

## Beginning Aware

### Aware Start Menu: Analyze

This is the menu that appears every time you log into Aware. There are 2 other tabs; Students and Manage (if test making is available). Each tab is broken into 2 parts: the menu and the main window.

#### Menu

The menu has multiple parts, but mostly it is made up of clickable icons in the upper part that will drop down into trees and clickable icons at the bottom that will bring you to other menus.

### Analyze Tab

This is the main tab of the Aware system. Most views (reports) are accessed from this tab.

#### Top

- **Test Alert-Test Available** - this icon appears when any of your classes were selected for answer document printing. See *Printing Answer Documents*
- **Your Class Schedule** - creates a tree that contains all the tests from Local Benchmarks (CBAs) or the myriad of available TAKS tests for each class that is assigned to you. See *Using Class Schedule*
- **All My Students** - all students assigned to your academic classes. See *Using Class Schedule*
- **My Student Groups** - creates a tree that shows all student groups created by you or any campus administrator. Your created lists must be approved by an administrator before you can view them. Any administrator created lists will only show students you have in class. *This feature will be used later*

#### Bottom

- **Create a Monitor List** - opens a menu in the main window that allows for creation of a custom Monitor List. See *Creating Monitor Lists*

### Students Tab

This tab allows you to search for a student and create / manage your monitor lists.

#### Top

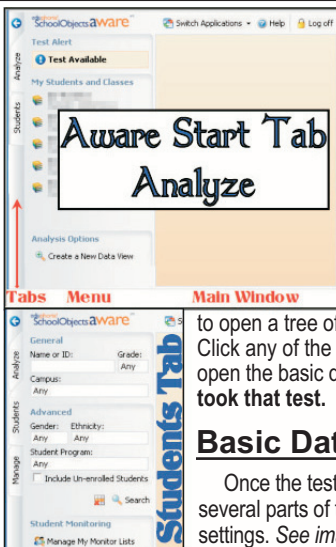
**General** - a menu that allows you to search your campus for a student that fits the criteria you enter into the Name/ID box. Click the search button to activate the search. See *Using Monitor Lists*

#### Bottom

**Manage My Monitor Lists** - opens into the main window and allows you to add, edit, or delete monitor lists.

**Create a Monitor List** - viewable only after you click Manage My Monitor Lists and opens a menu in the main window that allows for creation of a custom monitor list. See *Creating / Using / Printing Monitor Lists*

**You can see a student's complete testing history.** Select the Student Tab, click on student's name, and click on the Test Tab. All their tests are located here. Double click a test name to view that test's information.



## Using Class Schedule

### Class Schedule

Clicking a listed course will open a tree that enables you to select the category of views possible for this class in the Aware system. CBA data, located in Local Benchmarks, Teacher-made tests, TAKS, TAKS-M, TAKS-Ait, TAKS-Acc, LAT, and TELPAS, are the available categories in quick views and are listed by subject for you to view.

Click on a category to open a tree of subjects. Click a subject to open a tree of available test years. Select a testing year and a tree of tests opens. Click any of the tests available for that period, category, subject, year, and grade to open the basic data view. **Start with All My Students to see all your students who took that test.**

### Basic Data View

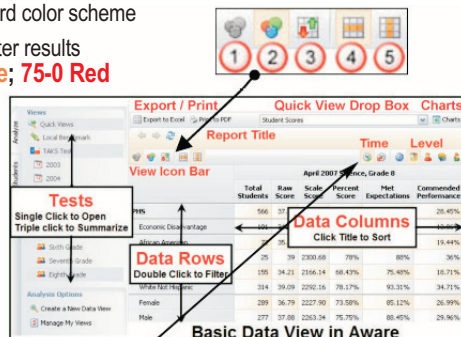
Once the test is selected, the results open into the main window. There are several parts of the data view that need explanation. **Bold** options are the default settings. See image below

The basic data view varies by category, but is set at the student level, present time, and includes all the students tested (Class or All Students depending on which tree you started with), raw score (# correct), percent score, and percent met expectations in the data columns. To change the data to a quick view filter, click the quick view drop-box and select one of the present filters for this view. See *Quick View Drop Box*. Also, each data column is sortable by clicking the column title.

There are new ways to view this data now. The new options are available in an icon bar located below the title of the report.

## Navigation Buttons

1. **Don't Color Results** - Make report the standard color scheme
2. **Color Results** - Add color to any of the computer results  
**100-90 Green; 89-80 Yellow; 79-76 Orange; 75-0 Red**
3. **Color Comparison** - Compare results from year to year / test to test  
**Green is improving, Red is declining, Yellow is maintaining**
4. **Compare across Tests** - Setup data in rows instead of columns. This option is great for printing out student strips of their individual grades on the selected test.
5. **Compare data across Groups** - This is the standard Aware view with all the data compared in columns in one long report. Useful for exporting to Excel.



**Time** - Refers to the student's physical location. **Present, green icon**, is the class the student/group is currently attending. **Tested, red icon**, refers to the class the student/group was attending when they tested. Changing time will change the data on all levels.

**Level** - Refers to the type of data you are viewing. The icons go from broad to specific.  
District = globe,  
Campus = building,  
Teacher = red guy,  
Course # = books.  
**Student = green guy with hat**

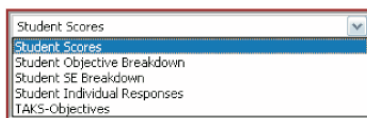
## Quick View Drop-Box Filters

Below is a list of the views currently shared to the quick view drop-box and a description of each one. Filters that start with TAKS only work with TAKS tests, CBA with CBA and Teacher-made.

