

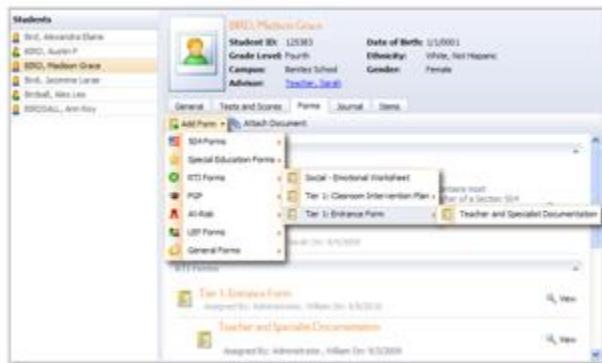
Assigning Student Forms in Eduphoria

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**.

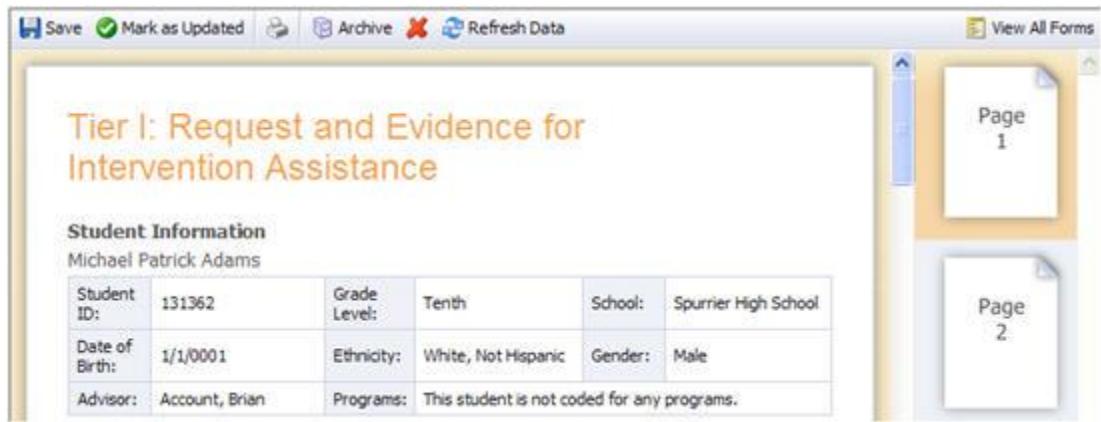
Use the printer icon to generate a PDF copy of this form.

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.

