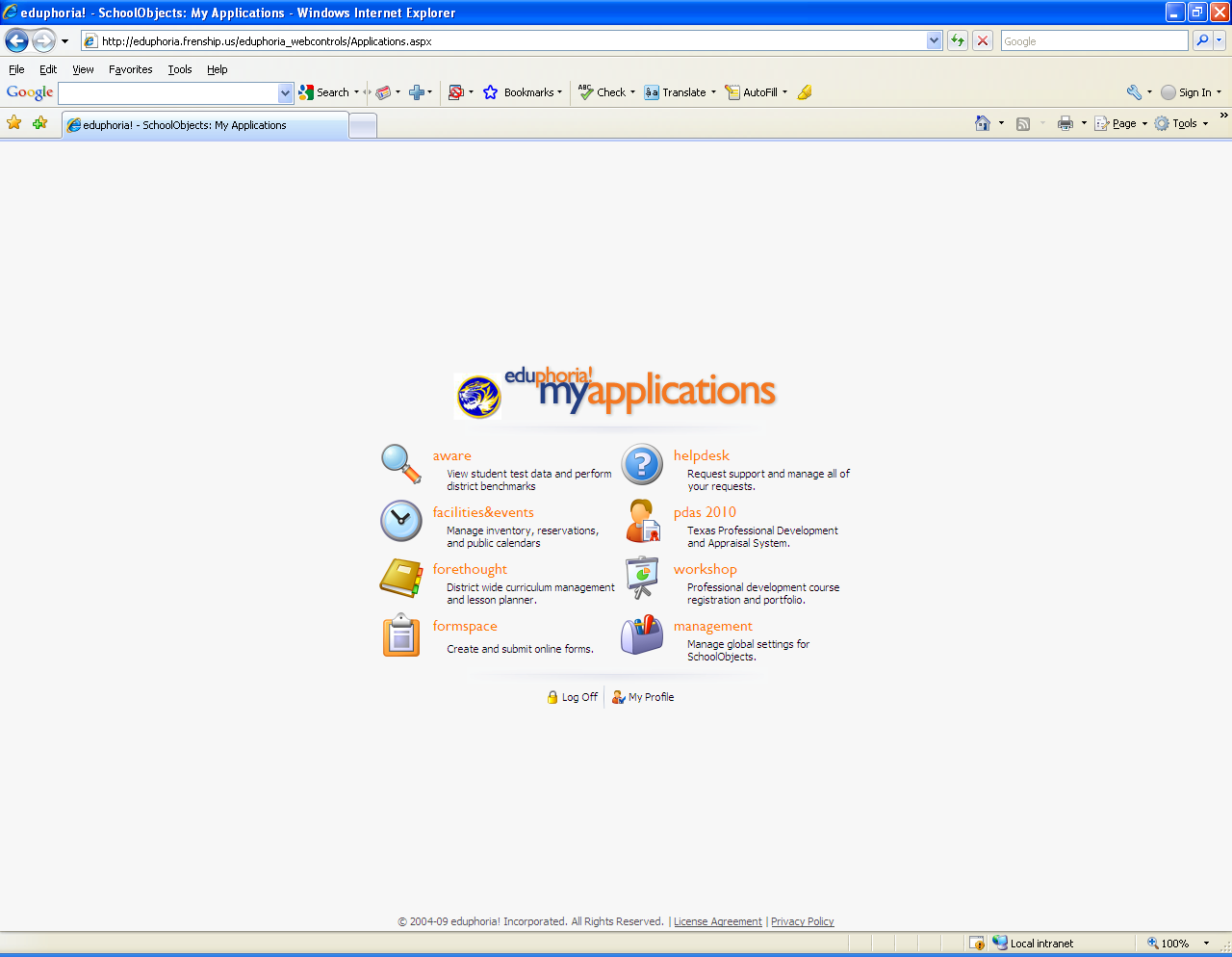
**What are Monitor Lists and Monitor Groups?**

***Monitor Lists***are typically created by teachers who 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.

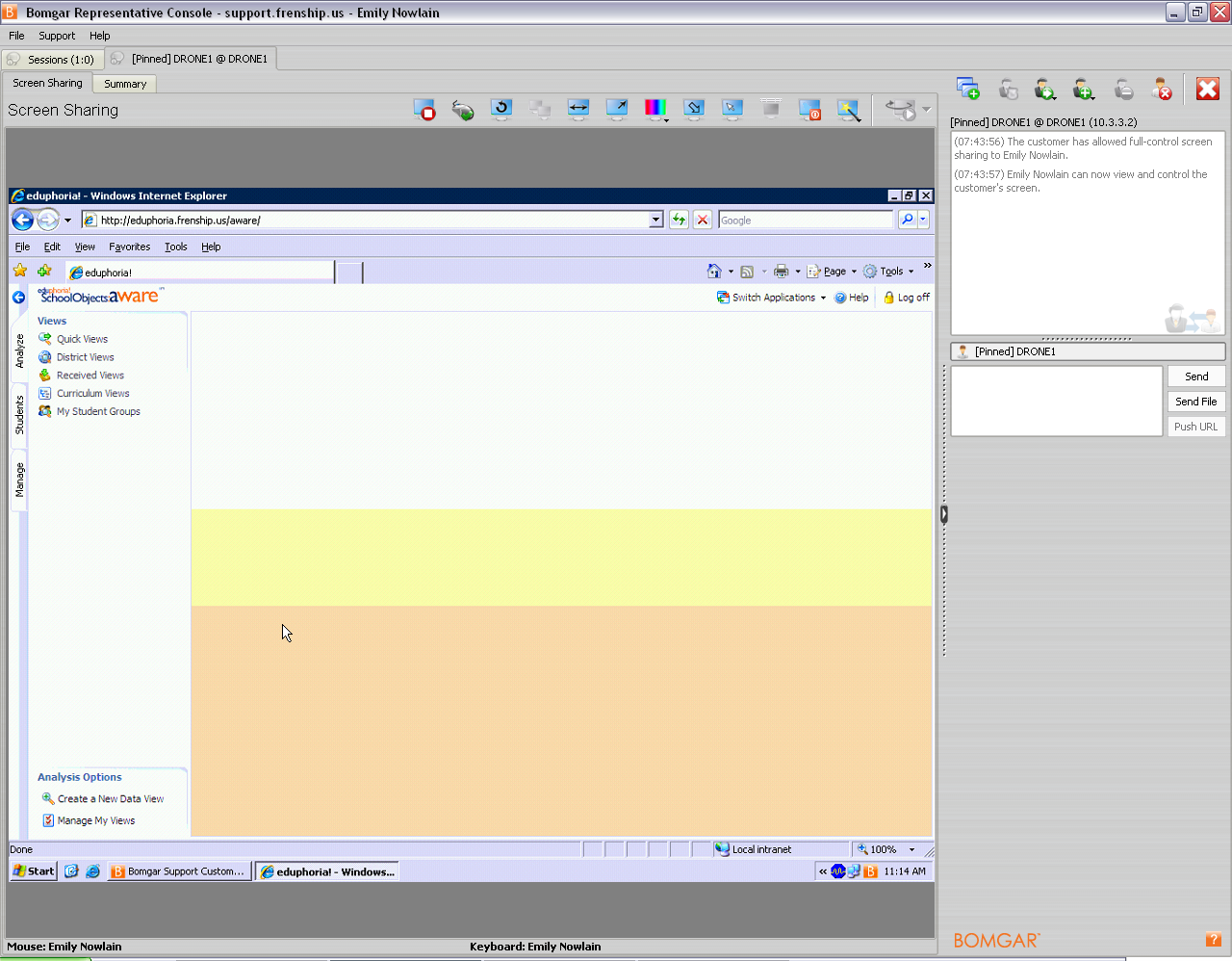
***Monitor Groups*** are created by campus or district level administrators. Groups have two functions. When a monitor group of target students is created, the teachers who have students in the group will be able to automatically view the target group. The second function of groups gives staff members the ability to summarize on the target group and track student progress on assessments.

