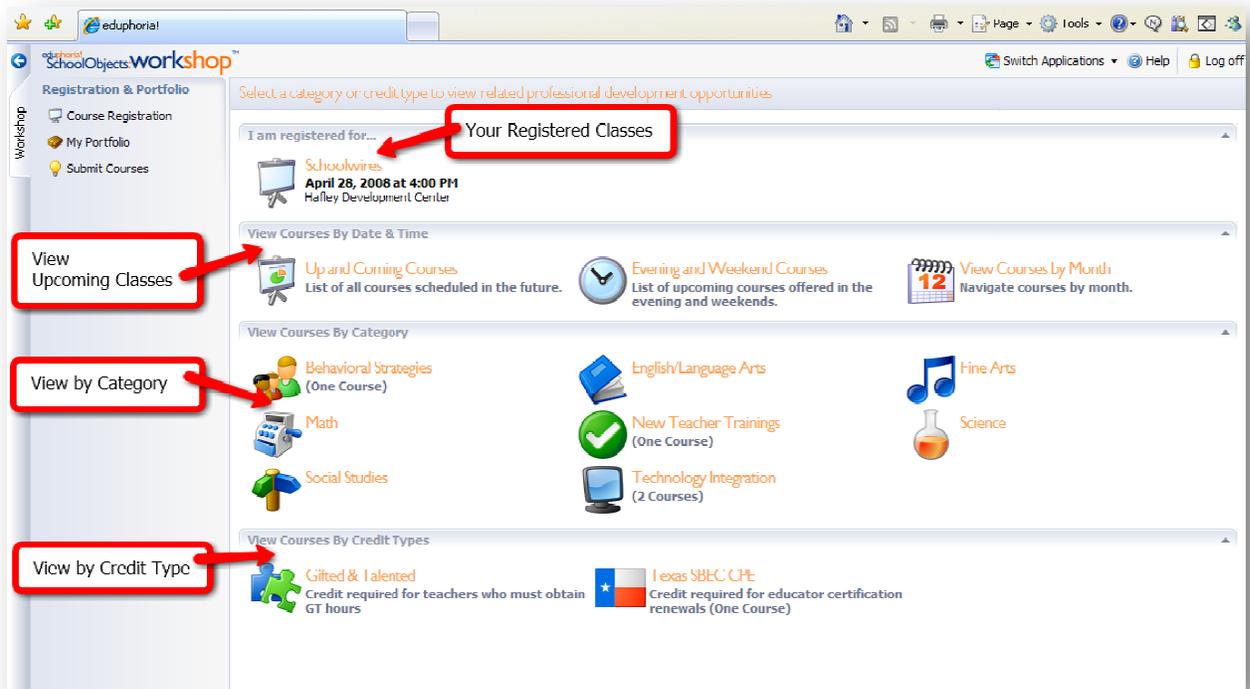


Eduphoria! School Objects: workshop is a powerful system that will allow the district to manage the flow of maintenance and technology tickets.

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:

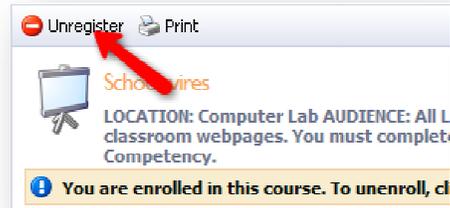
1. Select an option under either Date & Time, Category or Credit Types
2. A list of courses will be displayed
3. Select an item to view the course details
4. To register, click the **Register** button in the toolbar.

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.



