Creating Teams and Team Tests in Eduphoria

- Teams allow teachers to network in Eduphoria, much like in a PLC, but with two main focuses: Planning in Forethought and common assessments in Aware
- Once a team is formed teachers will have the ability to share a common lesson planner that all can contribute to and share a common assessment that all can edit and use

Creating a Team

- In Eduphoria go to the Aware app and make sure you are in the Analyze Tab.
- At the bottom left corner you will see Create A New team (click on it)
- A new window will open on the right hand side prompting a Team name and description (click next and it will say you done, click finish at bottom right)
- Once here you can now add team members by clicking on the add staff button and searching by email or first or last name. You can also choose which apps this team will share functions by checking Aware, Forethought or both
- Click save and team will now be created and available to all members
Creating a Team Test

- Teachers do not have the ability to create Campus Based Assessments for Principals and Admin to see results as all they can create are teacher tests unless they have been granted admin rights.
- So to rectify this Eduphoria created the ability to create Team Tests which will allow a team to collaborate and build a common assessment that will be upgraded to a Campus Based Assessment.
- To make a Team Test a Team must first be formed (see above)
- To start the process of creating a Team Test, teachers will use same steps as before to create a Teacher Test.
- In Aware on the Assessments Tab click on Create a New Teacher Test.
- You will then be prompted on how you would like to build the test (click next)
  - Quick test key – tell how many questions test will be, what the answers are and then add standards (Quickest way but must be Multiple choice)
  - Create a new blank test - build test by adding question after question (more customizable especially if you have varied types of questions or building from test bank)
  - Copy and existing test – copy the format of a previous built test.
- Give test a Title and assign appropriate Grade level (click next)
- Select a course that test will be associated with, specific for TEKS (click next)
- Follow prompts to fill out test based on whether it is a Quick test key, a blank test or you are copying.
- Once test has been created and the admin and edit options pop up you will see the ability to Share with Team.
- Click on Share with Team and choose the team you want to share the test with and choose Campus Built Assessments to finish the process.