**I am a teacher. How do I create a Monitor List in Aware?**

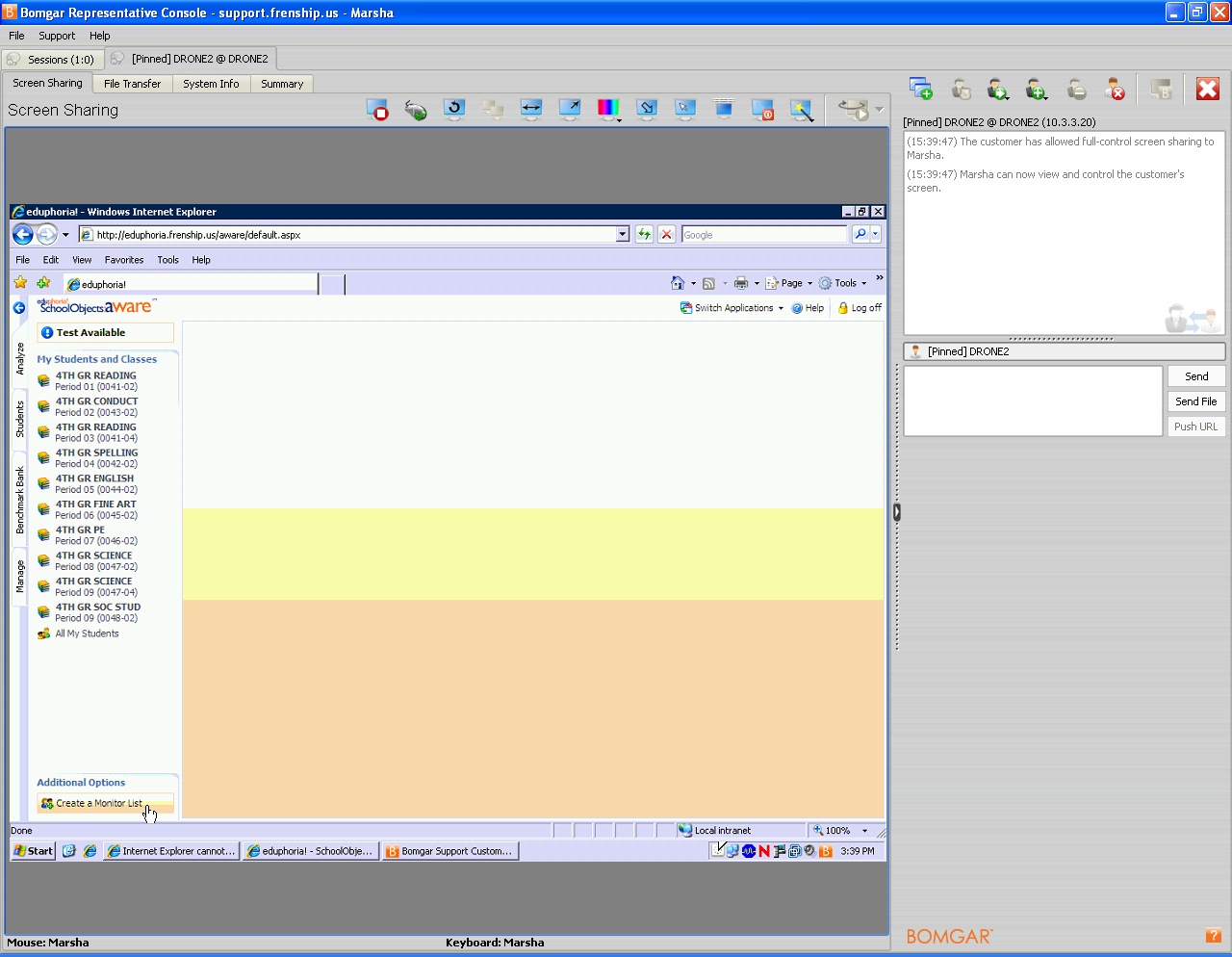
1. First log into Eduphoria and select Aware.

