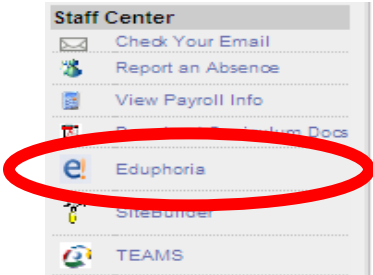

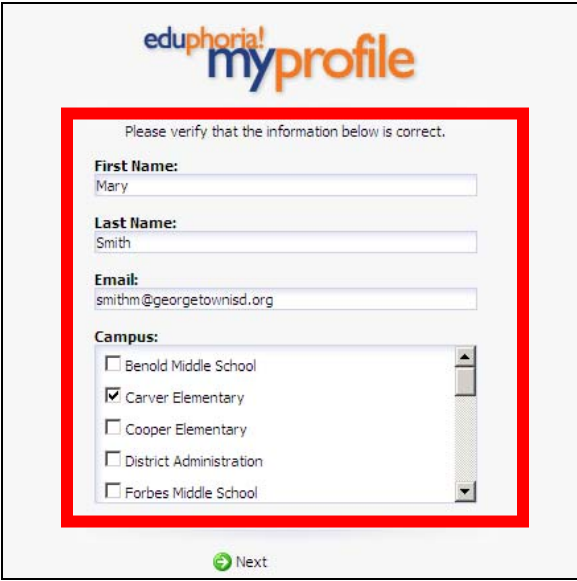


Eduphoria Workshop: Online Staff Development Registration

Eduphoria Workshop is Georgetown ISD's new online staff development registration system.

| | |
|---|---|
| <p>Getting to the Eduphoria Login Screen</p> <ul style="list-style-type: none">• Click on the link at the bottom of the GISD home page that says Eduphoria• OR use the following web address: https://eduphoria.georgetownisd.org |  <p>The screenshot shows a 'Staff Center' menu with several options: 'Check Your Email', 'Report an Absence', 'View Payroll Info', 'View My Personal Documents', 'Eduphoria', 'Sitebuilder', and 'TEAMS'. The 'Eduphoria' option is circled in red.</p> |
| <p>Logging in to Eduphoria</p> <ul style="list-style-type: none">• At the Eduphoria login screen, enter your Novell user name and password. This is the same username and password you use for logging in to your computer.• Click Login |  <p>The screenshot shows the 'eduphoria! SchoolObjects:' login screen. It prompts the user to 'Enter your username and password to begin.' There are input fields for 'Username:' (containing 'smithm') and 'Password:' (masked with dots). A 'Login' button is at the bottom.</p> |
| <p>First Time Login During A School Year: Updating Your Profile</p> <ul style="list-style-type: none">• The first time you log in to Eduphoria each school year, you will be asked to update your profile.• Verify your first and last name, complete GISD email address, and campus location. You may select more than one campus if you work at multiple locations.• NOTE: <i>Verifying this information is very important, as it will determine which campus-specific staff development sessions you will be able to sign up for throughout the school year.</i>• Click Next |  <p>The screenshot shows the 'eduphoria! myprofile' screen. It prompts the user to 'Please verify that the information below is correct.' The form includes fields for 'First Name:' (Mary), 'Last Name:' (Smith), and 'Email:' (smithm@georgetownisd.org). There is a 'Campus:' section with a list of schools: Benold Middle School, Carver Elementary (checked), Cooper Elementary, District Administration, and Forbes Middle School. A 'Next' button is at the bottom.</p> |

- On the 2nd page of your profile, you will be asked to **identify your primary role in the district**. Select your role.
- **Teachers** will click **Next**.
- **All other roles** will click **Save My Information** and will be taken to the Eduphoria home page.

eduphoria!
myprofile

Please verify that the information below is correct.

What is your primary role in the district?