- **Student Scores** - This is the Basic Data View as described on the previous page.
- **Student Objective Breakdown** - This filter contains the same information as the Student Scores and also adds percent correct in each tested objective. Mouse-over the objectives to get a summary of them.
- **Student SE Breakdown** - This filter is the same as the Student Objective Breakdown except in place of the tested objectives, this report lists tested SEs. Mouse-over the SEs to get a summary of them.
- **Student Individual Responses w/AEIS Indicators** - This filter shows the same information as the Student Scores and it adds in the student responses. Change the level of this report to teacher to get a summary of student responses by question.
- **TAKS-Objectives** - This filter contains the same information as the Student Objective Breakdown except it removes the LEP, Gender, and Raw Score data columns.
- **TAKS-History** - This filter will allow you to view historical TAKS data in a single subject.

Other Filters will appear from time to time. Experiment with them to see what they do.

**Quick View Filters Drop-Box**



# Printing Answer Documents

## Opening the Answer Document Window

When you first log in to aware, the Test Alert window might be available with a clickable "Test Available" icon. Click the icon to open the Answer Document Window. This icon appears whether you can print them or not.

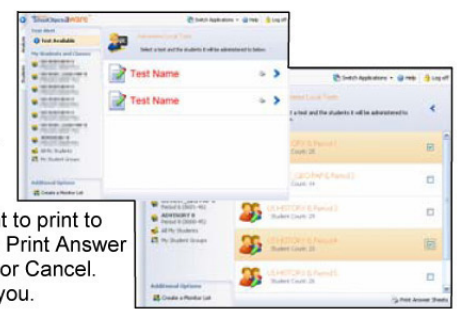
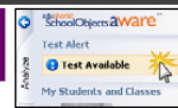
## Printing the Right Test

When the menu opens it first lists all the tests available. Click the blue arrow on the line with the test you want to print to open a list of available periods. Place a check mark in box on line with the period(s) you want to print. Click the Print Answer Documents button in the lower right corner. A PDF is created for you. You are then prompted to Open, Save, or Cancel. Open the document and print it. If the print icon is not available, those answer documents are being printed for you.

## Missing Answer Documents

If you open and print the answer documents and find you are missing one or two or have extra, don't panic. Please bring the extras to your department head, or let them know you are missing students. If either of you cannot find the missing kiddos, there are two options available for you:

1. Have the student take the test on plain paper. You can bubble the answers later. Kids that are new to your class aren't updated until a roster import runs overnight.
2. If the student transferred from another class, go to your department head to look or go to their previous teacher and have them open the class that the missing student was from. Most likely the student will appear there. Print the answer document(s) and have the student take the test using this answer document even though it has the wrong teacher name on it. Once Aware updates, the student will appear on your roll and reports.

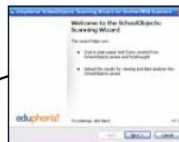


# Scanning Answer Documents

## Brother Scanner Steps

Locate the scanner on your campus and follow the steps below:

1. Log in to the computer with the scanner
2. Double Click to open the program.  
*May take some time to open*
3. Click NEXT at the opening menu



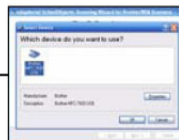
4. Log in to Aware just like you would log in to your computer.



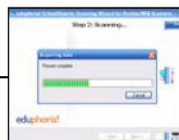
6. Load the answer documents into the scanner face up, it does not matter if they are face or foot first. Click NEXT



7. Make sure the Brother Scanner is highlighted. Click OK



8. Wait for all your answer documents to scan



9. You can scan more documents or upload the results. Select Upload and click NEXT. Check to make sure the number of answer documents is the same that you scanned.



10. Click VIEW BUBBLE SHEETS to check to make sure all your answer documents uploaded. See Bubble Sheet Viewer



# Bubble Sheet Viewer

## Viewing Scored / Un-scored Documents

At the last step in the scanning process, the menu prompts you to open the bubble viewer. You need to use the Bubble Sheet Viewer to verify that all your answer documents scanned.

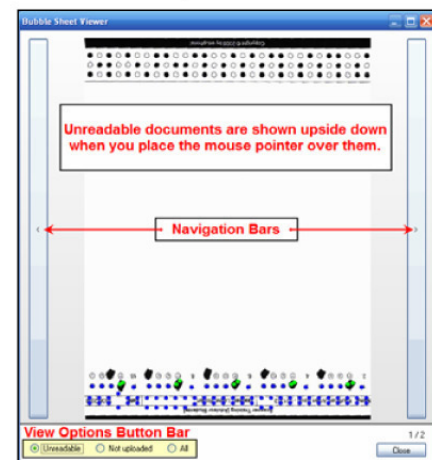
## Using the Bubble Sheet Viewer

The viewer is used to locate documents that did not scan correctly or have some error that prevents the software from recognizing them. Make sure you click in the UNREADABLE radio button at the bottom of the viewer to check for errors. If a document is unreadable, the scan will turn upside down when you mouse over the it. Locate all your unreadable answer documents, try to find what is wrong with them, fix whatever error they have, and then re-scan them. Remember you can scan the same document again and the newest scan replaces the older scan.

**Common errors include:**

1. Writing above the bar at the top of the answer document  
Fix: Erase or white-out the writing / Re-Scan
2. Bubbling in bubbles at the bottom of the answer document  
Fix: Erase/white out the incorrect bubbles / Re-Scan
3. Crumpled answer documents  
Fix: Straighten and photocopy the answer document / Re-Scan

Once you verify your answer documents, CLOSE the bubble viewer and FINISH the scanner wizard once you are done with the viewer.



**Eduphoria! updates from the Student Information System nightly.**