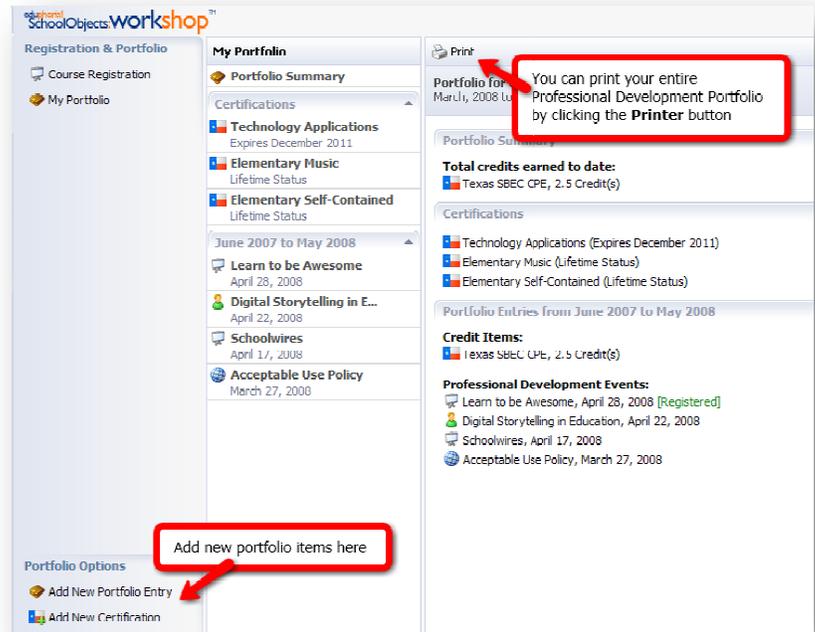
To cancel a course registration:

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



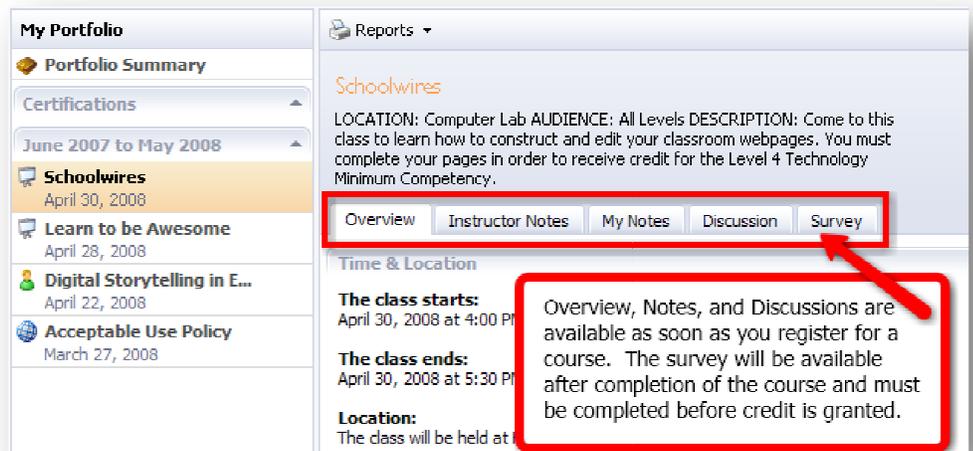
Professional Development Portfolio

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.

The screenshot shows the Schoolwires interface for a course. At the top, there is a 'Reports' dropdown menu. Below it, the course details are displayed, including the location, audience, and description. A navigation bar contains tabs for 'Overview', 'Instructor Notes', 'My Notes', 'Discussion', and 'Survey', with the 'Survey' tab highlighted. A yellow banner below the navigation bar states: 'A completed survey is required to earn credit for this course.' The main content area is titled 'Course Survey' and contains the instruction: 'Please complete this survey based off of your experience in class. A survey order for you to receive credit for the course.' Below this, there are two questions with radio button options: 'Overall, how satisfied were you with the training?' and 'Was the presenter on time?'. A red box highlights the 'Survey' tab, and another red box highlights the survey instructions with a red arrow pointing to the scroll bar. At the bottom, a red box highlights the 'Submit Survey' button with a red arrow pointing to it.

Click the button below to submit the completed survey:

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.

The screenshot shows the 'My Portfolio' window. At the top left, there is a 'Print' button with a printer icon. A red box highlights the 'Print' button, and a red arrow points to it. Below the 'Print' button, there is a text box that says: 'You can print your entire Professional Development Portfolio by clicking the **Printer** button'. The text box is also highlighted with a red box.

The screenshot shows the 'Professional Development Portfolio' page. At the top, there is a red box around the title 'Professional Development Portfolio'. Below the title, there is a list of information: 'Cindy Tucker', 'March, 2008 to April, 2008', 'District Position: Teacher', 'District Professional Development Levels: None', 'Professional Development Credits Earned: Texas SBEC CPE, 2.5', 'Professional Development History', 'Digital Storytelling in Education', and 'Event Date: April 22, 2008'. There is also a section for 'Certifications' which includes 'Technology Applications (Expires D)', 'Elementary Music (Lifetime Status)', and 'Elementary Self-Contained (Lifetime Status)'.