

EDUPHORIA FOR TEACHERS

AWARE, STRIVE, & FORETHOUGHT



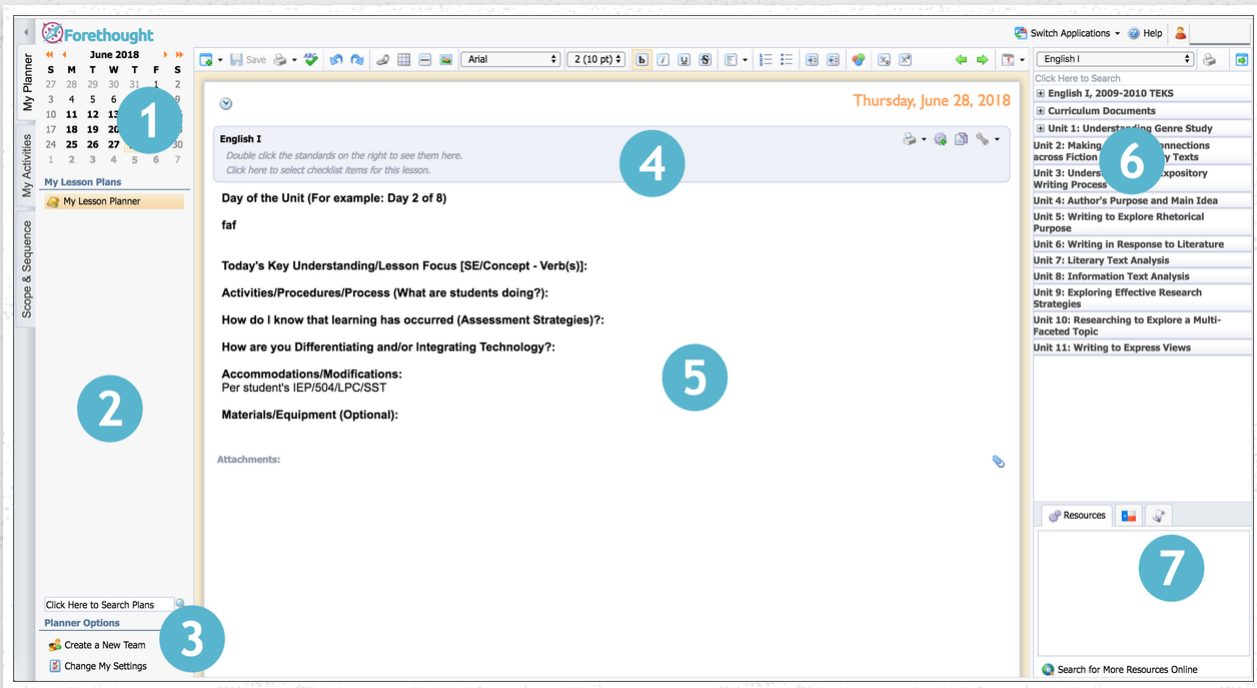
FIRST THINGS FIRST...UPDATE YOUR PROFILE

You may be prompted to update your profile when you log into Eduphoria. Ensure your subject area & grade level are correct for the 2018-2019 school year.

<https://eduphoria.zendesk.com/hc/en-us/articles/360006268673-Update-Your-Profile>

FORETHOUGHT

NAVIGATING YOUR PLANNER



1. Calendar: Displays current month with arrows (< >) to change between each month. Days with lesson plans appear with **bold text**. Clicking on any day will let you plan for that day. Using the double arrows (<< >>) lets you change between years so you can view lessons from previous years. Lesson plans are not deleted from year to year.

2. Planners List: This will be a list of all available planners. It will always start with your own personal planner (My Lesson Planner) followed by any team or shared planners you may be able to view.

3. Planner Settings and Search Lesson Plans: Here you can search for lesson plans by keyword or by phrase. **Planner Options** allow you to **Create a New Team**. In addition, **Change My Settings** will allow you to edit your schedule and share your planner with other staff members.

4. Standards & Checklists - Click in the grey box to open the list of checklists to add to a lesson. As you double-click learning standards on the right side, they will attach into the lesson planner in this grey box.

