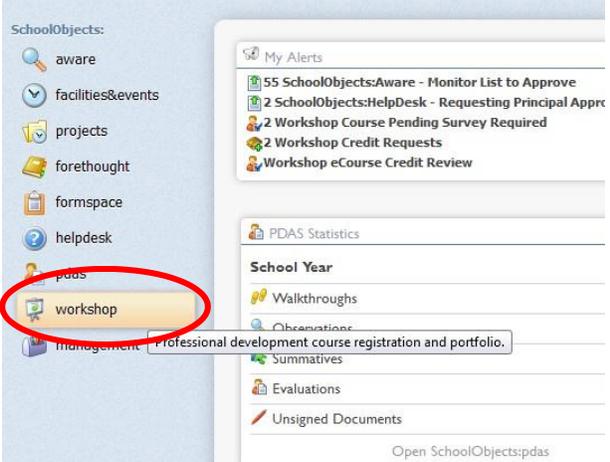


## Eduphoria: Entering Out-of-District Workshops into your Portfolio

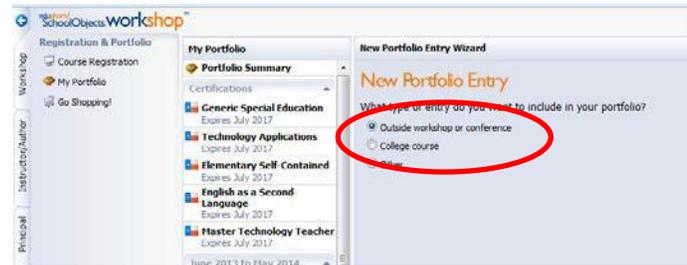
<p>Log in to Eduphoria  <a href="https://eduphoria.crowley.k12.ts.us">https://eduphoria.crowley.k12.ts.us</a>        A link is available from the district website as well as the Teacher Toolbox located on your computer's desktop.</p>	
<p>Select Workshop</p>	
<p>Under the Workshop tab, select "My Portfolio".</p>	

In the bottom left corner, click “Add New Portfolio Entry”.



Select the type of entry you want to include in your portfolio.

Click the “Next” button in the bottom right corner.



Add a Title and Description.

Click the “Next” button.

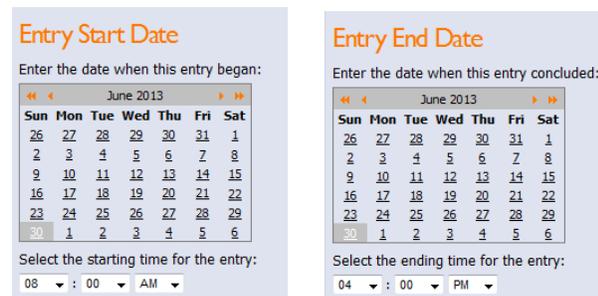


Add a start date and time.

Click Next.

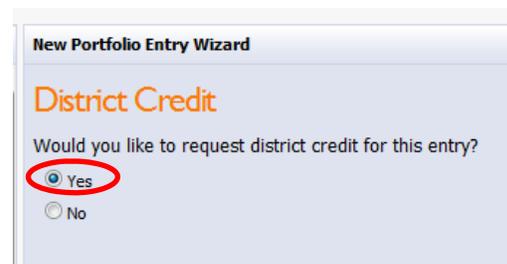
Add an end date and time.

Click Next.



Select the “Yes” radio button to receive district credit.

Click Next.



Enter your credit types according to your certificate of completion; add any other hours for which this entry applies.

Click Next.

## Credit Types

Enter the value of district credit requested:

Bilingual / ESL	0
CISD Earned-Off Credit (6 hours = 6 credits)	0
Compliance Training	0
Concussion credit	0
CPR -original or recertification	0
Emergency Response Credit	0
Gifted and Talented	0
Shopping Cart Credits	0
Texas SBEC CPE	0

Include any comments about the credit request below:

Click the + sign next to “Document: District Goals” to view the goal options. Put a check mark in each box next to the district goal for which this training applies.

