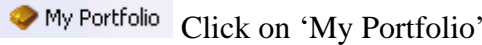


Entering Courses/Sessions/Workshops into your Portfolio

(other than courses automatically entered through *the eduphoria! Workshop System*)



After logging into your eduphoria account, choose Workshop



New Portfolio Entry

What type of entry do you want to include in your portfolio?

Outside workshop or conference

Request for district professional development level

college course

Other

Choose the appropriate category and then click **Next >**

Enter the appropriate title and description, then click **Next >**

Enter a title for this entry:

PTC Certificate

Enter a description:

now know how to use technology!

December 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Select the starting time for the entry:

08 : 00 AM

Enter the beginning and ending time for your entry

Would you like to request district credit for this entry?

Yes

No

If you just want to include the session in your portfolio for your records, choose 'no' here and click **Finish**. [you are done!]

If you are requesting credit, choose 'yes' and then decide what type and how much credit you are requesting.

Effective Teaching Practices '07-'08

Enrichment

Foundation

Gifted and Talented '07-'08

Gifted and Talented Foundational Training

Off Duty Hours '07-'08

Specialized

Texas SBEC CPE

Include any comments about the credit request below

Director of Staff Development approves all ETP credit

GT Department approves all G/T credit

Campus Principal approves all requests for 'off duty' & 'SBEC' credit.

Be sure to include any important information (where, why) to help the approver make their decision, and then click **Finish**

Now

At a later time, after I modify the entry

To receive credit, you **MUST** supply some sort of documentation (your certificate of attendance). To attach to this request, you **MUST** leave the choice 'at a later time'.

June 2007 to May 2008

PTC Certificate
December 25, 2007

Now the session will appear in your portfolio section (middle column).

Click on that entry and the following screen will appear:

Entry Details | **Notes** | Credit Requested

My Notes

Click on the Notes tab **Notes**, and then the paper clip to add your attachment (your scanned certificate).

Select a file from your computer:

Browse...

Enter a description for the file:

Once the attachment has been made, then submit for approval

Portfolio File Attachments

Submit for Approval (top of screen)

Please **DO NOT** send a paper copy of your certificate to be approved. All certificates should be attached to the on-line request.