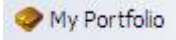
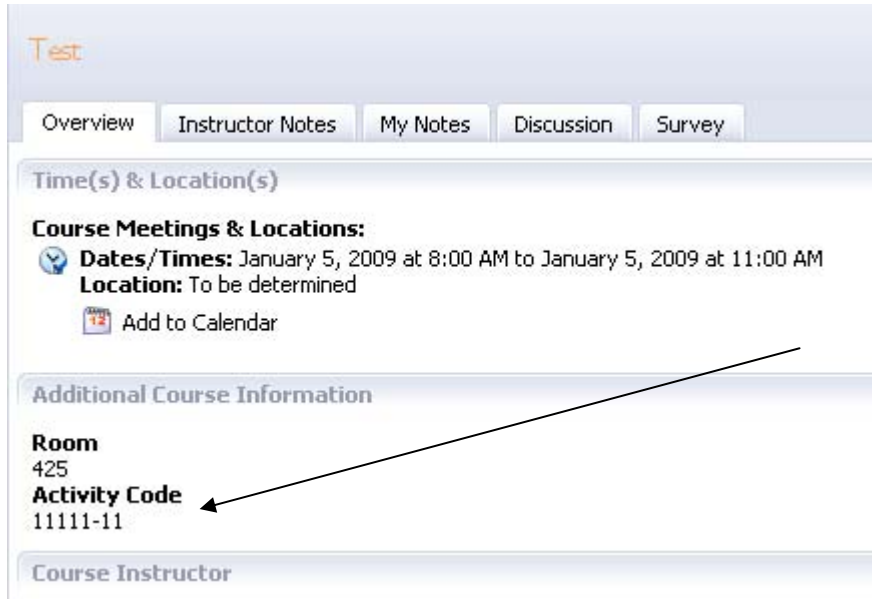


## Finding the Activity Code needed to request a substitute so that you can attend a staff development:

1. Register for the course in *eduphoria! Workshop*
2. After registering, go into MY PORTFOLIO in left column. 
3. Double click on the course that you just registered for (in middle column)
4. Under the heading “Additional course Information” you will find the activity code for the course if applicable.



The screenshot shows a course page with a navigation bar at the top containing tabs for Overview, Instructor Notes, My Notes, Discussion, and Survey. Below this is a section titled 'Time(s) & Location(s)' with the heading 'Course Meetings & Locations:'. It lists 'Dates/Times: January 5, 2009 at 8:00 AM to January 5, 2009 at 11:00 AM' and 'Location: To be determined', with an 'Add to Calendar' button. The 'Additional Course Information' section is highlighted, showing 'Room 425' and 'Activity Code 11111-11'. A black arrow points from the right side of the page to the 'Activity Code' text. Below this is a 'Course Instructor' section.

Please note: Registration for classes ends one day prior to the actual class session to enable instructors to prepare adequate materials for the class.