# 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**

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8	faf	Unit 5: Writing to Explore Rhetorical Purpose
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Sed	Today's Key Understanding/Lesson Focus [SE/Concept - Verb(s)]:	Unit 7: Literary Text Analysis
oð		Unit 8: Information Text Analysis
Scope	Activities/Procedures/Process (What are students doing?):	Unit 9: Exploring Effective Research Strategies
0	How do I know that learning has occurred (Assessment Strategies)?:	Unit 10: Researching to Explore a Multi- Faceted Topic
	How are you Differentiating and/or Integrating Technology?:	Unit 11: Writing to Express Views
	Accommodations/Modifications: Per student's IEP/504LPC/SST	
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**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.

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#### **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.

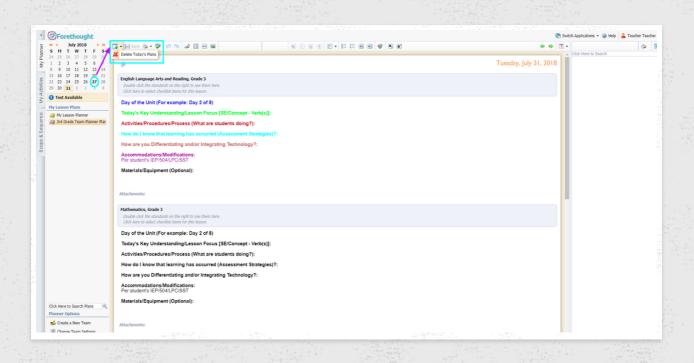
You can remove your old schedule and start fresh by adding a new schedule or you can edit your current schedule entries.

\*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.

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20         21         22         23         24         25           27         28         29         30         31         1           3         4         5         6         7         8	Monday Jul 30	Tuesday Jul 31	Wednesday Aug 1	Thursday Aug 2	Friday Aug 3			
Test Available	English Language Arts and Reading, Grade 3							
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	How are you Differentiating and/or Integrating Technology?:							
	Accommodations/Modifications: Per student's IEP/504/LPC/SST							
	Materials/Equipment (Optional):							
	Mathematics, Grade 3							
	Day of the Unit (For example: Day 2 of 8)	Day of the Unit (For example: Day 2 of 8)	Day of the Unit (For example: Day 2 of 8)	Day of the Unit (For example: Day 2 of 8)	Day of the Unit (For example: Day 2 of 8)			
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	How are you Differentiating and/or Integrating Technology?:							

#### 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.

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## **CREATING & MANAGING TEACHER TEAMS**

eduphoria.screencasthost.com

# **TEAM TESTS**

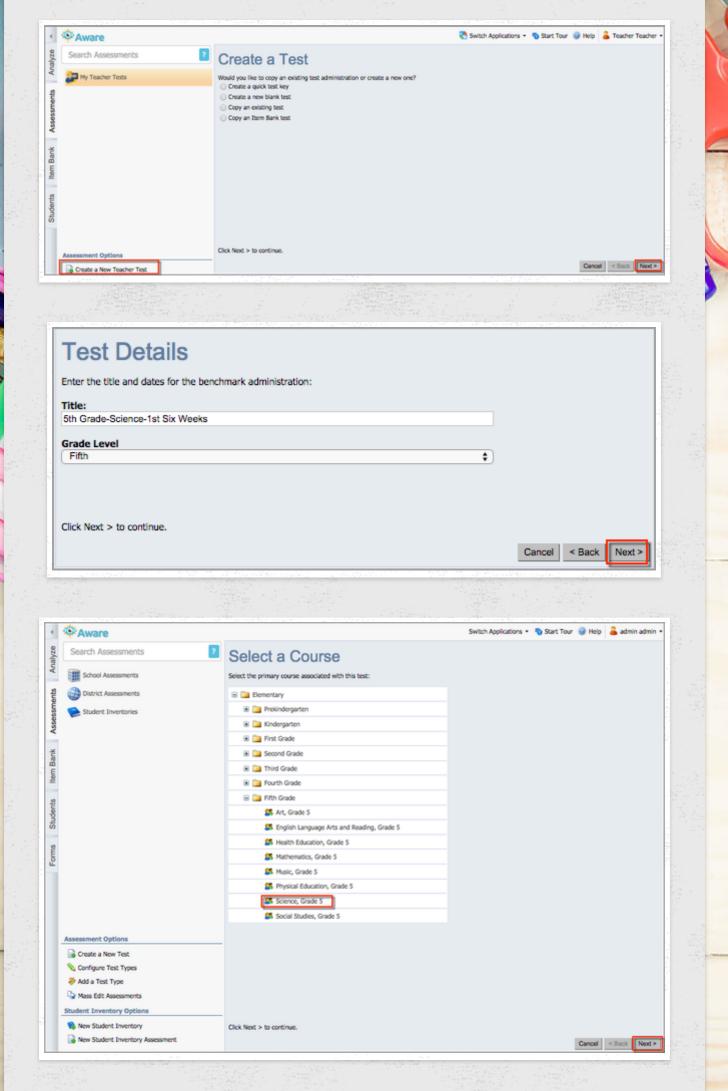
eduphoria.screencasthost.com

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.

	Share with Team
Permanently convert th	is into a Team Test:
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# **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.



# **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.

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# **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.

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# **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.

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## **CREATING TEKS RESOURCE SYSTEM ASSESSMENT**



#### **NEW AWARE TEST AUTHORING 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.



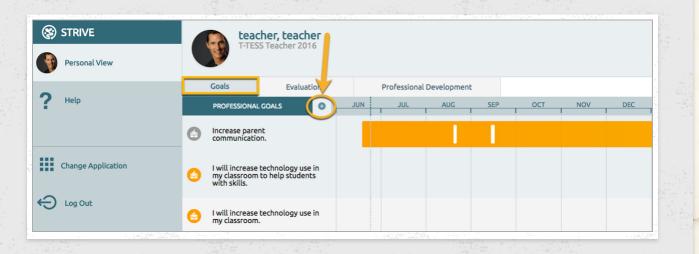
A blue icon means the goal has been **approved** and is on target for future completion.



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



- 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.