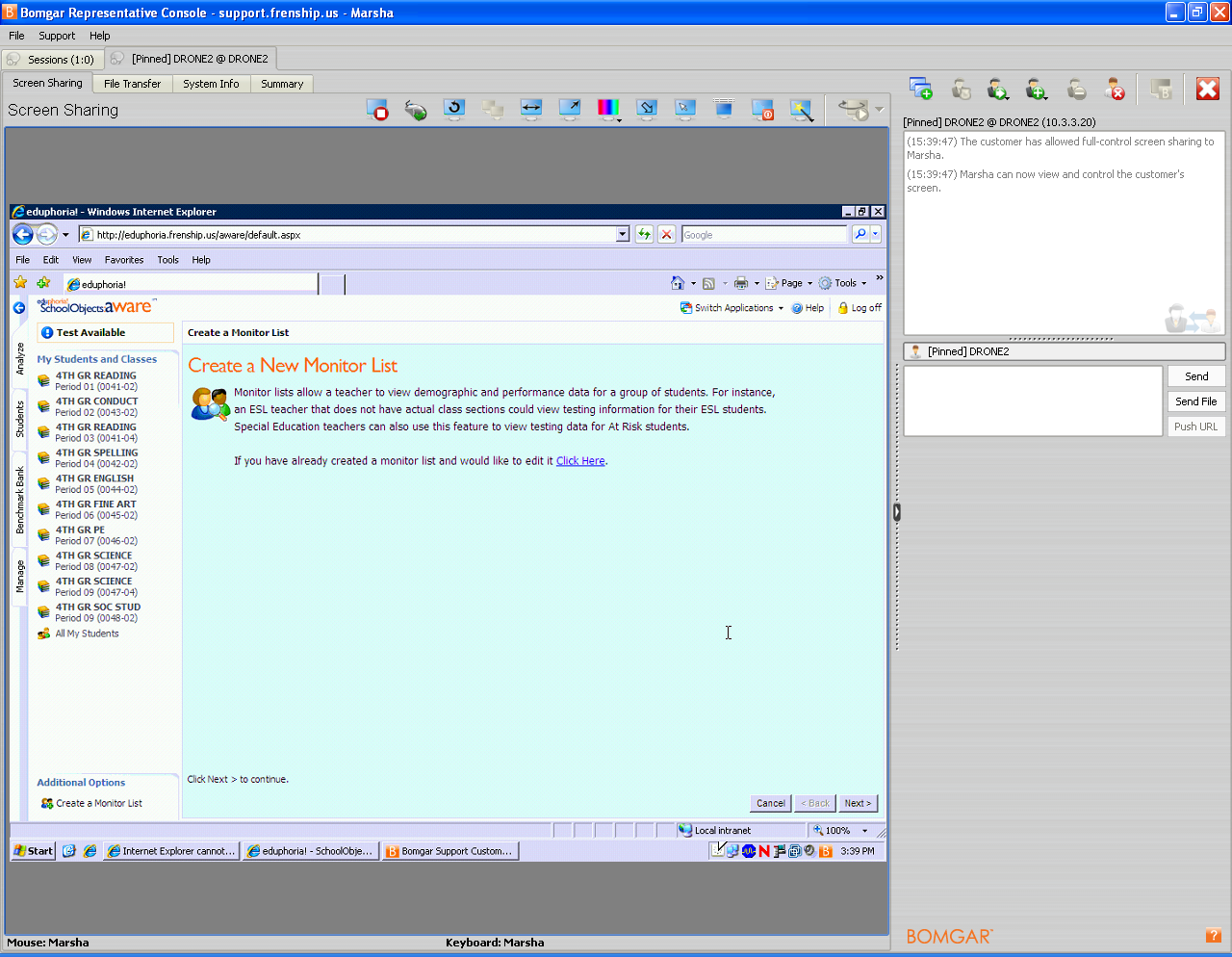


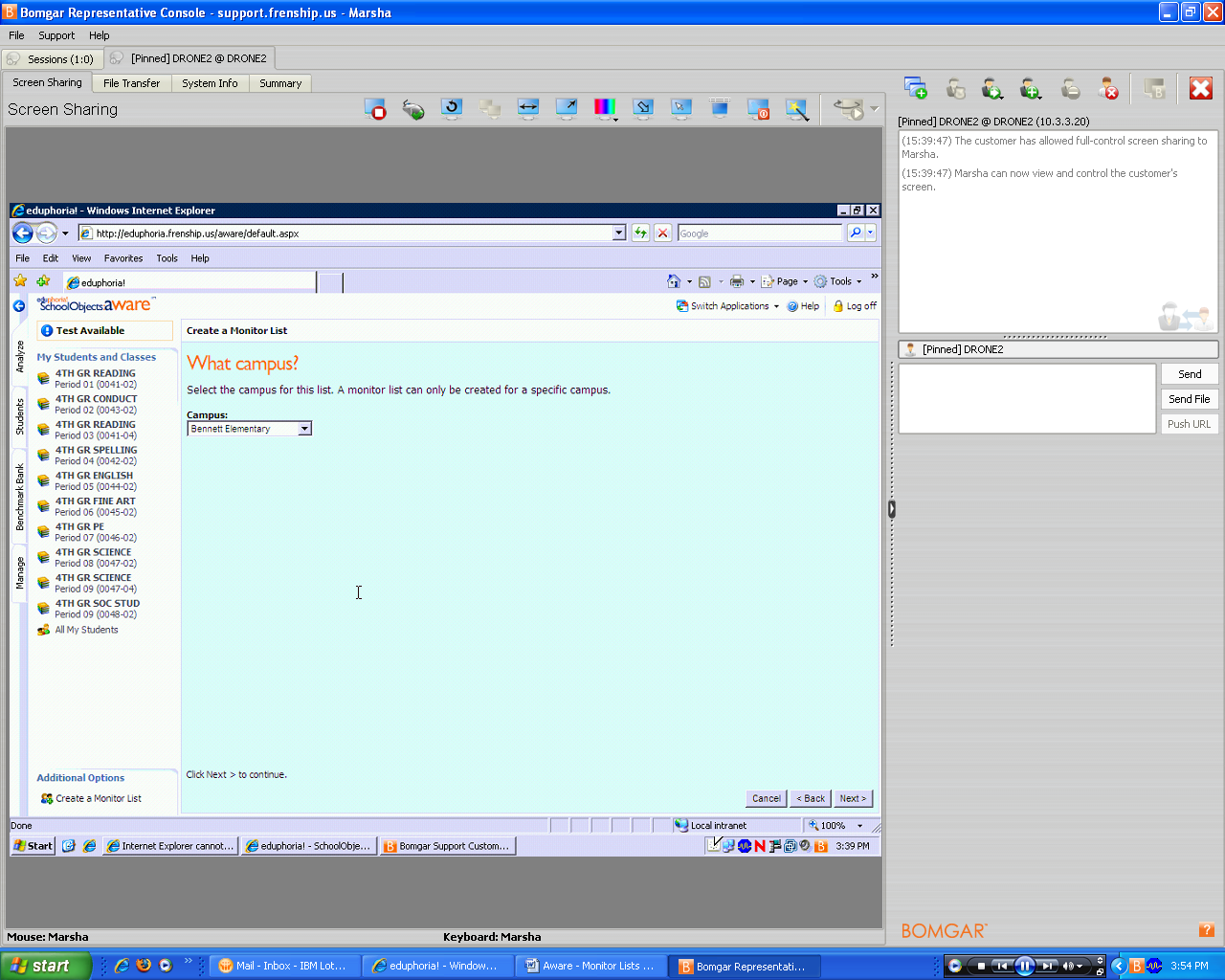
2. Make sure you are on the *Analyze* tab (it should initially pull up after you log in).