5. Lesson Plan Content Area: Clicking an entry in the lesson plan area makes that entry active. You can then begin planning for that particular course by using the toolbar options to customize your lesson content and by adding learning standards from the Curriculum Pane on the right.

6. Curriculum Pane - Learning Standards List: Selecting a course in the lesson planning area updates the learning standards to reflect the selected course.

7. Curriculum Pane - Details and Resources: Clicking on a learning standard displays the following:

- **Resources:** any linked lesson resources
- **Standards:**
 - **Texas Flag:** Associated TEKS/STAAR and Knowledge & Skill Statements (TX customers only)
 - **Red Ribbon:** Associated State Standards which are identical to selected standard (non-TX customers)
- **History:** dates when that standard was previously used in a lesson plan

NEW TEACHERS - SETTING UP YOUR PLANNER

The first time you log in, the planner wizard will guide you through setting up your schedule of courses or periods.

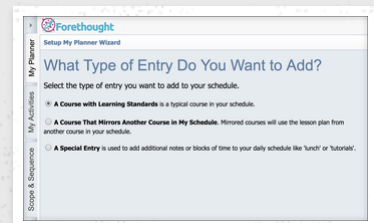
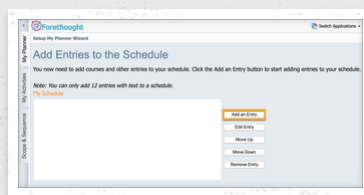
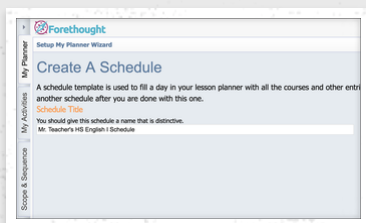
*Course with learning standards allows you to track or tag your SE's.

*Mirrored courses allow you to show the same plan more than once in your schedule.

*Special entry is used for lunch, planning periods, or even planning or tutorial periods (you do not have to use this entry).

Do you teach the same subjects several times a day?

- If you teach several of the same subjects each day and the classes use the same lesson plan, it might be beneficial to mirror the courses. If a class moves ahead or behind, a mirrored course can be changed for a day to reflect new material.
- Another strategy might include adding one lesson entry for the subject and make special entries for the repeating courses, with just small modifications included. That would make your plans smaller on the screen and when you print.



RETURNING TEACHERS - EDIT YOUR PLANNER SCHEDULE

You will need to edit your planner schedule to fit the new school year. When you change your schedule, YOU ARE NOT GOING TO LOSE YOUR LESSON PLANS! They will still be there. To edit your schedule, GoTo [Change My Settings](#) > [My Schedules](#) > [Edit Schedule](#).

You can remove your old schedule and start fresh by adding a new schedule or you can edit your current schedule entries.