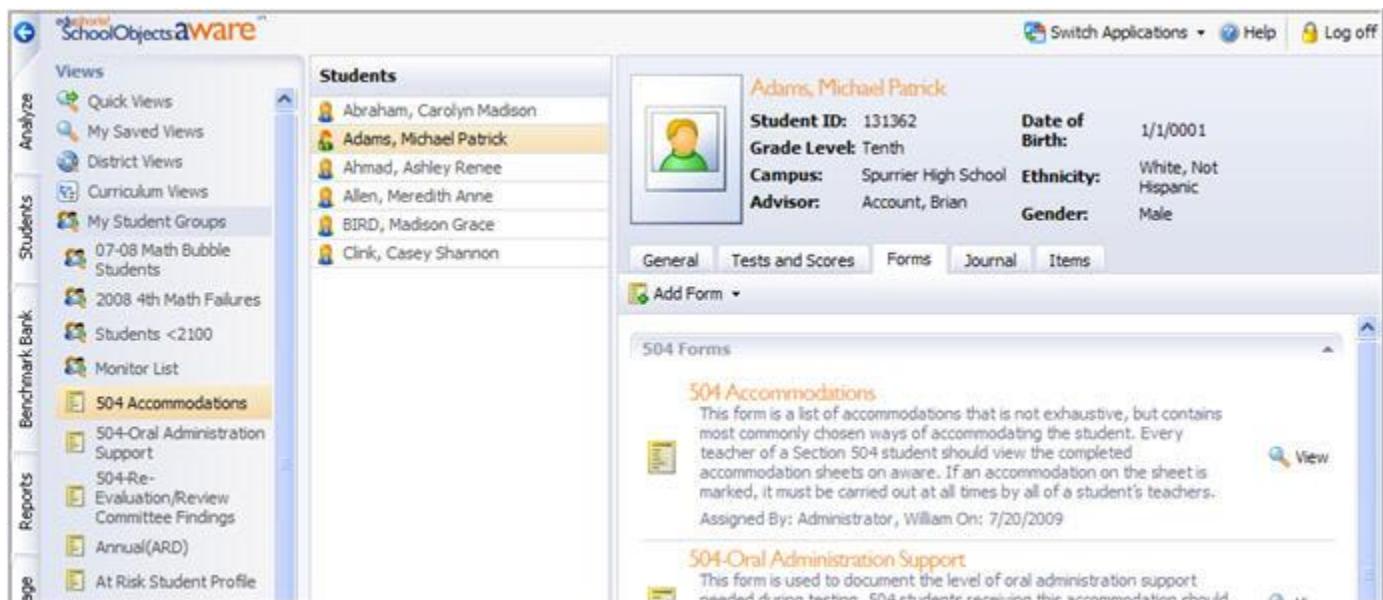


The screenshot shows a software interface for managing student forms. At the top, there are buttons for Save, Mark as Updated, Archive, and Refresh Data. To the right, a window titled "View All Forms" is open, showing "Page 1" and "Page 2". The main content area displays "Tier I: Request and Evidence for Intervention Assistance" and "Student Information" for Michael Patrick Adams. The student's details are listed in a table:

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.		

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.



The screenshot shows the SchoolObjects aware software interface. The left sidebar has a navigation menu with "Analyze", "Students", "Benchmark Bank", "Reports", and "Sage" sections. The "Analyze" section is expanded, showing "Views", "District Views", "Curriculum Views", "My Student Groups" (which is selected), "07-08 Math Bubble Students", "2008 4th Math Failures", "Students <2100", "Monitor List", "504 Accommodations" (which is selected), "504-Oral Administration Support", "504-Re-Evaluation/Review Committee Findings", "Annual(ARD)", and "At Risk Student Profile". The main content area shows a list of students under "Students": Abraham, Carolyn Madison; Adams, Michael Patrick (selected); Ahmad, Ashley Renee; Allen, Meredith Anne; BIRD, Madison Grace; Clink, Casey Shannon. To the right, a detailed view for Michael Patrick Adams is shown with his student ID, grade level, campus, ethnicity, advisor, and gender. Below this, tabs for General, Tests and Scores, Forms, Journal, and Items are visible. A "504 Forms" section is open, showing "504 Accommodations" and "504-Oral Administration Support" with their respective descriptions and links to view them.

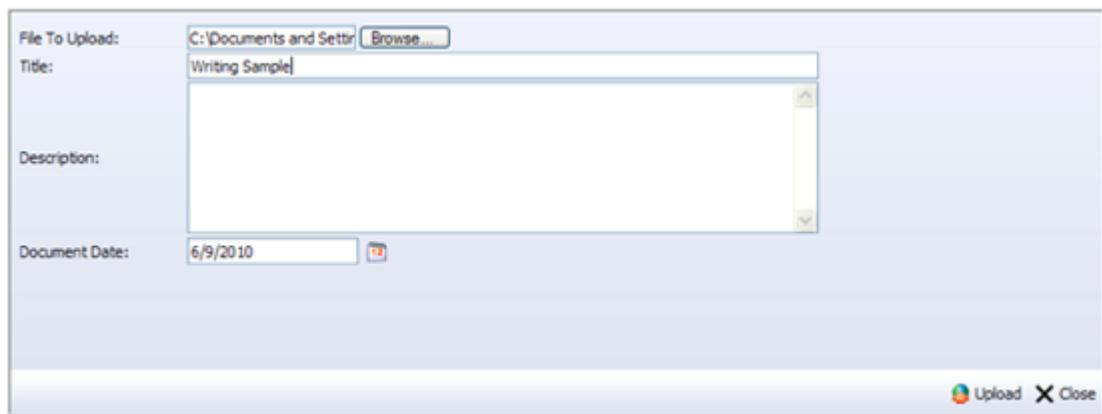
ATTACHING A DOCUMENT TO STUDENTS

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**



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 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: Teacher... Sarah Orr 5/4/2009

433 Forms

Tier 1 Entrance Form
Assigned By: Administrator, William Orr 4/6/2009

Teacher and Specialist Documentation
Assigned By: Administrator, William Orr 5/3/2009

All-Risk

At Risk Students Profile
Student Performance / Identification Criteria
Assigned By: Administrator, William Orr 4/6/2009

EIP Forms

Color Sample Form
Assigned By: Administrator, William Orr 5/13/2009 Archived On: 5/25/2010

Portfolio Items

Art Pipework
Created By: Administrator, William Orr 6/3/2010