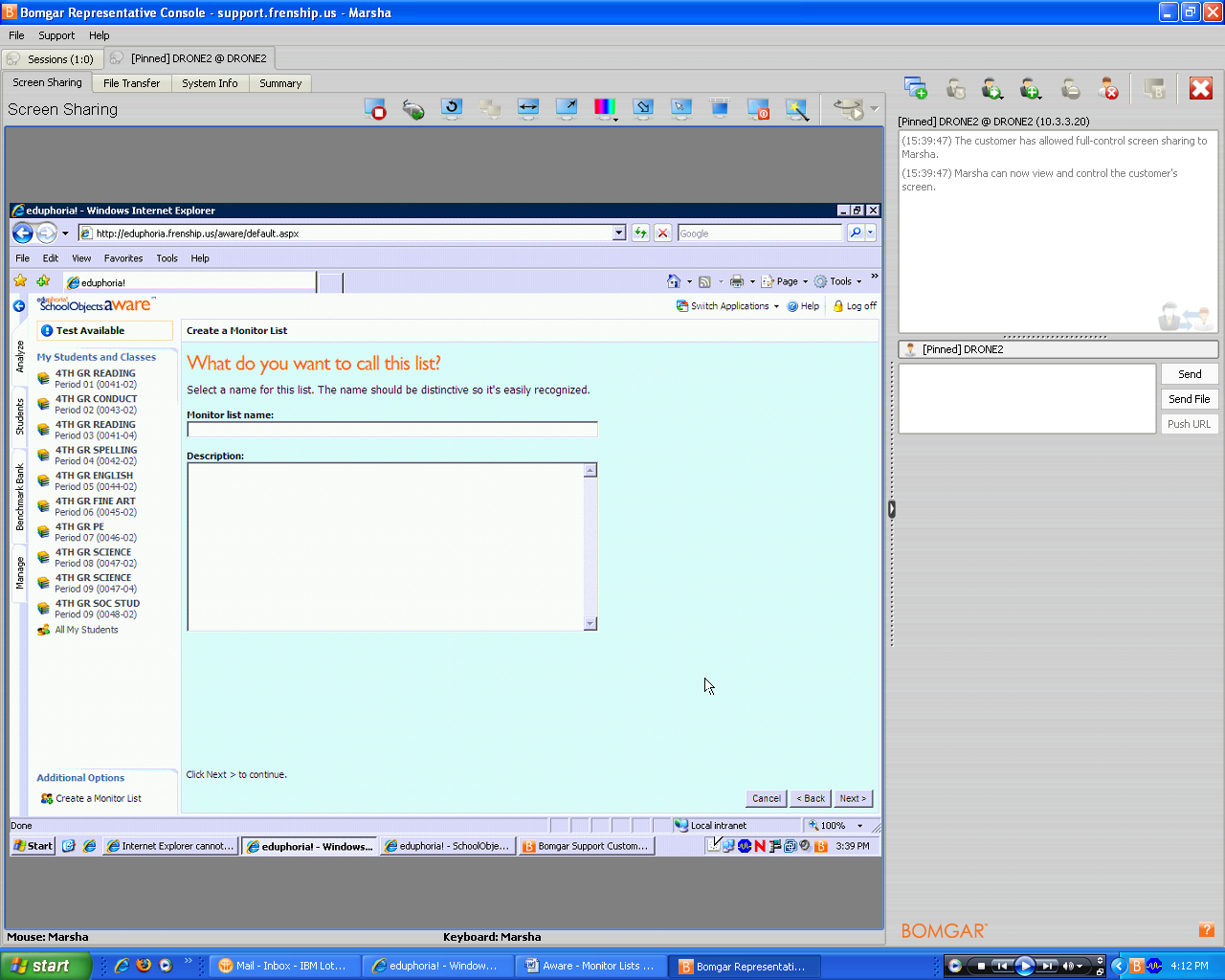


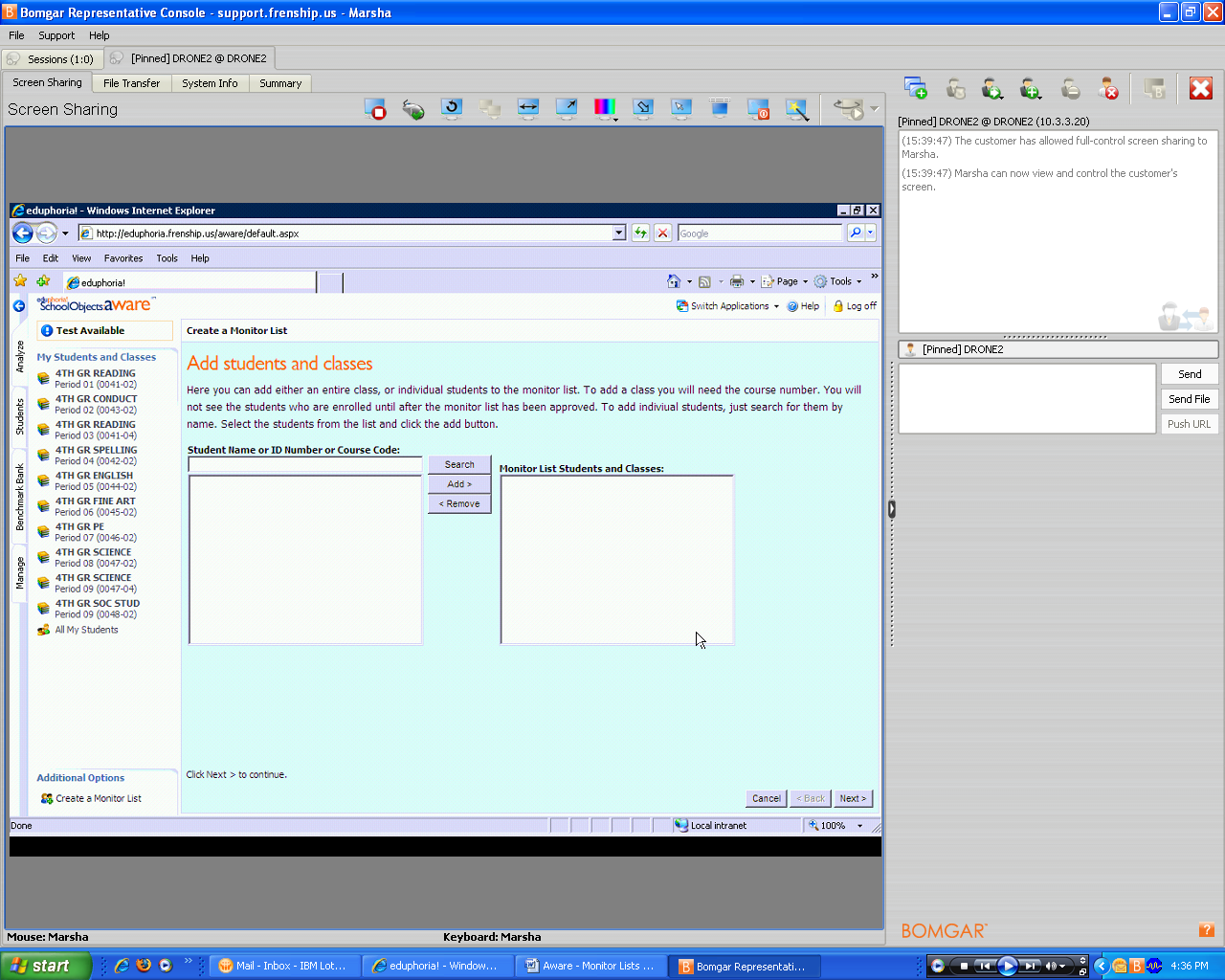
3. Click on *Create a Monitor List* at the bottom of the screen.