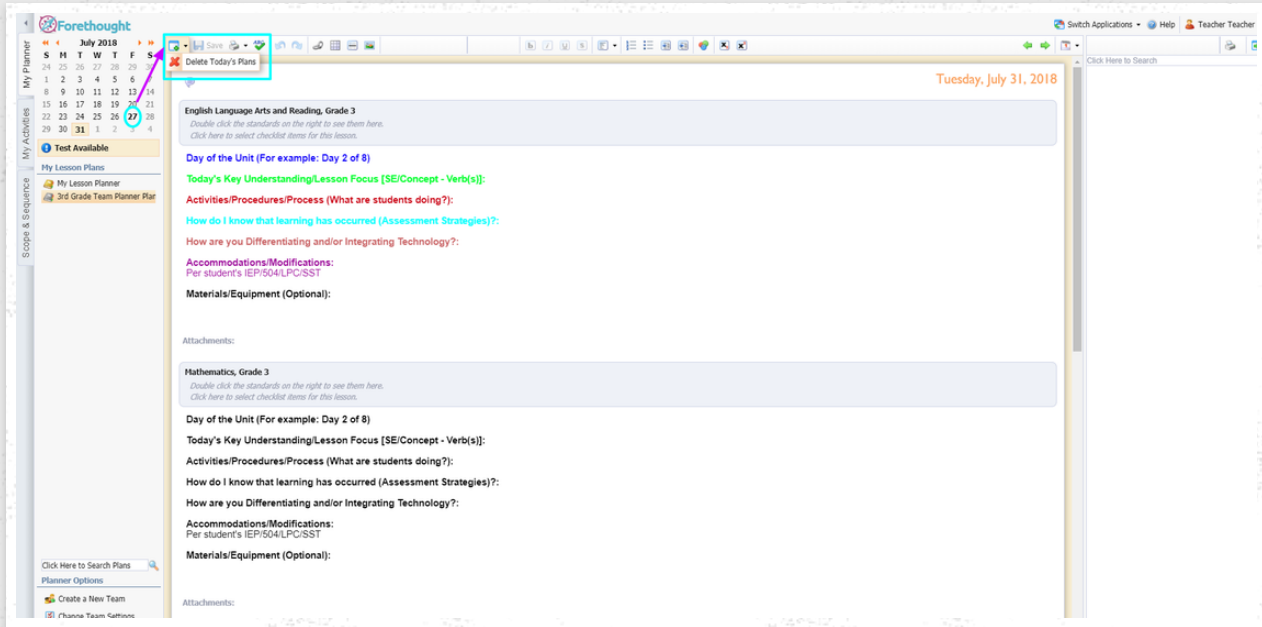
*Best practice is to include times or period numbers to help organize schedule entries.

LESSON PLANNER DEFAULT ENTRY

Your district may have already selected a basic template for lesson planning in Forethought. You are able to customize the template changing spacing, text color or size etc. After you finish customizing, the updated template will appear for every NEW DAY.

If you have bolded days prior to the new template entry, you will need to "Stamp the day" with the new template. **Select the date, Change Today's Schedule, Delete Today's Plans. This will delete the old template and stamp the day with the updated template.

****If you days have with plans, this will erase them.** Move lessons ahead to a date with new template, delete the day's plans, & then move the plans back to the original date OR copy them to a Google Doc/Word Doc & paste.**



TEAM LESSON PLANNER

Teams can be created by any teacher & only require 1 member.

Once the last team member is removed, the team is removed from the system and ALL TEAM CONTENT IS ERASED!

Create a New Team > Go through the wizard to add team members.

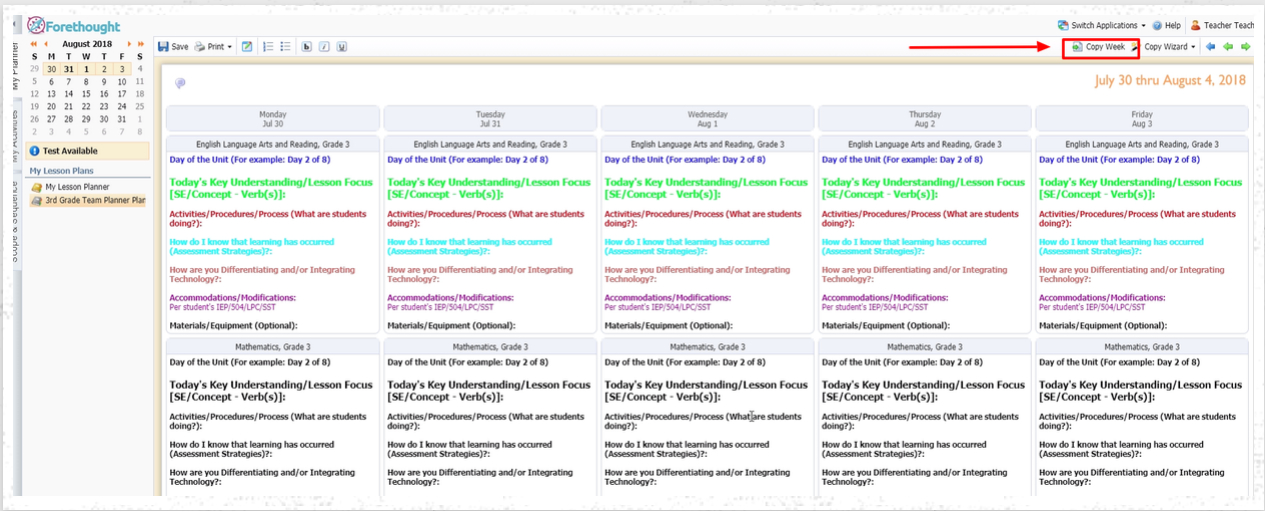
Content only appears in Team Planner. If you want the plans to be in YOUR personal planner, you must copy them over.

