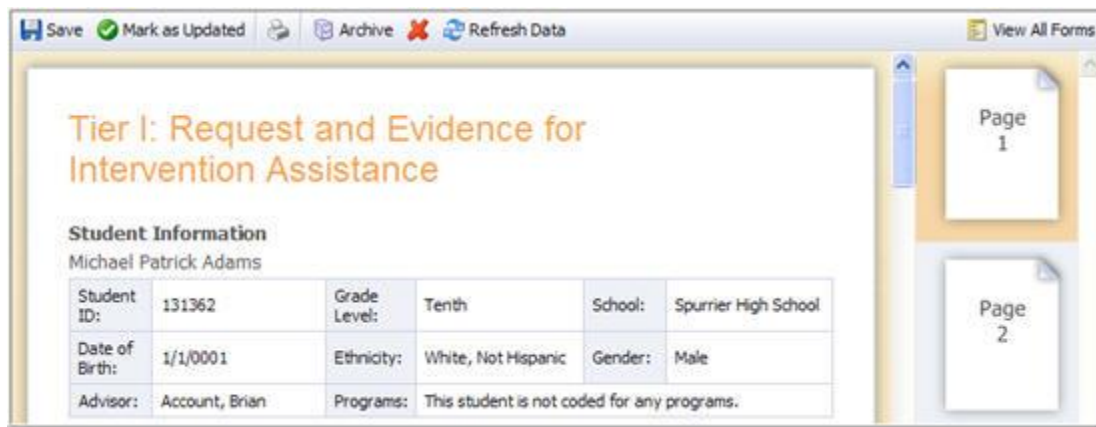
Use the printer icon to generate a PDF copy of this form.

The *Archive* option will allow you to archive a form to show that the form is completed.

The red **X** icon will allow you to delete this form.

The *Refresh Data* icon will update the Student and Test Information question types with the student's current data. *Be careful as this will overwrite the original snapshot of data!*

To go back to the form list, select **View All Forms** in the upper right.



Tier I: Request and Evidence for Intervention Assistance

Student Information
Michael Patrick Adams

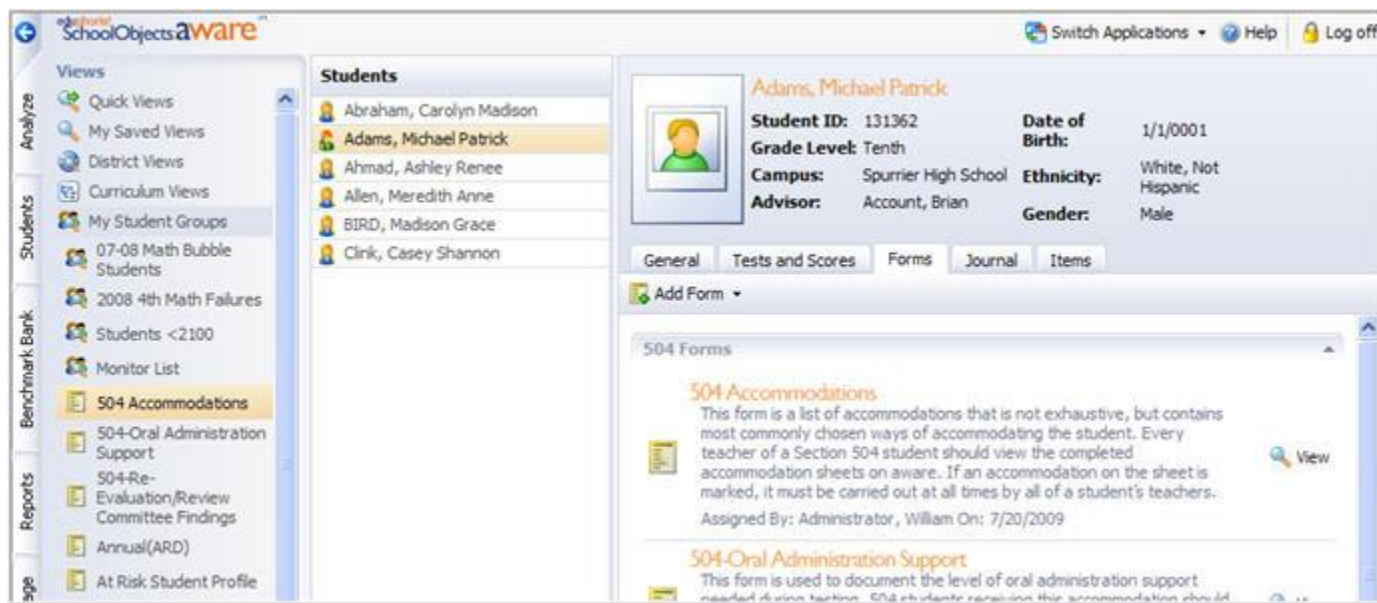
Student ID:	131362	Grade Level:	Tenth	School:	Spurrier High School
Date of Birth:	1/1/0001	Ethnicity:	White, Not Hispanic	Gender:	Male
Advisor:	Account, Brian	Programs:	This student is not coded for any programs.		