Teacher

Paraprofessional

Principal/Vice Principal

Superintendent/Assistant Superintendent

Other

Next

TEACHERS ONLY:

- If you selected **Teacher** as your primary role, you will see the following additional profile pages.
- Select **all subject areas** that you teach.
- **NOTE:** *Accurately selecting this information is very important, as it will determine which subject-specific staff development sessions you will be able to sign up for throughout the school year.*
- Click **Next**.

eduphoria!
myprofile

Please verify that the information below is correct.

What subject areas do you teach?

English Language Arts

Mathematics

Reading

Science

History

**IMPORTANT!
Select ALL
Subjects You
Teach!**

Next

TEACHERS ONLY:

- Select **all grade levels** you teach.
- Click **Next**.

eduphoria!
myprofile

Please verify that the information below is correct.

What grades do you teach?

Early Elementary

Pre-Kindergarten

Kindergarten

First

Second

Next

TEACHERS ONLY:

- Eduphoria asks you if this is the first year you are teaching on the campus where you will be appraised.
- Select **No** or **Yes**
- Click **Save My Information**
- You will be taken to the Eduphoria home page.

eduphoria!
myprofile

Please verify that the information below is correct.

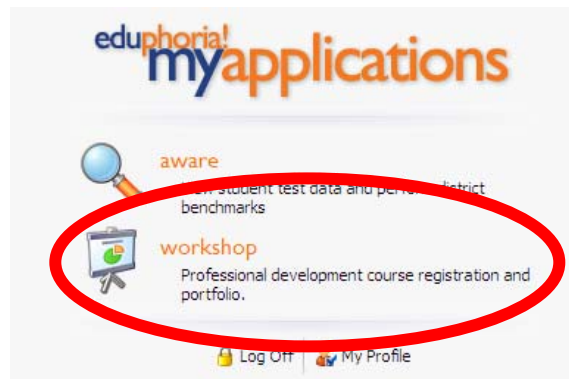
Is this your first year to teach on the campus where you will be appraised?

No
 Yes

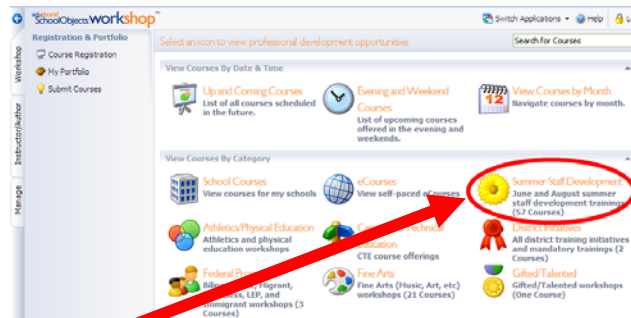
Save My Information

Registering for Staff Development Sessions in Eduphoria Workshop

- On the Eduphoria homepage, you will see a list of Eduphoria components to which you have been granted access.
- To register for courses, click **Workshop**.



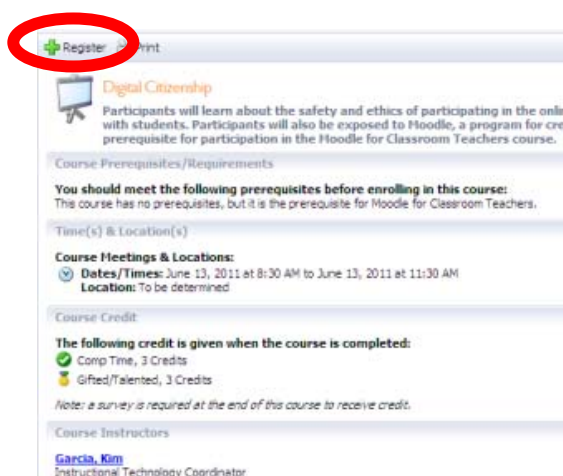
- The **Workshop** tab will display.
- NOTE:** If you are a district course editor, you may need to switch tabs from the **Manage** tab to the **Workshop** tab in order to sign up for courses.
- Icons represent course categories, credit types, and school specific courses. Click any icon on the page to see courses available in a category. **To register for Summer Staff Development, click the sunflower icon.**

