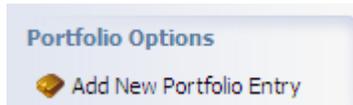


Adding Out-of-District/Missing Credits in Eduphoria

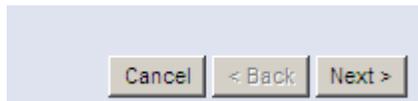
- Log into Eduphoria and select Workshop.
- Make sure you are on the Workshop tab.
- Click on **My Portfolio**.
- Click on **Portfolio Summary**.
- In the **bottom left**, you will see **Portfolio Options**. Click on **Add New Portfolio Entry**.



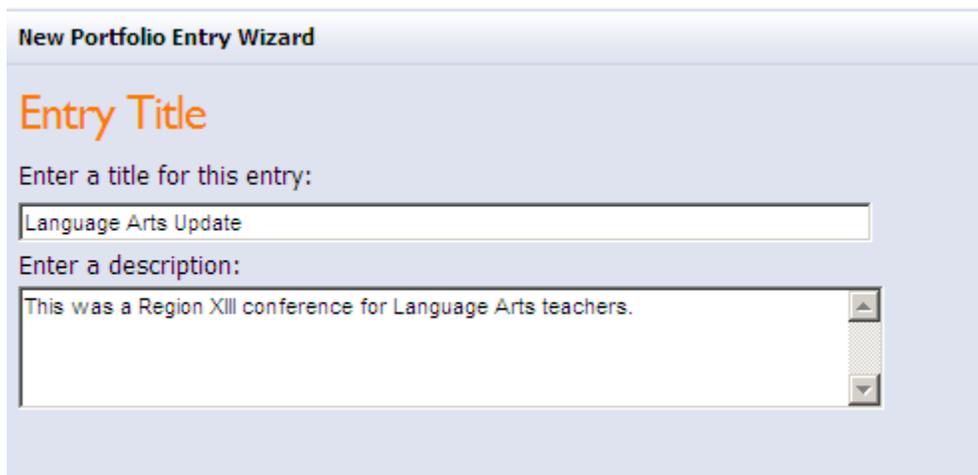
- The **New Portfolio Entry Wizard** will appear. Select whether the training was an outside workshop, college course, or other.

A screenshot of the "New Portfolio Entry Wizard" window. The title bar says "New Portfolio Entry Wizard". The main heading is "New Portfolio Entry" in orange. Below it is the question "What type of entry do you want to include in your portfolio?". There are three radio button options: "Outside workshop or conference" (which is selected), "College course", and "Other".

- **Click Next** (far right bottom corner of the screen).



- Enter a **Title and Description**. Then click Next (far right bottom).

A screenshot of the "New Portfolio Entry Wizard" window at the "Entry Title" step. The title bar says "New Portfolio Entry Wizard". The main heading is "Entry Title" in orange. Below it is the instruction "Enter a title for this entry:" followed by a text input field containing "Language Arts Update". Below that is the instruction "Enter a description:" followed by a larger text area containing "This was a Region XIII conference for Language Arts teachers." with a vertical scrollbar on the right.

- Enter the **Start Date and Time** for the workshop. Then click **Next**.

New Portfolio Entry Wizard

Entry Start Date

Enter the date when this entry began:

May 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Select the starting time for the entry:

08 : 00 AM

- Enter the **End Date and Time** for the workshop. Then click **Next**.

New Portfolio Entry Wizard

Entry End Date

Enter the date when this entry concluded:

April 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Select the ending time for the entry:

04 : 00 PM

- Select **YES** on the District Credit screen. Then click **Next**.

New Portfolio Entry Wizard

District Credit

Would you like to request district credit for this entry?

Yes

No

- On the **Credit Types screen**, enter the hours of the training in the appropriate credit type boxes.