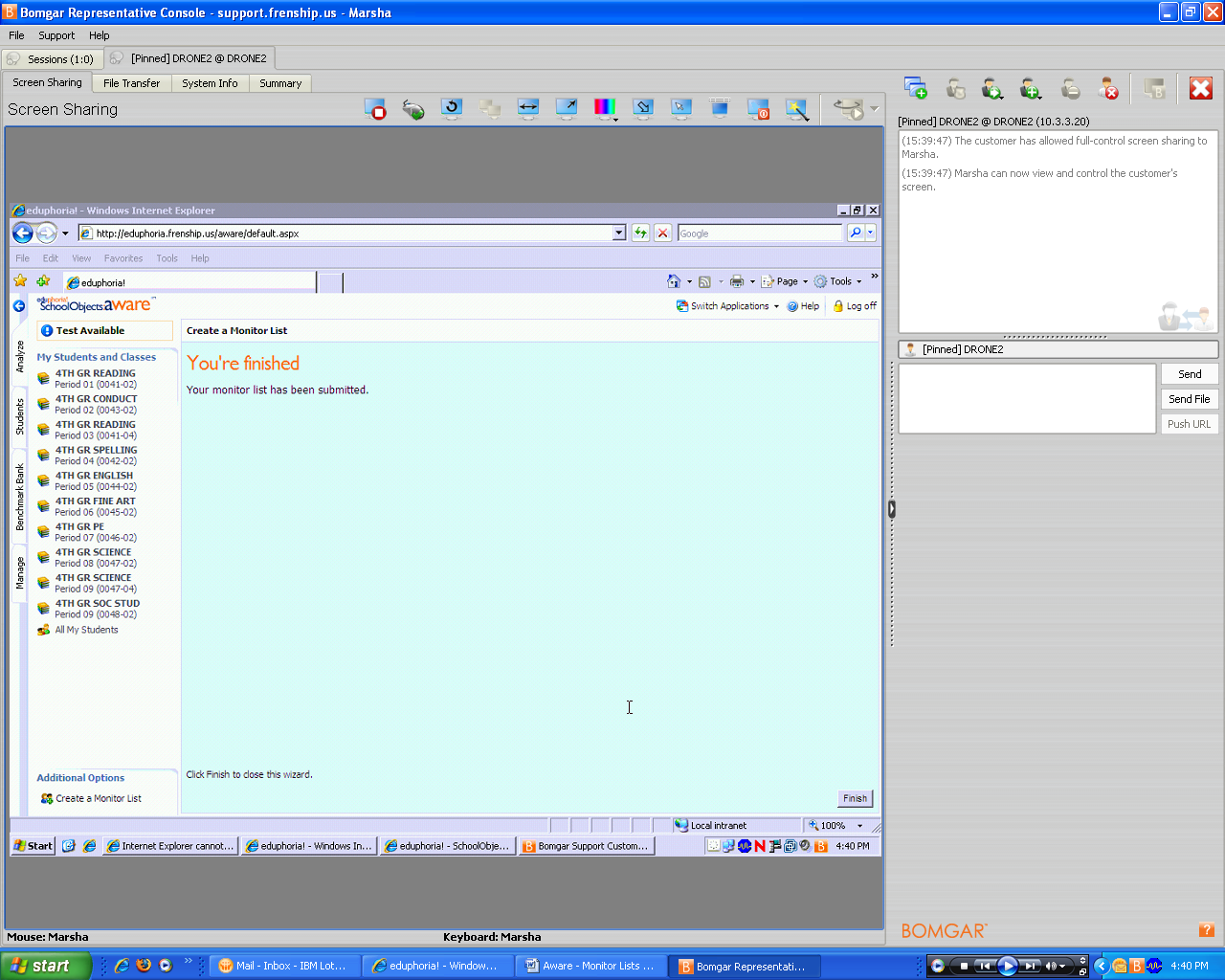
4. Once the monitor list wizard appears, click *Next*.

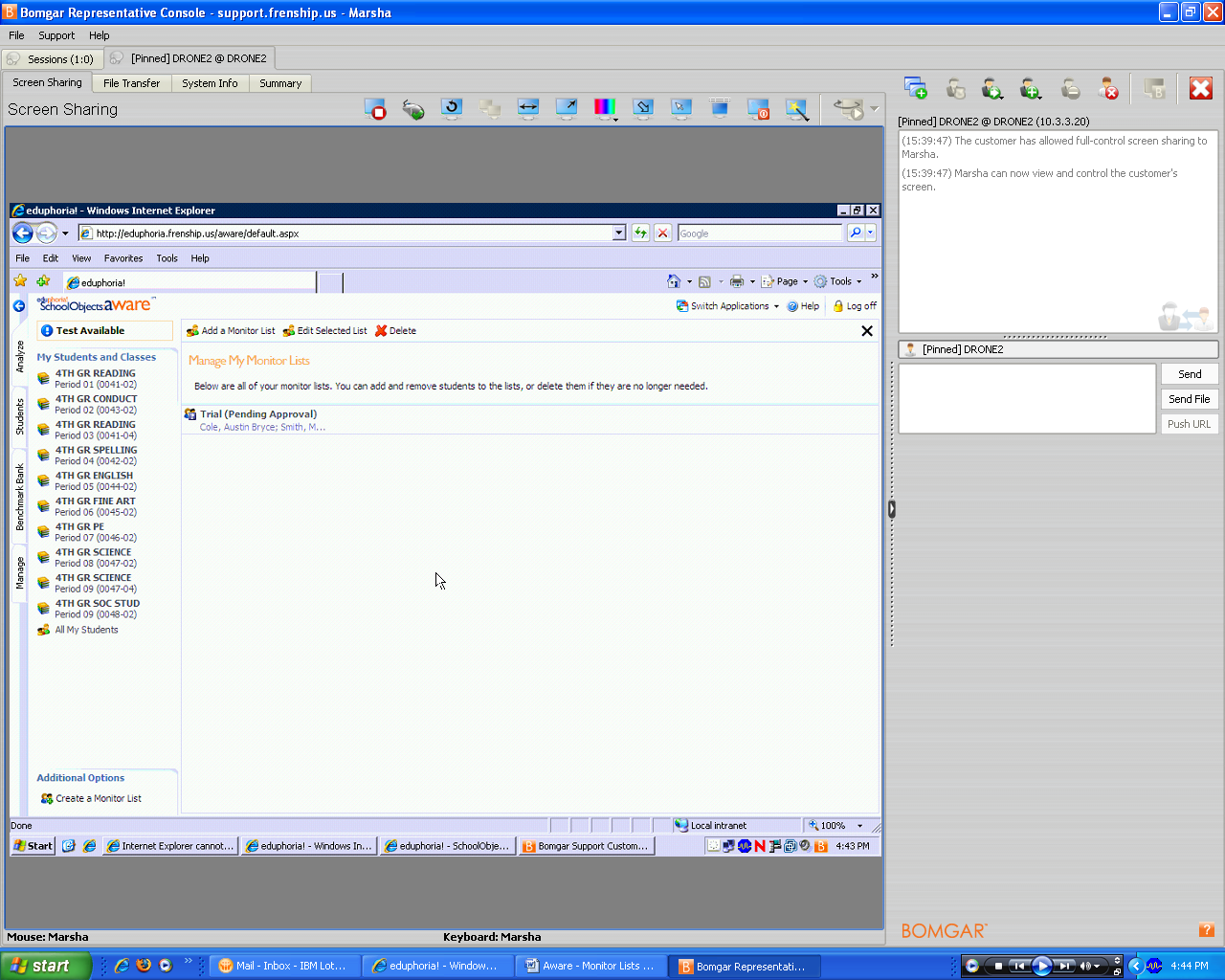
5. Select your campus and click *Next*.

