eduphoria! workshop

Eduphoria! School Objects: workshop is a powerful system that will allow the district to manage the flow of maintenance and technology tickets.

When you log in to Eduphoria Workshop, you will see the Course Registration page which enables you to view courses by time, course category or by the credit type that is given for the course. It also displays your registered classes.
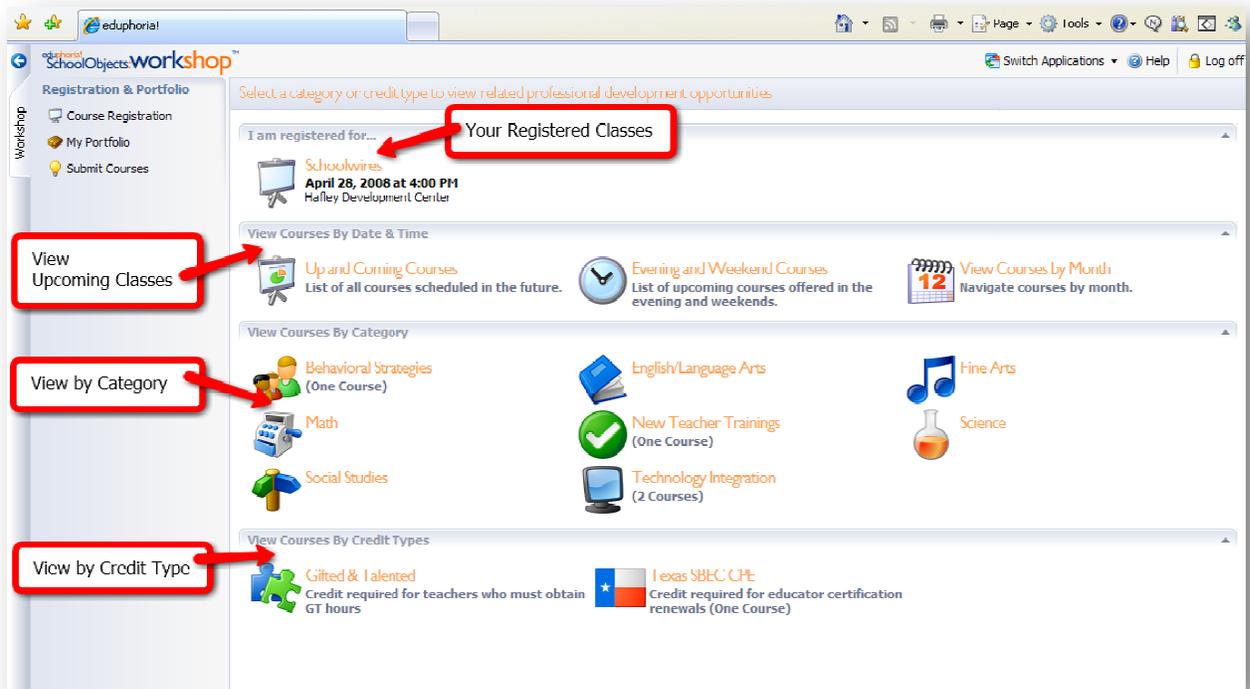
To register for a course:

1. Select an option under either Date & Time, Category or Credit Types
2. A list of courses will be displayed
3. Select an item to view the course details
4. To register, click the **Register** button in the toolbar.

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.

To cancel a course registration:

1. Select a course under the *I am registered for …* section on the main Workshop page.
2. Click the **Unregister** button
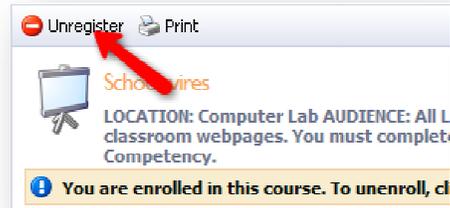
Professional Development Portfolio

