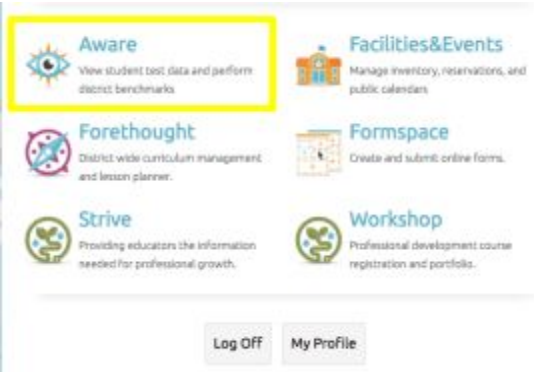
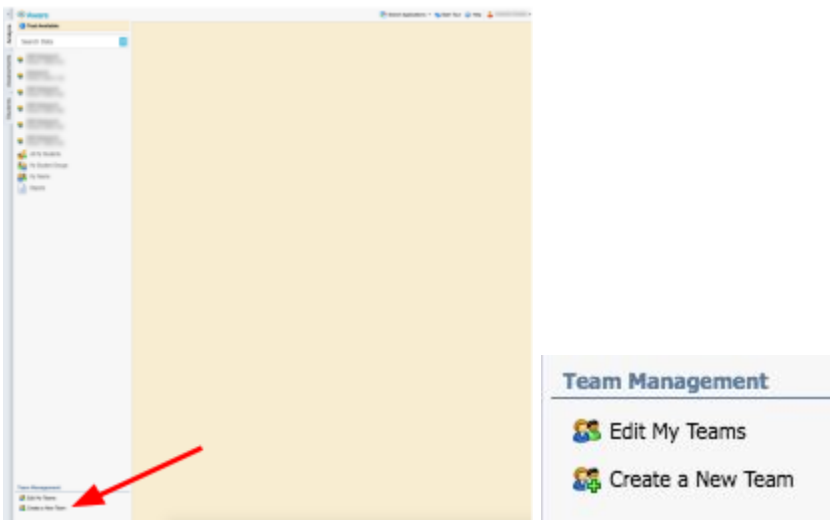


How to Create a Team in Aware

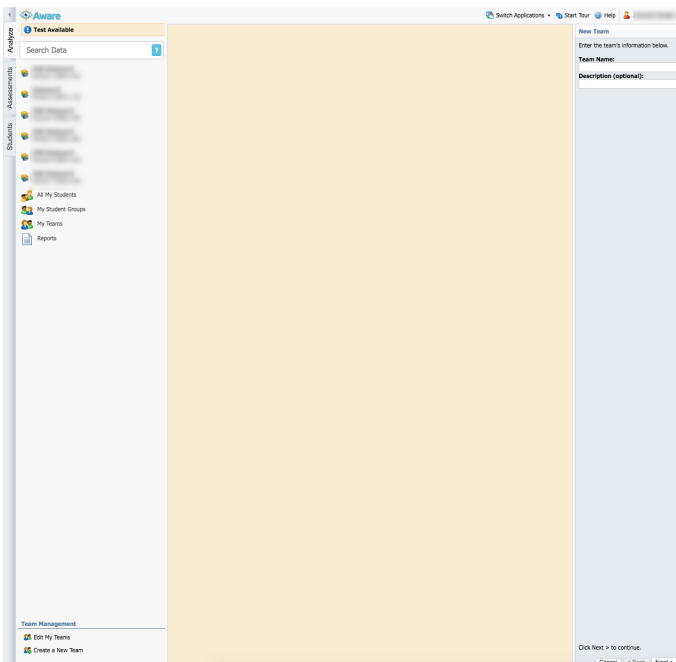
1. From the Eduphoria home screen, choose Aware.



2. At the bottom left side of the screen, click "Create a new team"



3. Enter in a team name. It helps to make this as specific as possible. For example: Algebra 1 team. Click next to move to the next screen.



4. From this screen, you will add any needed team members to your team. You may want to add teachers who also teach the same classes/subjects as you. If you are the only one who teaches your subject, you will need to add your coordinator or support person.

The screenshot shows a web interface for managing a team. At the top, there are buttons for 'Save' and 'Delete Team'. Below that is a 'Team' header. The 'Team Name' field contains 'My Team'. The 'Description (optional):' field is empty. The 'Current Members' section is empty, with a small person icon in the top left corner. To the right of this section are two buttons: 'Add Staff' and 'Remove Staff'.

5. Click Add Staff and then search for the name of the staff member.

This screenshot shows the same interface as the previous one, but with the search bar in the 'Current Members' section filled with the text 'acastro'. The 'Select Staff' and 'Cancel Search' buttons are now visible to the right of the search bar.

6. Choose the name from the list and click select staff.

This screenshot shows the search results for 'acastro'. A single result, 'Castro, Amanda', is displayed with a small person icon and is highlighted with a yellow background. The 'Select Staff' button is now highlighted, indicating it has been clicked.

7. After you have added all of your names, click save to save your team.