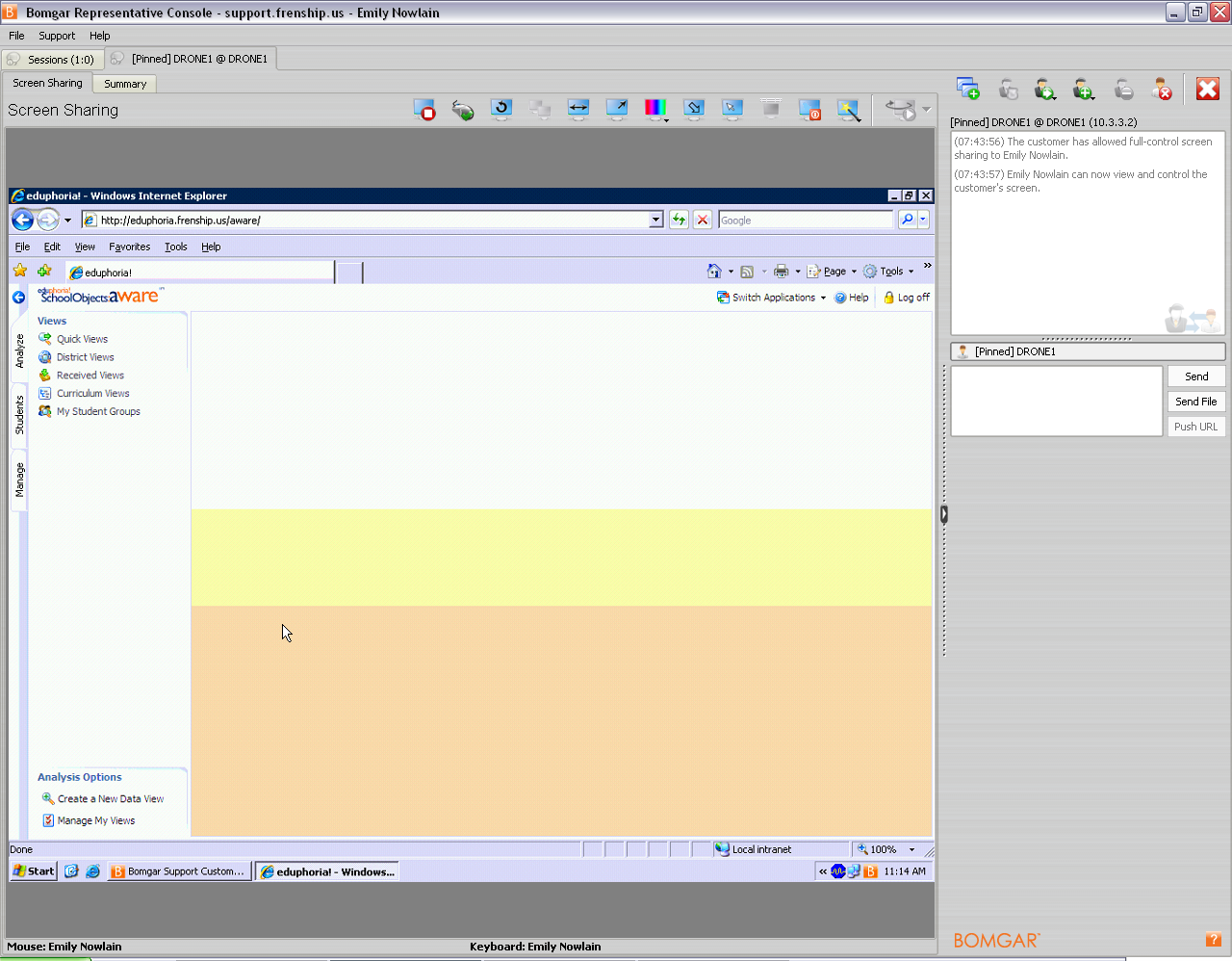
6. Enter a title for your monitor list (description is optional) and click *Next*.

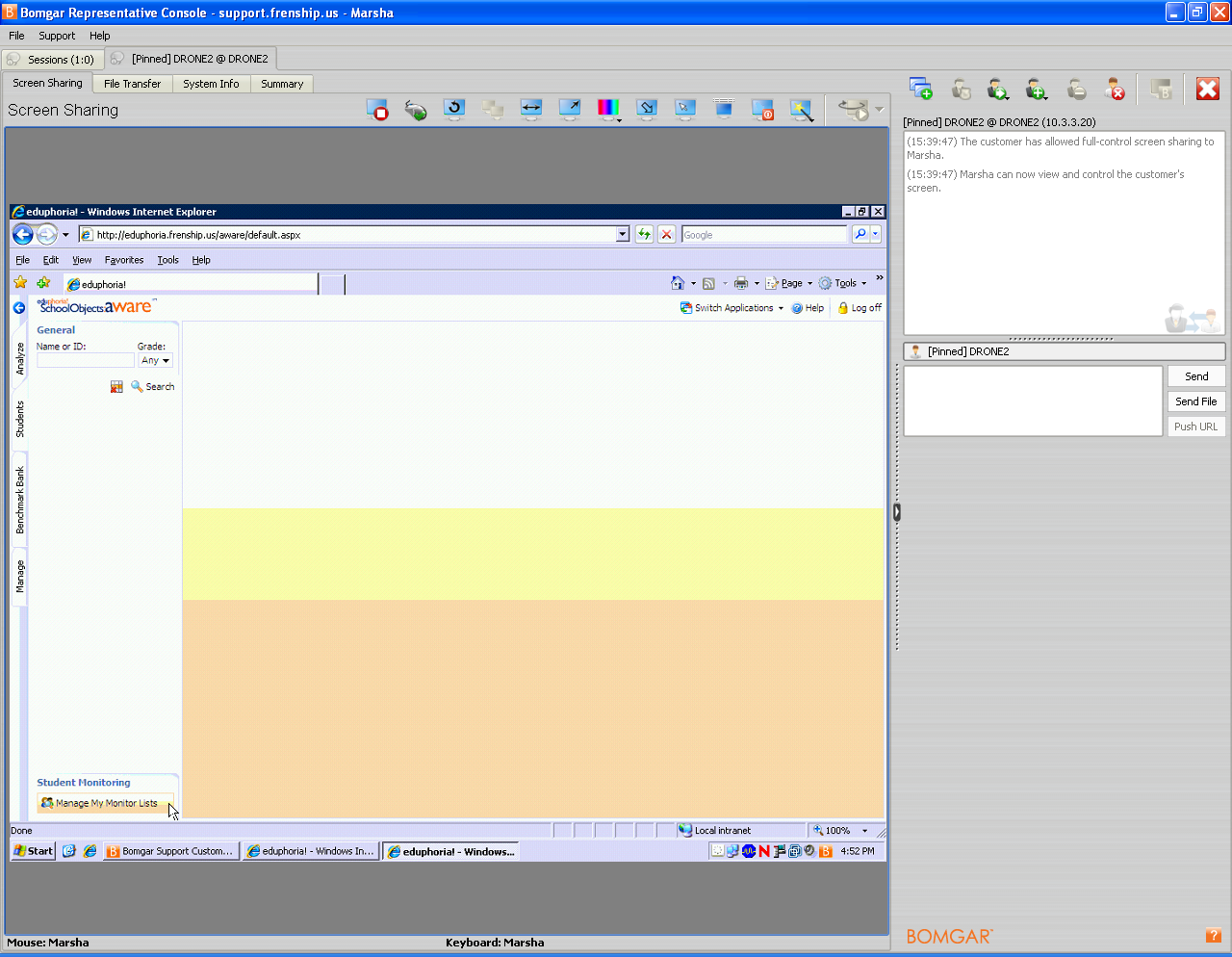
7. Add students to your monitor list by following the directions on the screen. When your list is complete, click *Next*.