You have the ability to track your entire professional development history in Workshop. This can include college courses, in-district courses, conferences and SBEC certifications.
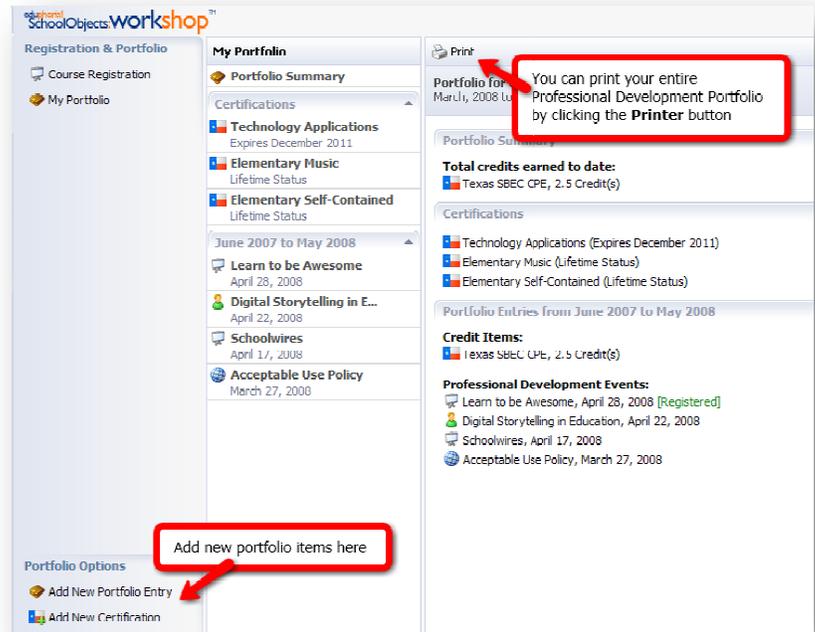
To view a course entry in your portfolio:

1. Select **My Portfolio** in the Registration and Portfolio option list
2. Select the new course in your portfolio to view the course details.
3. You can see the Instructor notes, add your own notes or participate in a discussion before or after class.
4. Upon completion of the course, you will need to complete a survey. You must complete the survey before credit is granted for the course.
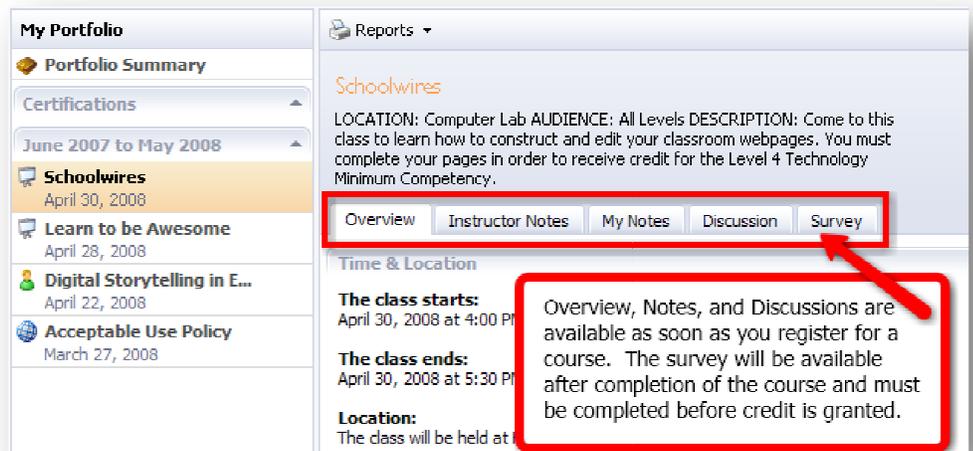
To complete a class survey:

1. Once a class has been completed, click the **Survey** tab and complete the survey.
2. When you click the **Submit Survey** button at the bottom of the survey, credit for the course will be granted.

To Print Your Certificate:

Once a survey has been completed and you receive credit for a course, clicking the **Reports** menu under the course details will enable you to print your course certificate.

To Print Your Professional Development Portfolio:

Click the printer icon at the top of the screen of the My Portfolio window.