# 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.
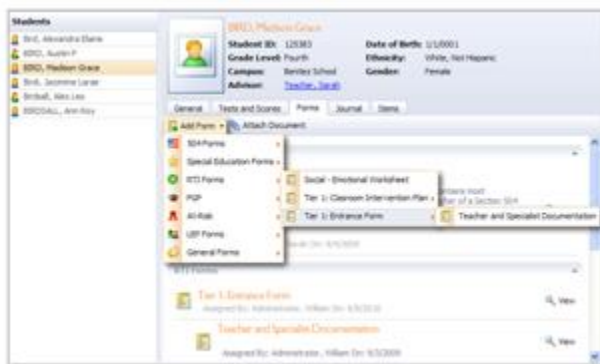
- To fill out the form, click **View**
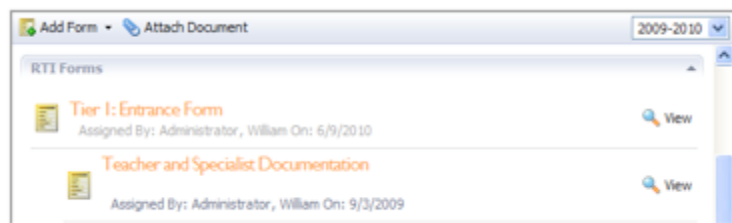
Additional options will appear on the top toolbar, and the form itself will appear below.

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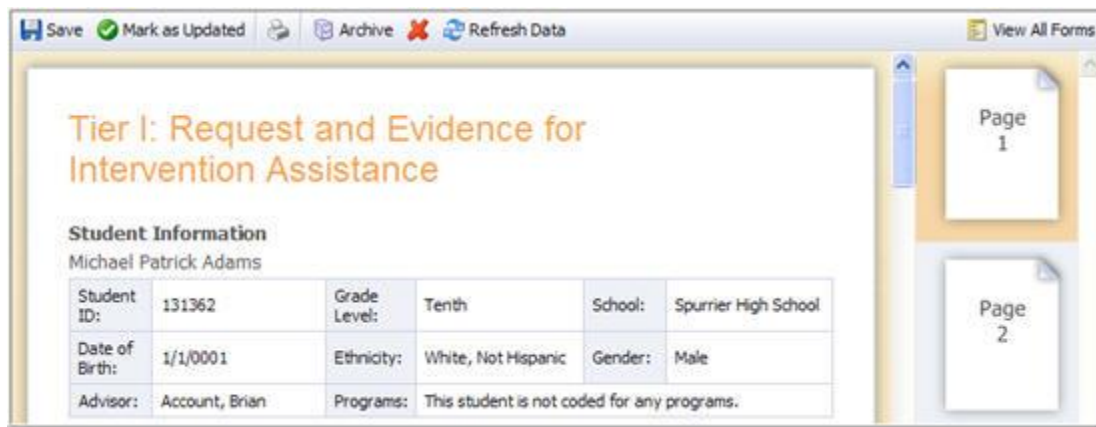
Use the printer icon to generate a PDF copy of this form.

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.
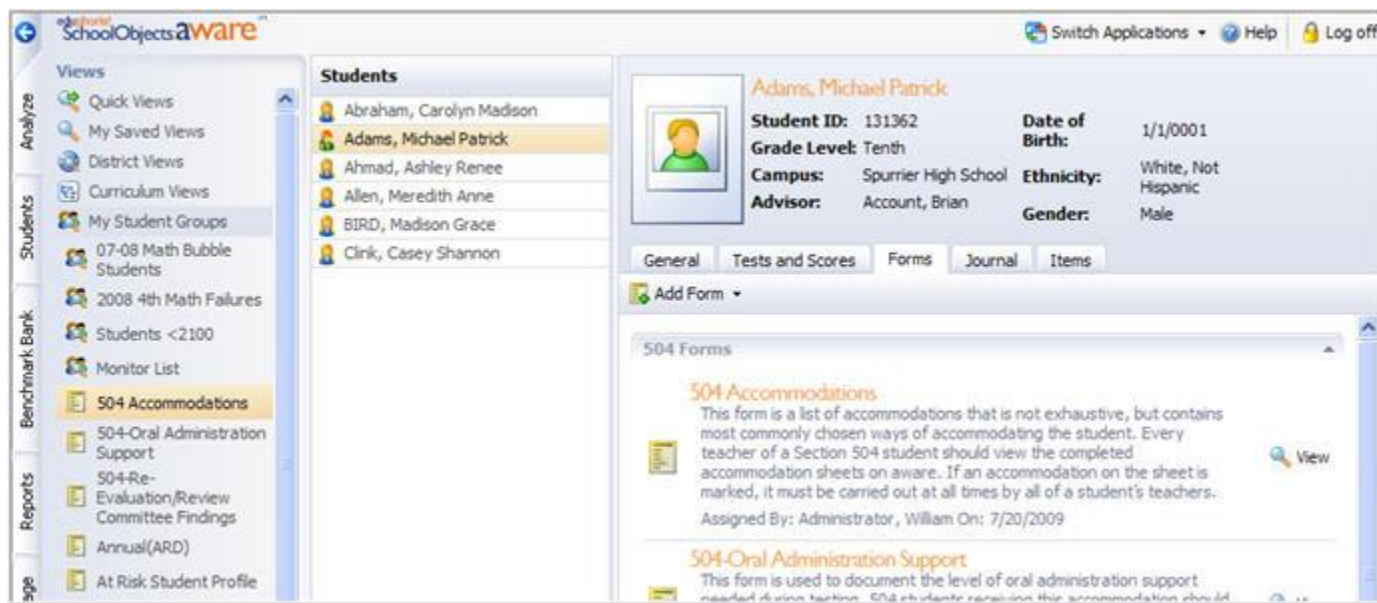
Viewing Student Forms

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.

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**.

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 On: 9/4/2009

🔍 View

RTI Forms

Tier 1: Entrance Form
Assigned By: Administrator, William On: 6/9/2010

🔍 View

Teacher and Specialist Documentation

Assigned By: Administrator, William On: 9/3/2009

🔍 View

At-Risk

At Risk Student Profile
Student Performance / Identification Criteria
Assigned By: Administrator, William On: 6/9/2010

🔍 View

LEP Forms

Cole's Sample Form
Assigned By: Administrator, William On: 5/13/2010 Archived On: 5/28/2010

🔍 View

Portfolio Items

Aird Paperwork

Created By Administrator, William on 6/3/2010

🔍 View ✖ Delete