8. On the next screen, click *Finish*.

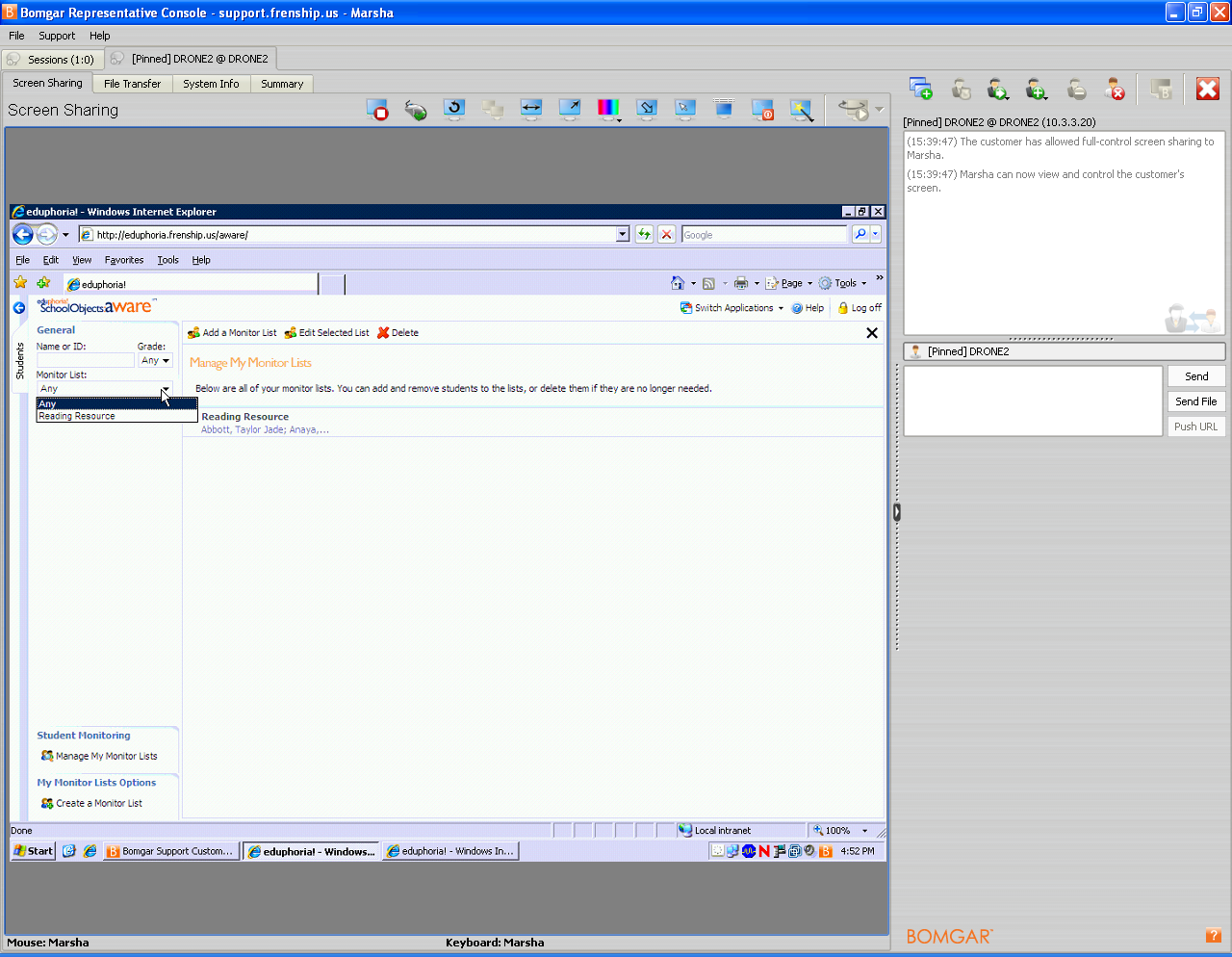
9. Your list will now be waiting on approval from your principal or assistant principal. Let your principal know that you have submitted a monitor list for their approval.

