

	Employee Services - Professional Development: EODC reports	SOP #	5
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SOP Owner	Giovanna Piazza	Approval	

1. Purpose

Standard operating procedure for checking personnel PD credit hours

2. Scope

Campus administrators and department responsible for checking PD credit hours

3. Prerequisites

- Administrator rights to run reports in Eduphoria

4. Responsibilities

District personnel need to register, sign the sign-in sheet and take the survey to receive credit

5. Procedure

1. Open Eduphoria Workshop
2. Select the reports tab
3. Select Staff Credit Report
4. Select either:
 - a. View Credit by Staff Member
 - b. View Credits by Staff Member, including event titles
5. Do not check Credit Types unless you need to limit the query to a specific credit type
6. Select Start Date
7. Select End Date
8. Click “Submit Report”