Page 1
Page 2

View All Forms

Viewing Student Forms

Once a form has been assigned to students, the list of students who have the particular form can be viewed on the *Analyze* Tab under *My Student Groups*. Select the form and the list of students who have the form will appear in the list in the middle of the screen. Simply select the student's name and click on the *Forms* Tab to view the form.



SchoolObjectsAware

Switch Applications Help Log off

Views

- Quick Views
- My Saved Views
- District Views
- Curriculum Views
- My Student Groups
- 07-08 Math Bubble Students
- 2008 4th Math Failures
- Students <2100
- Monitor List
- 504 Accommodations**
- 504-Oral Administration Support
- 504-Re-Evaluation/Review Committee Findings
- Annual(ARD)
- At Risk Student Profile

Students

- Abraham, Carolyn Madison
- Adams, Michael Patrick**
- Ahmad, Ashley Renee
- Allen, Meredith Anne
- BIRD, Madison Grace
- Clink, Casey Shannon

Adams, Michael Patrick

Student ID: 131362
Grade Level: Tenth
Campus: Spurrier High School
Advisor: Account, Brian

Date of Birth: 1/1/0001
Ethnicity: White, Not Hispanic
Gender: Male

General Tests and Scores **Forms** Journal Items

Add Form

504 Forms

504 Accommodations
This form is a list of accommodations that is not exhaustive, but contains most commonly chosen ways of accommodating the student. Every teacher of a Section 504 student should view the completed accommodation sheets on aware. If an accommodation on the sheet is marked, it must be carried out at all times by all of a student's teachers.
Assigned By: Administrator, William On: 7/20/2009

504-Oral Administration Support
This form is used to document the level of oral administration support needed during testing. 504 students receiving this accommodation should...

View

ATTACHING A DOCUMENT TO STUDENTS

Anyone who has access to a student's profile can add a document to a student.

To attach a document, click **Attach Document**.



- Click **Browse** to select the file to upload
- Title the document
- Enter a description (optional)
- Select a date that will be associated with the document, such as the date the document was created
- Click **Upload**

A screenshot of a document upload form. It has fields for 'File To Upload:' with a 'Browse...' button, 'Title:' with the text 'Writing Sample', 'Description:' with a large text area, and 'Document Date:' with a date picker showing '6/9/2010'. At the bottom right are 'Upload' and 'Close' buttons.

The document will appear under *Portfolio Items*. The document can be viewed by clicking **View** or deleted by selecting **Delete**.

Add Form
Attach Document
2009-2010

This form is a list of accommodations that is not exhaustive, but contains most commonly chosen ways of accommodating the student. Every teacher of a Section 504 student should view the completed accommodation sheets on a regular basis. If an accommodation on the sheet is marked, it must be carried out at all times by all of a student's teachers.

Assigned By: Teacher, Sarah On: 5/4/2009

[View](#)

511 Forms

Tier II Entrance Form

Assigned By: Administrator, William On: 4/5/2010

[View](#)

Teacher and Specialist Documentation

Assigned By: Administrator, William On: 5/3/2009

[View](#)

All Risk

At Risk Student Profile

Student Performance / Identification Criteria

Assigned By: Administrator, William On: 4/5/2010

[View](#)

IEP Forms

Coler's Sample Form

Assigned By: Administrator, William On: 5/13/2010 Archived On: 5/26/2010

[View](#)

Portfolio Items

Art Paperwork

Created By Administrator, William on 6/2/2010

[View](#) [Delete](#)