Select a lesson date > **Click on the entry** > **Send Lesson To**

You can also copy and entire week from the Team Planner to your personal planner.

Views Week's Plans & the option for "Copy Week" is available in Week View.

***Best Practice is for teachers to copy plans from Team planner into their personal planner. This allows for lesson differentiation based on students. Also, this is a great way to ensure you won't lose your lesson plans.*



AWARE

ARCHIVE & DELETE

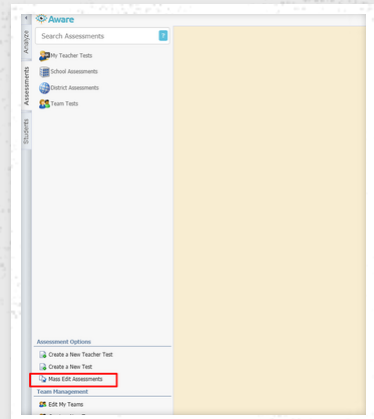
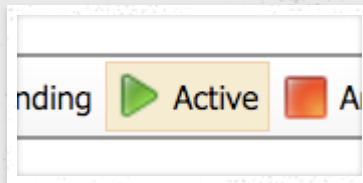
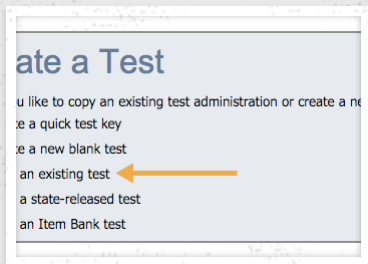
1. Archive old Assessments

You can do this one-by-one by changing a test from Active to Archived. This does NOT erase data or the test. It simply moves it into another folder to "clean up" tests. You will still have the option to "Copy an Existing Test" & use an archived test from the previous year.

You can also use the "Mass Edit Assessments" in the Assessments tab to Archive more than one at a time.

2. Delete UNUSED Assessments

Do NOT delete tests that have data associated with them. Only delete those assessments that were created and never used.



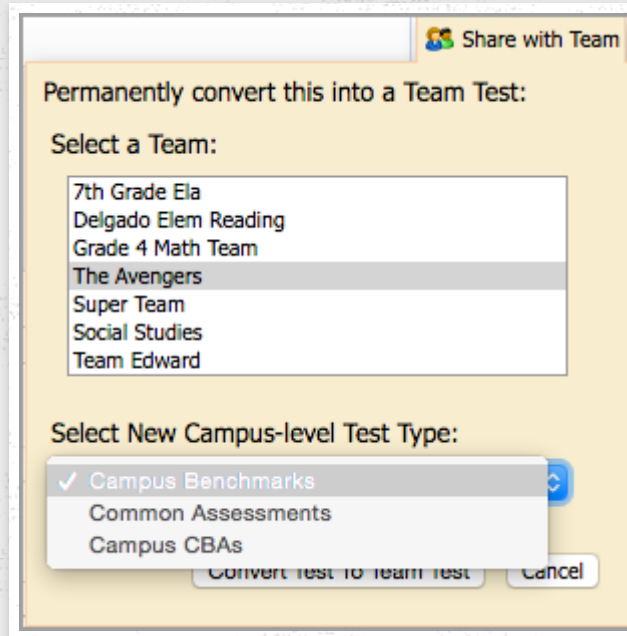
CREATING & MANAGING TEACHER TEAMS

eduphoria.screencasthost.com

TEAM TESTS

eduphoria.screencasthost.com

Remember, once a Teacher Test is converted to a Team test, it is NO LONGER AVAILABLE AS A TEACHER TEST! If you want to keep the original as a teacher test, you must make a copy before you convert.