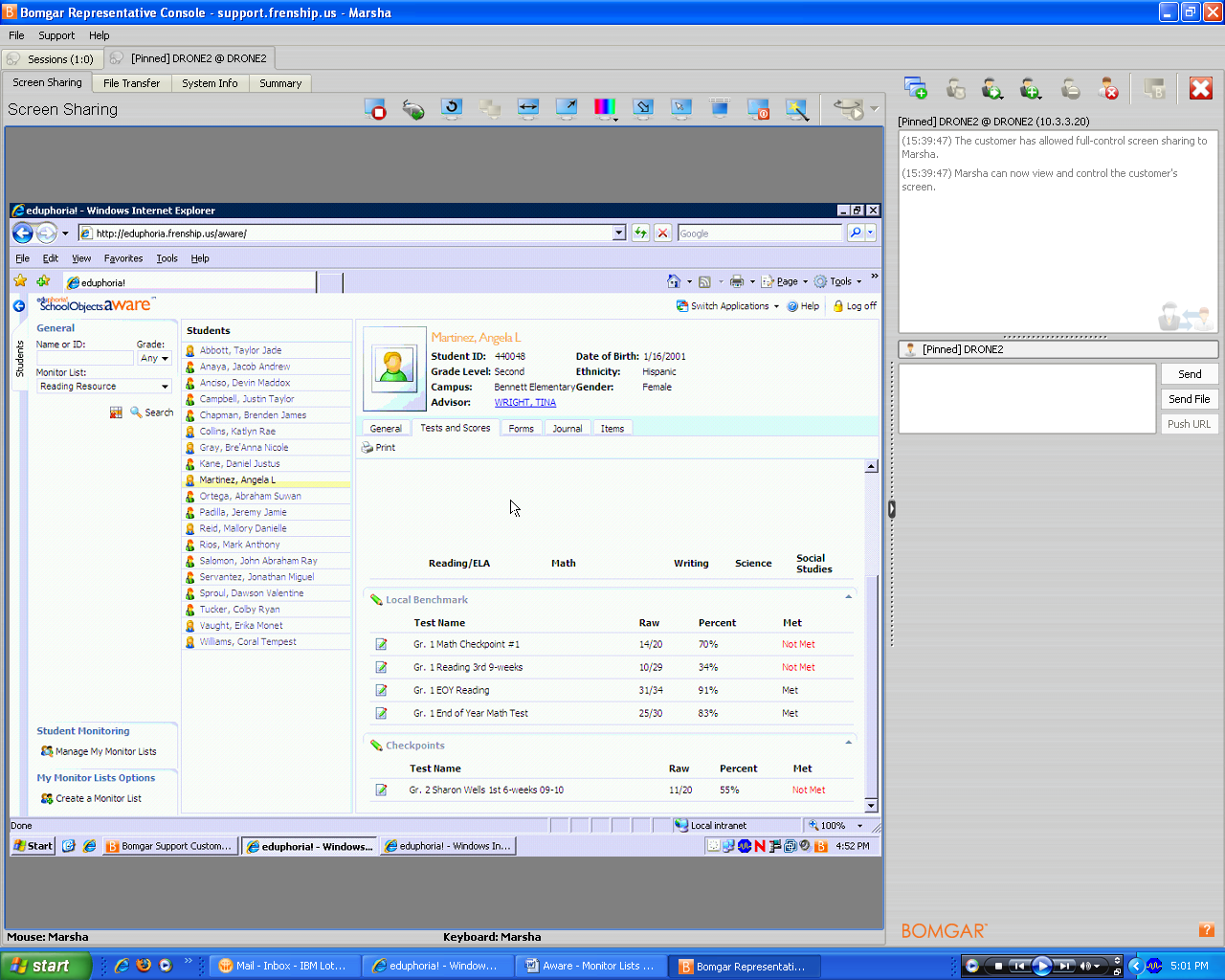


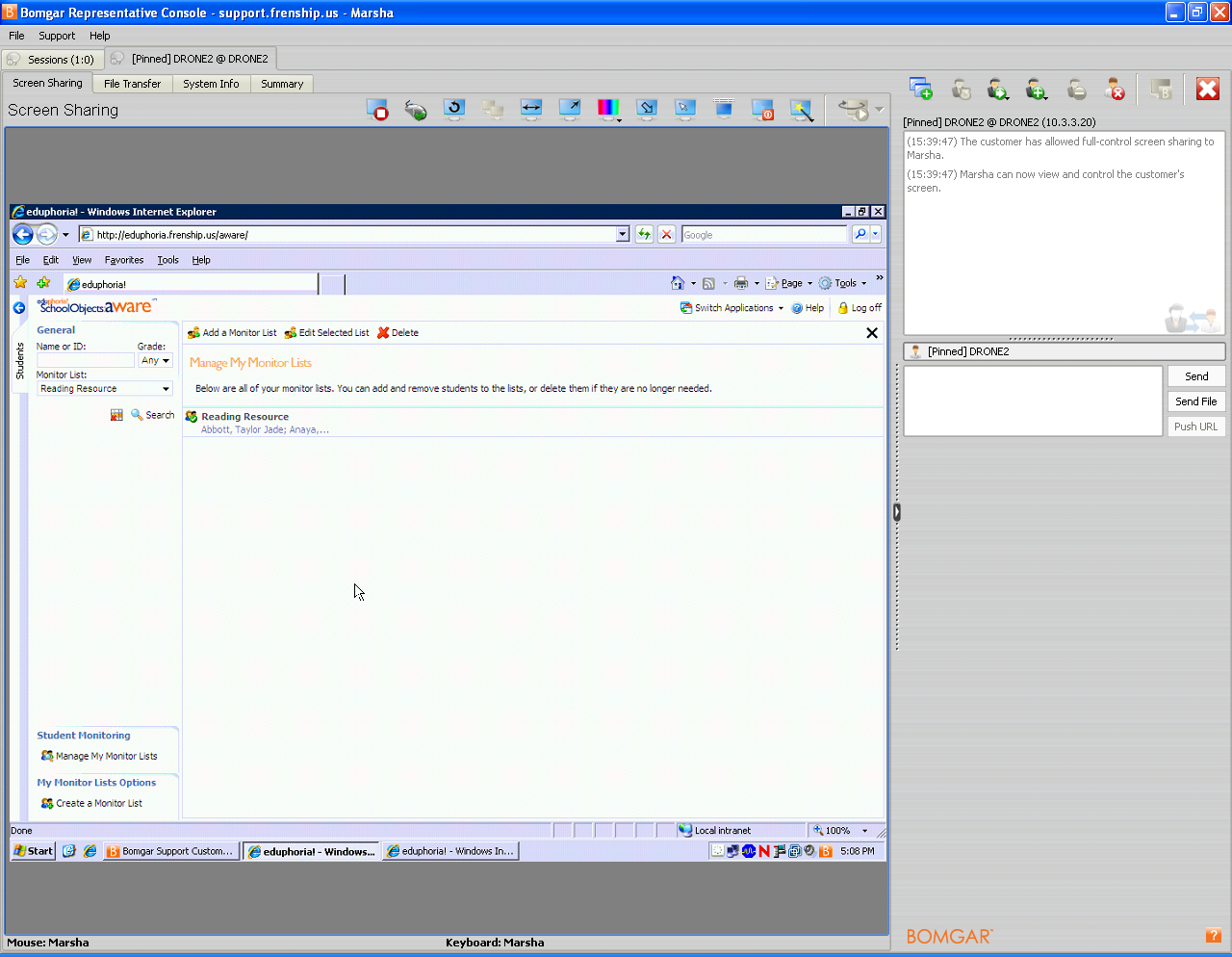
10. Once your list has been approved, log in to Aware and click on the *Students* tab.

11. Click on *Manage My Monitor Lists* at the bottom of the screen.

12. Click the drop down arrow under the monitor list field, select your list, and click *Search.*



13. Your monitor list student names will appear. Click on the student name to pull up the student’s profile. Then click on the *Tests and Scores* tab. From here, you should be able to view the student’s TAKS scores (if the student tested TAKS in FISD), local benchmarks and checkpoints, and objective, SE, and individual response breakdowns for each test (see the Aware Data Analysis Basics Click Sheet for details).

14. You can edit your monitor list by clicking *Manage My Monitor Lists* at the bottom on the *Students* tab. Then click on your monitor list and click *Edit Selected List* at the top. Go through the wizard. You can also delete your list by clicking selecting the list and clicking *Delete.*