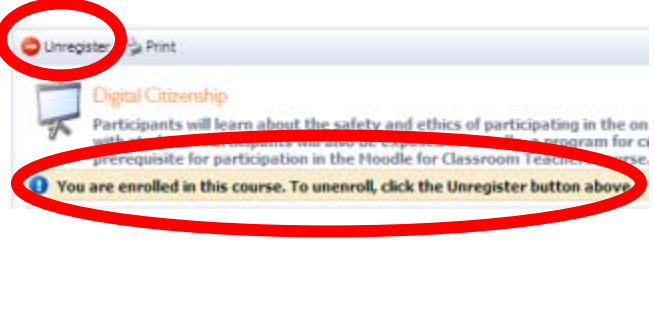
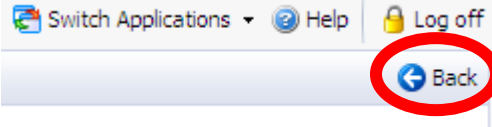
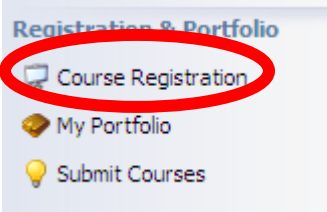

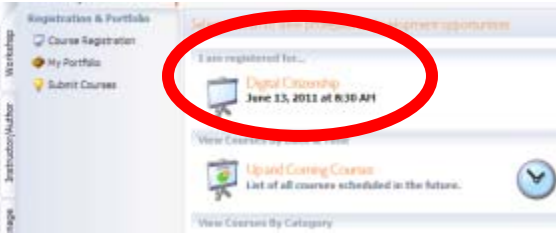



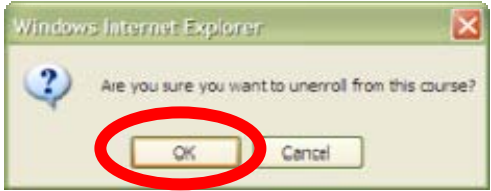
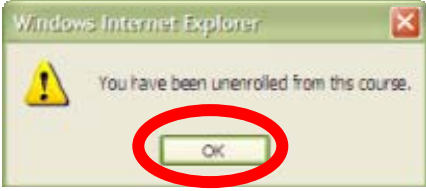



- After you have clicked an icon, you will see a **list of courses** available for registration in that category or type.
- Click on a **course name** to see more details about the course.



- You will see details of the course, including location, credits, and instructor information.
- To register for the course, click the **Register button (the green plus sign)** above the course title.
- NOTE:** After you register for a course, you will receive an **email confirmation of your enrollment**.