The screenshot shows a dialog box with a yellow background. At the top right, there is a "Share with Team" button with a group of people icon. The main text reads "Permanently convert this into a Team Test:". Below this, there is a section titled "Select a Team:" followed by a list box containing the following items: "7th Grade Ela", "Delgado Elem Reading", "Grade 4 Math Team", "The Avengers" (which is highlighted), "Super Team", "Social Studies", and "Team Edward". Below the list box is another section titled "Select New Campus-level Test Type:" followed by a dropdown menu with three options: "Campus Benchmarks" (which has a checkmark and is highlighted), "Common Assessments", and "Campus CBAs". At the bottom of the dialog box, there are two buttons: "Convert test to team test" and "Cancel".

CREATING A TEACHER TEST

Teachers can create their own assessments. "Teacher test" data does not appear in campus or district Aware data. This is only for teacher analysis.

Aware Switch Applications Start Tour Help Teacher Teacher

Analyze Search Assessments ?

Assessments My Teacher Tests

Item Bank

Students

Create a Test

Would you like to copy an existing test administration or create a new one?

- Create a quick test key
- Create a new blank test
- Copy an existing test
- Copy an Item Bank test

Click Next > to continue.

Assessment Options

- Create a New Teacher Test

Cancel < Back **Next >**

Test Details

Enter the title and dates for the benchmark administration:

Title:
5th Grade-Science-1st Six Weeks

Grade Level
Fifth

Click Next > to continue.

Cancel < Back **Next >**

Aware Switch Applications Start Tour Help admin admin

Analyze Search Assessments ?

Assessments School Assessments District Assessments Student Inventories

Item Bank

Students

Forms

Select a Course

Select the primary course associated with this test:

- Elementary
 - Prekindergarten
 - Kindergarten
 - First Grade
 - Second Grade
 - Third Grade
 - Fourth Grade
 - Fifth Grade
 - Art, Grade 5
 - English Language Arts and Reading, Grade 5
 - Health Education, Grade 5
 - Mathematics, Grade 5
 - Music, Grade 5
 - Physical Education, Grade 5
 - Science, Grade 5**
 - Social Studies, Grade 5

Click Next > to continue.

Assessment Options

- Create a New Test
- Configure Test Types
- Add a Test Type
- Mass Edit Assessments

Student Inventory Options

- New Student Inventory
- New Student Inventory Assessment

Cancel < Back **Next >**

ADDING QUESTIONS TO THE TEST

You can create your own questions by clicking the "+ Add Question" button. You have the option of creating MC, numerical response, constructed response or upload a resource.