Click Next.

### New Portfolio Entry Wizard

#### Associate Goals

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

- Document: District Goals
  - Goal 1: Safe, Secure and Nurturing Schools
  - Goal 2: Student Achievement for All
  - Goal 3: Effective and Efficient Use of Resources

Select “At a later time, after I modify the entry”.

Doing so will allow you to attach your certificate electronically.

### New Portfolio Entry Wizard

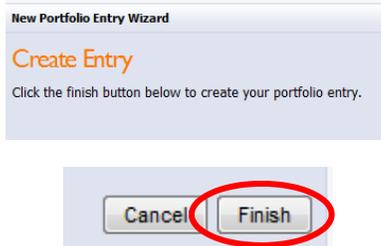
#### Submit Request for Credit

Would you like to submit your request for credit now or at a later time?

- Now
- At a later time, after I modify the entry

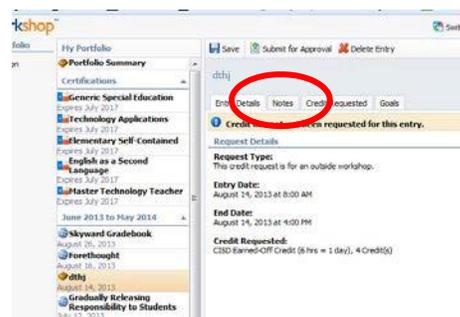
You are now prompted to click the finish button to create your portfolio entry.

Click the “Finish” button at the bottom right corner.

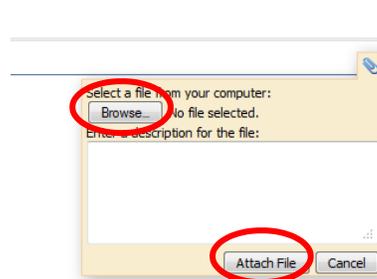


Find and select the session you just entered in your portfolio.

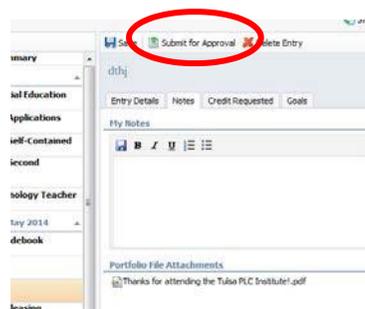
Click on the “Notes” tab.



Click the paper clip, browse for your certificate, select the file, click open. You will see the file title listed next to the “Browse” button. Click on “Attach file”. The file will appear under “Portfolio File Attachments”.



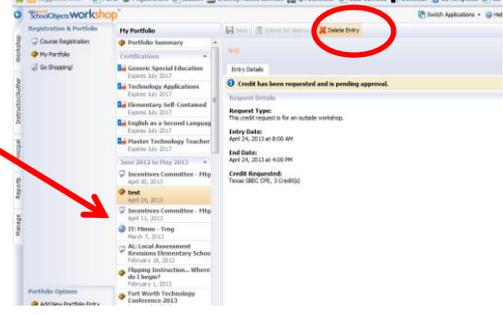
Click “Submit for Approval” in the top menu bar.



Once the request has been submitted, the entry will appear in your portfolio with the following alert, *“Credit has been requested and is pending approval”*. Requests cannot be approved without proper documentation attached to the entry. **Notify your campus principal or immediate supervisor of the pending request.** You will receive an email notification once the entry has been approved or denied. If approved, the entry will note, *“Credit has been granted for this request”*.

**\*All workshop certificates will be maintained by the person requesting credit.**

## Eduphoria: Delete an Entry

<p>Find and select the workshop listed in the Portfolio entry.</p> <p>In the top menu, click “Delete Entry”.</p>	
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\*Eduphoria’s Portfolio is an effective tool to keep track of workshops you’ve attended in and out of the district. Keeping your portfolio up-to-date will assist those who need to track workshops for certificate renewal.