eduphoria! Aware: Monitor Lists – Quick Start

Monitor Lists are typically created by teachers that need to be able to see students that are not in their current roster. For example, a teacher tutors students after school from another campus or from another class and needs to be able to see their profiles. By creating a monitor list and having the principal approve it, the teacher will be able to view all information on the students’ profiles.

CREATING A MONITOR LIST

1. Select **Create a Monitor List** in the lower left corner

2. Follow the creation wizard to create a list
   - On the third step, enter a name for the monitor list and click **Next**

3. Search for a student by typing in the student’s last or first name, or ID#. Press **Enter** or click **Search**

4. Select the student from the list and click **Add** so that the name appears in the box on the right

5. Repeat the process until all students are added and click **Next** and **Finish**

** The monitor list will be pending approval until an administrator approves it.

MANAGING MONITOR LISTS

Monitor Lists can be created, edited, and deleted on the Students Tab.

1. From the Students tab, select **Manage My Monitor Lists**

2. Select the list and either edit or delete the list by using the buttons on the toolbar

VIEWING A MONITOR LIST

Once a Monitor List is approved, the teacher can search for the student from the Students Tab or view the student’s profiles from the Analyze tab.

To view a monitor group or list, select **My Student Groups** from the Analyze Tab. Select the student to see the student’s profile.