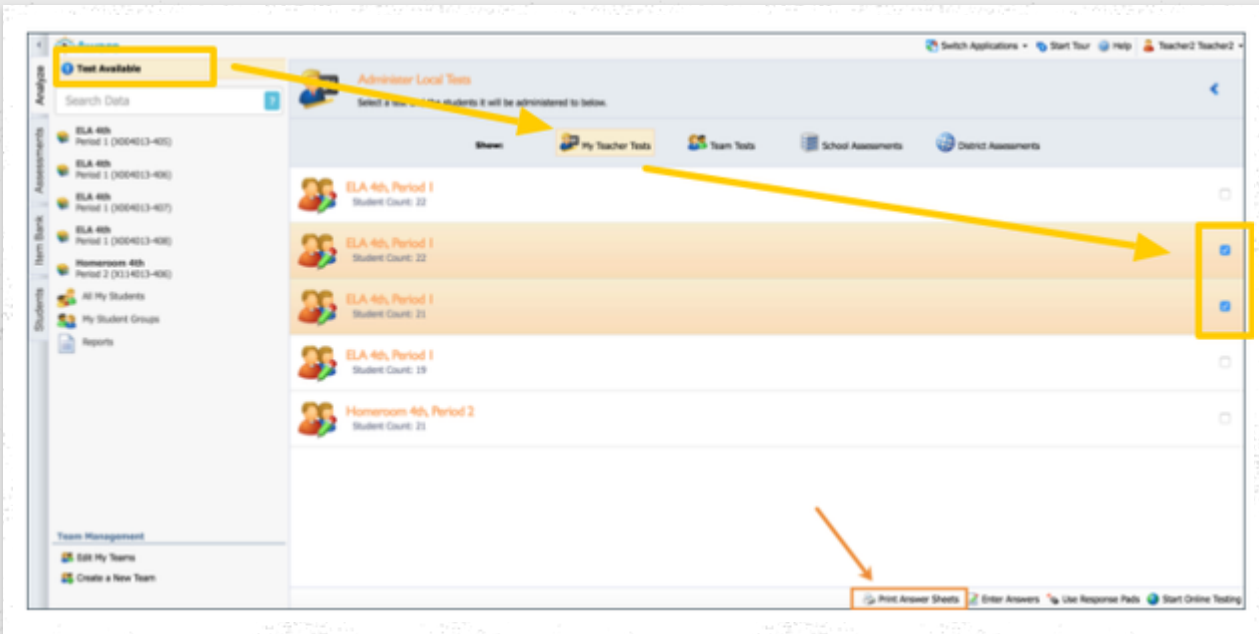
Questions can also be added from various item banks (question availability based on district subscription). If you utilize the TEKS Resource System YAG and Unit structure, you can find all questions associated with a Unit by typing in "unit#" all lower-case, no spaces.

The screenshot shows a software interface for adding questions to a test. The search term is "unit2". The interface displays a list of questions from the TEKS Resource System Item Bank. The questions are organized into a table with the following columns: Question Type, Learning Standard(s), Difficulty, Complexity, Blooms, Language, and Modified. The questions are as follows:

Question Type	Learning Standard(s)	Difficulty	Complexity	Blooms	Language	Modified
Constructed Response	5-4(A)	Easy	DOK 2	Understanding	E	✓
Selected Response	5-4(A), 5-1(G)	Easy	DOK 2	Understanding	E	✓
Selected Response	5-4(A), 5-1(A)	Easy	DOK 2	Understanding	E	✓
Selected Response	5-4(A), 5-1(A)	Easy	DOK 2	Understanding	E	✓
Selected Response	5-4(A), 5-1(A)	Easy	DOK 2	Understanding	E	✓
Constructed Response	5-4(B), 5-1(B)	Medium	DOK 2	Applying	E	✓
Constructed Response	5-4(B)	Medium	DOK 2	Applying	E	✓
Selected Response	5-4(B), 5-1(B)	Medium	DOK 2	Applying	E	✓
Selected Response	5-4(B), 5-1(D)	Easy	DOK 2	Understanding	E	✓