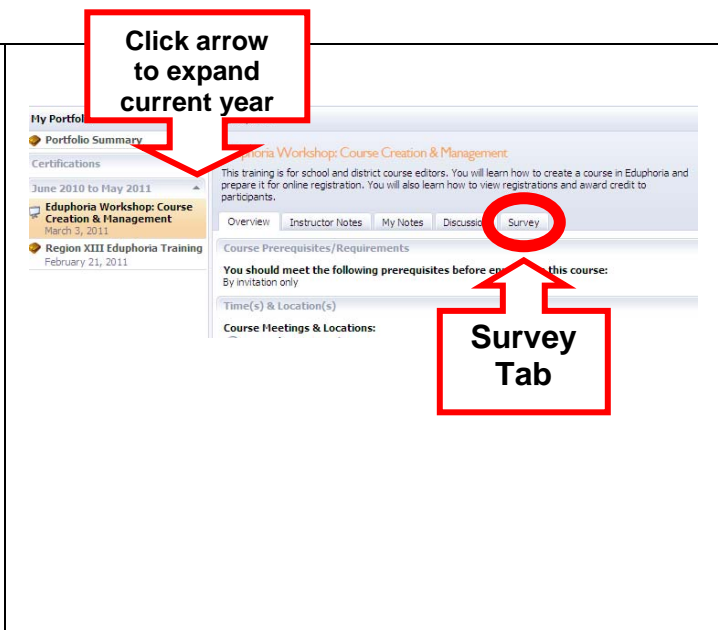


| | |
|--|--|
| <ul style="list-style-type: none"> • After you register for a course, the green plus sign register button will change to an Unregister button (red circle with white minus sign in it). • You will also see a note just under the course description indicating that you are enrolled in the course. |  |
| <ul style="list-style-type: none"> • To return to a list of courses in the same category as the course you just registered for, click the Back button at the top right of the course description screen. • NOTE: The back button at the top left of the Internet Explorer window will not work in Eduphoria. |  |
| <ul style="list-style-type: none"> • To return to the main Workshop category listings, click Course Registration at the left side of the course description screen. |  |
| <ul style="list-style-type: none"> • At the top of the screen, you will now see courses you have successfully registered for. |  |
| <p>Dropping a Course</p> <ul style="list-style-type: none"> • On the Workshop tab, you will see a list of all of the courses you are registered for at the top of the screen. • Click on the course you want to drop. |  |
| <ul style="list-style-type: none"> • The course detail screen will open. • Click the Unregister button at the top left of the screen. |  |

| | |
|---|--|
| <ul style="list-style-type: none"> A dialog box will ask you if you are sure you want to unenroll from the course. Click OK. |  |
| <ul style="list-style-type: none"> You will receive a message that you have been unenrolled. Click OK. |  |
| <ul style="list-style-type: none"> You will be returned to the main Workshop screen. NOTE: After you drop a course, you will receive an email confirmation of your withdrawal from the course. |  |
| <p>Viewing Your Portfolio</p> <ul style="list-style-type: none"> Click on the My Portfolio button on the left side of the Workshop screen to: <ul style="list-style-type: none"> View all of your registration details Take course surveys Add out-of-district credits View your entire staff development history in GISD NOTE: More features of My Portfolio will be detailed in future trainings and documentation. |  |
| <ul style="list-style-type: none"> Your Portfolio will display any courses you are currently signed up for and any previous credits earned, grouped by year. NOTE: Your staff development records from the previous GISD Staff Development Registration System will be imported into your Portfolio at a later date. |  |

Taking a Course Survey

- Some courses will require you to complete a course survey before you are awarded credit for attending.
- If a survey is required, **YOU MUST COMPLETE IT WITHIN 14 DAYS OF THE END OF THE COURSE TO RECEIVE CREDIT.**
- To take a course survey, **click on the course name in your portfolio.** Course details will appear to the left.
- Click the **Survey** tab.



My Portfolio

Portfolio Summary

Eduphoria Workshop: Course Creation & Management

Certifications

June 2010 to May 2011

Eduphoria Workshop: Course Creation & Management
March 3, 2011

Region XIII Eduphoria Training
February 21, 2011

Overview | Instructor Notes | My Notes | Discussion | **Survey**

Course Prerequisites/Requirements

You should meet the following prerequisites before enrolling in this course:
By invitation only

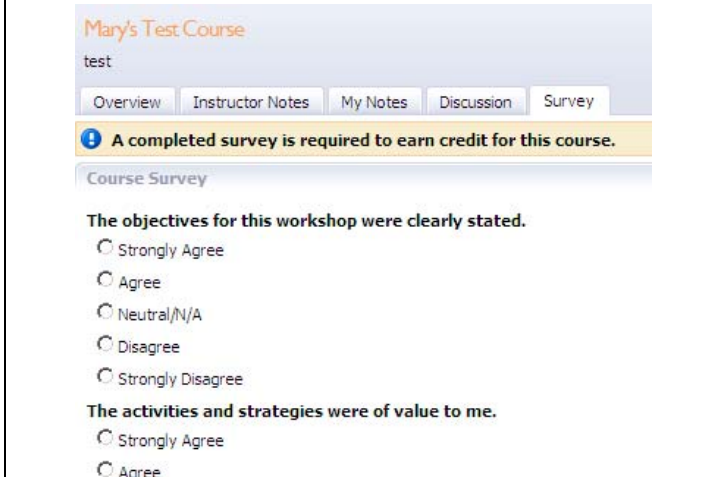
Time(s) & Location(s)

Course Meetings & Locations:

Survey Tab

Click arrow to expand current year

- The survey will appear.
- Complete the questions and click **Submit Survey.**
- **Survey results are anonymous.**



Mary's Test Course

test

Overview | Instructor Notes | My Notes | Discussion | Survey

A completed survey is required to earn credit for this course.

