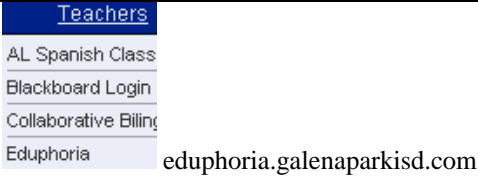
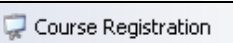

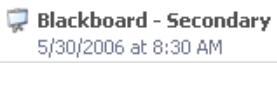
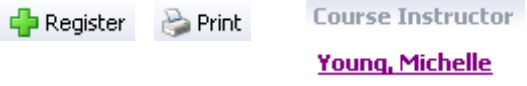


# Eduphoria Workshop – Participant

- I. Registering for a Course**
- II. Surveys (Evaluations)**
- III. Adding to your Portfolio (Credit for out of district Staff Development)**
- IV. Setting up your professional profile**



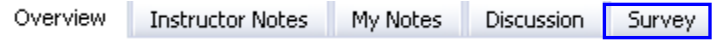
## I. Registering for a Course

 **Help** For additional help, select the **help** icon

<p>1. <b>Eduphoria</b> website.</p> <p>From the GPISD homepage, select Administration or Teachers. Select Eduphoria</p>	 <p>Teachers AL Spanish Class Blackboard Login Collaborative Billing Eduphoria <a href="http://eduphoria.galenaparkisd.com">eduphoria.galenaparkisd.com</a></p>
<p>2. <b>Login</b></p> <p>Type in your email address. First time logging in, password = gpisd</p>	<p><b>Email Address:</b> <i>If it is your first time logging in, the password will be gpisd. Once you log in the program will prompt you to type in a new password.</i></p> <p><b>Password:</b></p>
<p>3. Select <b>Workshop</b></p>	
<p>4. Select <b>Course Registration</b></p>	
<p>5. <b>Finding Courses</b> Courses are organized by categories and / or by date.</p> <p>To view upcoming course, click on the <b>Up and Coming Courses</b> icon.</p> <p><b>Suggestion:</b> View by <b>Category</b></p>	 <p>Up and Coming Courses List of all courses scheduled in the future.</p> <p>Evening and Weekend Courses List of upcoming courses offered in the evening and weekends.</p> <p>View Courses by Month Navigate courses by month.</p> <p>View Courses By Category</p> <p>Campus Courses View courses for my campus</p> <p>eCourses View self-paced eCourses</p> <p>Curriculum Trainings</p> <p>Counselors</p> <p>Instructional Technology (2 Courses)</p> <p>Nurses</p> <p>View Courses By Credit Types</p> <p>Administrator proficiencies</p> <p>GPISD Professional Growth Credit (8 Courses)</p> <p>GT Credit (One Course)</p>
<p>6. <b>Course Information</b></p> <p>Click on the Course Title, information regarding the Course will appear.</p>	 <p>Blackboard - Secondary 5/30/2006 at 8:30 AM</p>
<p>7. <b>Registration, Printing, and Emailing</b></p> <p><b>Register</b> – click the Register icon Note: In order to receive professional growth credit – you <b>MUST</b> register for the course (staff development)</p> <p>You will receive an email confirming your registration. If the course is full, you will be registered with pending status and if an opening occurs you will be automatically enrolled and notified via email.</p>	 <p>Register Print Course Instructor <b>Young, Michelle</b></p> <p><b>Email</b> – If you have additional questions regarding the course, you can email the instructor by clicking on their name.</p> <p><b>Print</b> course information – click the print icon</p> <p><b>Waiting List:</b> If you register for a course that has reached the number of participants allowed, you will be placed on a waiting list. If a registered participant un-registers, the next person in line will automatically be registered for the course. You will be notified by email if you are automatically registered. Please check your email prior to the training to check if you have been added to the list.</p>
<p>8. <b>Un-register</b></p> <p>To un-register for a course: Select the course, click the <b>Unregister</b> icon. Note: You must Un-register 24 + hours before the course begins. If you do not, your absence will appear in your portfolio and on all administrative reports.</p>	 <p>Course Registration I am registered for...</p> <p>Digital Cameras and ImageBlender June 15, 2006 at 8:30 AM JZEC IT Lab B (25)</p> <p>Unregister</p>

## II. Surveys (Evaluations)

Note: A **Survey (evaluation) for the course must be completed before credit will be granted.** You will have **2 business days** after you take the course to complete the survey. The course will be closed by the Staff Development department when the 2 business days time limit has expired. If you do not complete the survey before the course is closed, you will not receive professional growth credit.