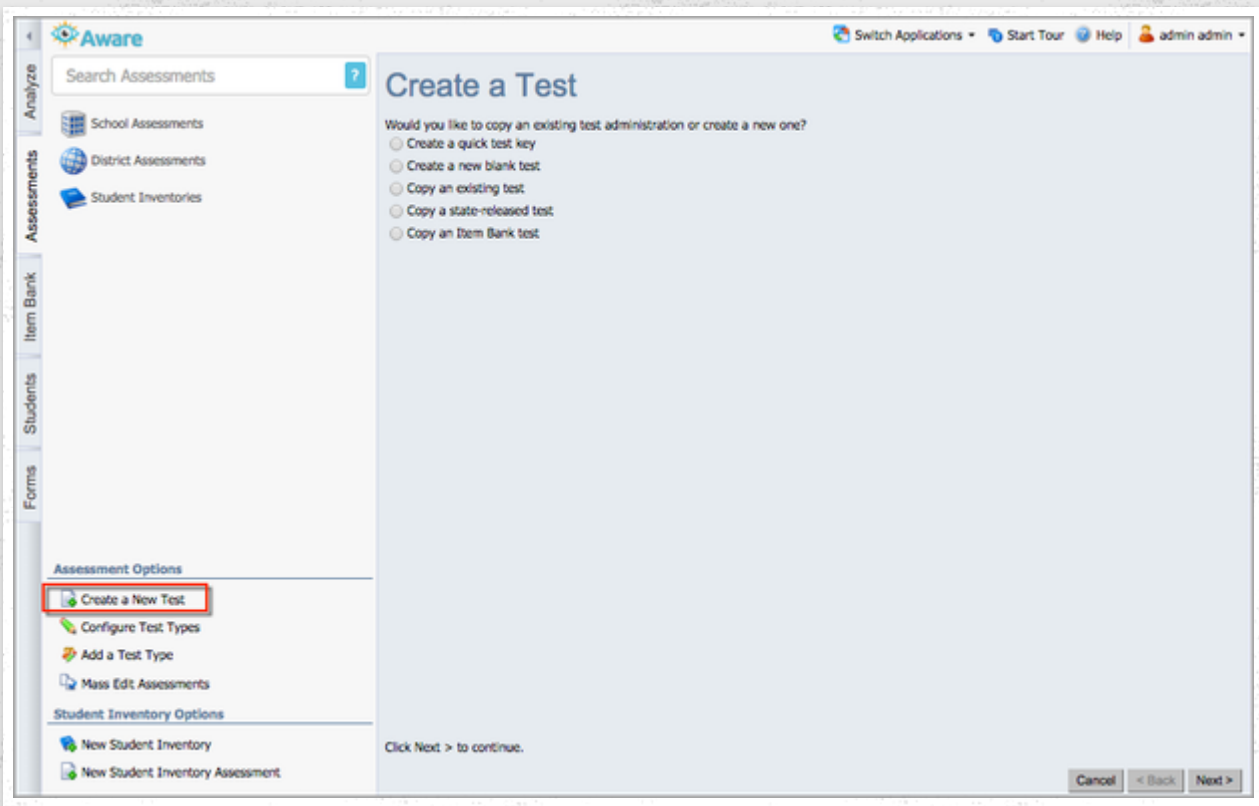
ANSWER DOCUMENTS

Once you have finished editing your assessment, go to the Analyze tab and click on !Test Available (upper left corner). You will drill down until you get to your assessment. Select the assessment, then the class periods that will take the test. In the lower right corner, click Print Answer Sheets.



CREATING A LOCAL ASSESSMENT IN AWARE

This is an additional right in Management. When given this right, teachers will now have the option to "Create a New Test" in addition to "Create a New Teacher Test." Local Assessments & associated data are viewable by admin.



CREATING TEKS RESOURCE SYSTEM ASSESSMENT



NEW AWARE TEST AUTHORIZING PLATFORM

STRIVE: CLEANING UP LAST YEARS GOALS

Goal Icon Indicators

Next to each goal is an icon colored to match the status of the goal.



A grey icon means the goal is in **edit mode** and has not been submitted for approval.



A gold icon means the goal has been **submitted** and is waiting for appraiser approval.



A blue icon means the goal has been **approved** and is on target for future completion.



A green icon means the goal has been **completed**.



A black icon means the goal has been **archived**.

ADDING A NEW PROFESSIONAL GOAL FOR THE 2018-19 SCHOOL YEAR

The screenshot shows the STRIVE user interface for a user named 'teacher, teacher' (T-TESS Teacher 2016). The 'Evaluations' tab is selected, and a yellow arrow points to a '+' button in the 'PROFESSIONAL GOALS' section. The interface includes a sidebar with 'Personal View', 'Help', 'Change Application', and 'Log Out'. The main content area shows a list of goals and a calendar view for the 2018-19 school year (JUN to DEC).

PROFESSIONAL GOALS	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Increase parent communication.							
I will increase technology use in my classroom to help students with skills.							
I will increase technology use in my classroom.							

1. Click the **Evaluations** tab to access your evaluation process.
2. Click the **(+)** button in your evaluation process and the Add New Goal pop-up will appear.
3. Continue through the Goals Wizard, entering success criteria, standards, & action steps.



MISTY CASTRO, M.ED

 Facebook  @mistycastro17

Contact me for all your Eduphoria needs!

 mcastro@esc17.net

 806-281-5805

 esc17.net/page/ci.Eduphoria