Course Survey

The objectives for this workshop were clearly stated.

Strongly Agree

Agree

Neutral/N/A

Disagree

Strongly Disagree

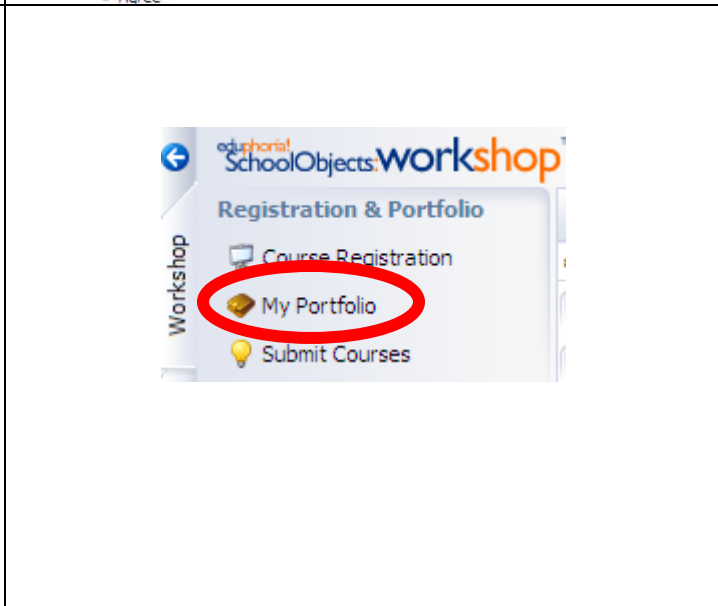
The activities and strategies were of value to me.

Strongly Agree

Agree

Printing a Course Certificate

- **NOTE:** Certificates are not required by GISD, but you may wish to print one for your own records. You can do this at any time after receiving credit for the course.
- When you are awarded credit for a course, you will receive an email notification.
- After receiving credit, you can print a certificate for the course.
- Click on **My Portfolio** on the left side of the Workshop screen.



eduphoria! SchoolObjects:workshop

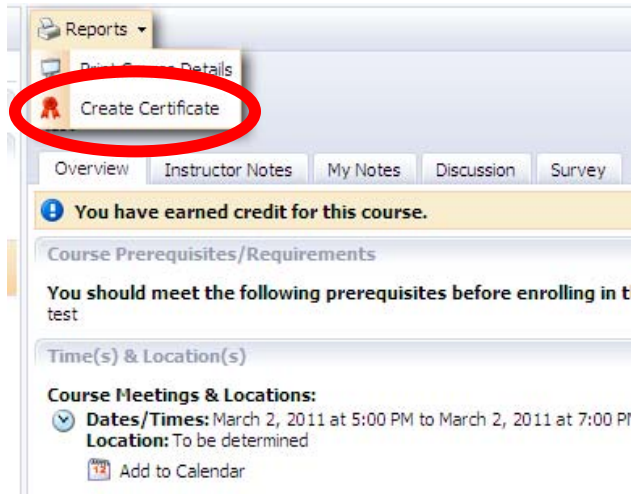
Registration & Portfolio

Course Registration

My Portfolio

Submit Courses

- Expand the current year, and then click on the course in your portfolio for which you want to print a certificate.
- At the top of the course details screen, click the **Reports** button and select **Create Certificate**.



- Your certificate will appear in PDF format. You can save the certificate and/or print it for your records.



Logging Out of Eduphoria

- When you are finished working in Eduphoria, click the **Log off** button at the **top right corner** of the Eduphoria screen.