<p>1. From Eduphoria Workshop: Select <b>My Portfolio</b></p>	
<p>5. Select the Course</p>	
<p>6. Select the <b>Survey</b> tab.</p> <p>Note: Other tabs include;            Instructor Notes – read notes left by the instructor            My Notes – write notes for yourself            Discussion – a discussion with participants and the instructor can take place</p>	
<p>7. Take the survey            Click <b>Submit Survey</b> button at the bottom of the survey. You will automatically receive credit when you submit your survey.</p> <p>Note: Your answers are anonymous.</p>	<p>8. <b>Certificate</b>  <b>To print your certificate:</b>            Once a survey has been completed and you receive credit for a course, clicking the <b>Reports</b> menu under the course details will enable you to print your course certificate. You will receive an email informing you that you have received credit. Printing your certificate serves as a backup reporting option for your professional growth history. Keep the certificate for your own records.</p>

## Eduphoria Workshop and Formspace

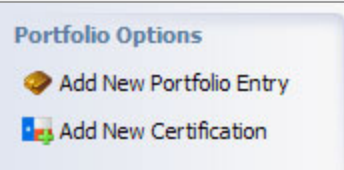

Submitting Professional Growth Credit for a staff development activity (course) taken **outside** of GPISD.

**Note: To request professional growth credit, all steps must be followed:**

1. **Submit the staff development information in your Portfolio (Workshop)**
  2. **Fill out the Staff Development request form (Formspace)**
  3. **Submit the form for principal / supervisor approval**
  4. **Submit the completed form and proof of attendance to the staff development office.**
- Credit will NOT be granted without evidence of completion. i.e., certificate, name badge, etc.

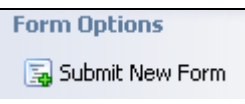


### I. Submitting the course in your Portfolio



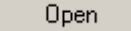
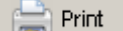
Login to Eduphoria  
Select Workshop

<p>Outside courses and conferences can be added to your portfolio, enabling you to keep an accurate record of your professional development events and earn credit for attending. <b>Note: You must add these activities to your portfolio if you want to receive professional development credit.</b></p>	
<p>To add an outside entry in your portfolio, click the <b>Add New Portfolio Entry</b> button under Portfolio Options at the bottom of your screen. This will open the <b>New Portfolio Entry Wizard</b>.</p>	 <p><b>Portfolio Options</b></p> <ul style="list-style-type: none"> <li> Add New Portfolio Entry</li> <li> Add New Certification</li> </ul>
<p><b>Select one of the following entry types:</b></p> <ul style="list-style-type: none"> <li>• Outside workshop or conference</li> <li>• Request for district professional development level</li> <li>• College course</li> <li>• Other</li> </ul> <p>Follow the steps in the wizard and click the <b>Next</b> button to advance to the next screen.</p>	 <p><b>New Portfolio Entry Wizard</b></p> <h3 style="color: orange;">New Portfolio Entry</h3> <p>What type of entry do you want to include in your portfolio?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Outside workshop or conference</li> <li><input type="radio"/> Request for district professional development level</li> <li><input type="radio"/> College course</li> <li><input type="radio"/> Other</li> </ul>

### II. Requesting Approval

Login to Eduphoria  
Select Formspace

<p>1. <b>Submit New Form</b> Select Submit New Form found at the bottom left of the screen.</p>	 <p><b>Form Options</b></p> <ul style="list-style-type: none"> <li> Submit New Form</li> </ul>
<p>2. <b>Staff Development</b> Select the Staff Development form / <span style="border: 1px solid gray; padding: 2px 5px;">Next &gt;</span></p>	 <p><b>Staff Development - Professional Development Credit</b></p> <p><span style="border: 1px solid gray; padding: 2px 5px;">Next &gt;</span></p>
<p>3. <b>Editing Form</b> Select Begin Editing Form</p>	 <p><span style="border: 1px solid gray; padding: 2px 5px;">Begin Editing Form</span></p>
<p>4. <b>Form</b> Fill out the entire form (with the exception of principal signature)</p>	

<p>5. <b>Submit</b> After you have filled out the entire form, select the Submit Form icon</p>	
<p>6. <b>Print Form</b> Select the Print Form icon</p>	
<p>7. <b>Open File</b> You can save and/or open the Adobe file. For printing purposes, open the file.</p>	
<p>8. <b>Print File</b> Select the Print icon Have your principal / supervisor approve and sign the form. Submit the completed form and proof of attendance to the staff development office. Credit will NOT be granted without evidence of completion. i.e., certificate, name badge, etc.</p>	
<p>9. <b>View Forms</b> You can view forms you have created by: Select the <b>My Forms</b> tab, Select the <b>View My Forms</b> option, Highlight your forms to see additional details.</p> 