New Portfolio Entry Wizard

Credit Types

Enter the value of district credit requested:

Comp Time

Gifted/Talented

Inservice

Special Ed

Texas SBEC CPE

Include any comments about the credit request below:

- **NOTE: The same event can receive MULTIPLE credit types.** The example shown below is an inservice that qualifies for both comp and SBEC credit. **The credit types for each are equal to the hours of the training.** Some notes about credit types;
 - **Comp Time:** If the training was not on a regular work calendar day (i.e. Saturday/Sunday, or a summer staff development outside your calendar), you can request Comp Time credit equal to the hours of the training.
 - **Inservice:** If the event was any type of training, enter the hours of the inservice here.
 - **Gifted/Talented or Special Ed:** If the training was a gifted or special ed training, you can request those credit hours as well. GT/Sped credit requests are first reviewed by a district approver BEFORE they can be approved by your principal or manager.
 - **Texas SBEC CPE:** Very Important! Make sure you complete the SBEC CPE credit field if you are tracking hours toward certification renewal.
- When you are done entering credit types, **click Next** in the lower right corner of the screen.

- The **Associate Goals** screen appears. OPTIONAL: If you would like to select which district goals your training applies to, click on the + sign next to District Goals and then select the goals.

New Portfolio Entry Wizard

Associate Goals

To associate goals with this request, expand the items below and check the appropriate goals

[-] Document: GISD District Goals

- Goal 1: Exemplary Performance. All GISD students will demonstrate exemplary academic performance.
- Goal 2: Prepared Graduates. All students will graduate prepared to transition into post-secondary education or careers.
- Goal : 3. Quality Staff. All positions will be filled by highly qualified candidates/professionals.
- Goal : 4. Quality Learning Environments & Facilities. GISD will promote nurturing, safe, and orderly environments and quality facilities for all students.

- Click **Next**.
- The **Submit Request for Credit** screen appears. If you are done editing your credit request and do not need to add additional documentation, **click Now**. If you are not done and would like to add file attachments or other documentation, click At a Later Time. You can then add additional information to the request.

New Portfolio Entry Wizard

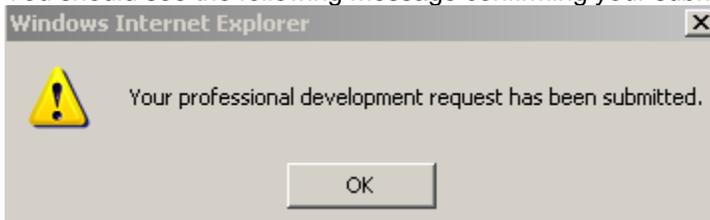
Submit Request for Credit

Would you like to submit your request for credit now or at a later time? Submitting at later time will allow you to modify the information supplied in this wizard and add file attachments.

Now

At a later time, after I modify the entry

- Click **Next**.
- **IMPORTANT: Click Finish.** (If you skip this step, your request may be lost).
- You should see the following message confirming your submission.



- Click **OK**.

- If you return to your portfolio, you will be able to **expand the school year for the request (click on the down area in the middle pane, then click on the name of the training)** and see it listed in your portfolio as pending approval.

My Portfolio

Save Submit for Approval Delete Entry

Portfolio Summary

Certifications

June 2011 to May 2012

June 2010 to May 2011

Test
May 3, 2011

Test
April 25, 2011

TEAMS - Address Boundary Next Year Line Logic
March 23, 2011

Eduphoria Workshop: Course Creation & Management
March 4, 2011

Eduphoria Workshop: Course Creation & Management
March 3, 2011

Session 7861: Student Information System (SIS) Training - Technology Staff
February 15, 2011

Session 7832: Campus Technology Facilitator Meeting - Campus Technology Facilitators only
January 13, 2011

Test
test

Entry Details

Credit has been requested and is pending approval.

Request Details

Request Type:
This credit request is for a college course.

Entry Date:
May 3, 2011 at 8:00 AM

End Date:
May 3, 2011 at 4:00 PM

Description:
test

Credit Requested:
Comp Time, 6 Credit(s)
Inservice, 6 Credit(s)
Texas SBEC CPE, 6 Credit(s)

- Once your principal or manager (and the GT/Sped District Credit approvers, if necessary) have approved your request, it will display as approved and you will receive an email confirmation.

Save Submit for Approval Delete Entry

2543B: Core Web Application Technologies Microsoft Visual Studio 2005
Imported by eduphoria!

Entry Details Notes

Credit has been granted for this request.

Request Details

Request Type:
This credit request is for an outside workshop.

Entry Date:
October 30, 2006 at 8:00 AM

End Date:
October 30, 2006 at 4:00 PM

- If you made a mistake and need to edit the entry or change something, click the **Delete Entry** button and start over from the beginning.