Eduphoria

Workshop – Portfolio – FormSpace

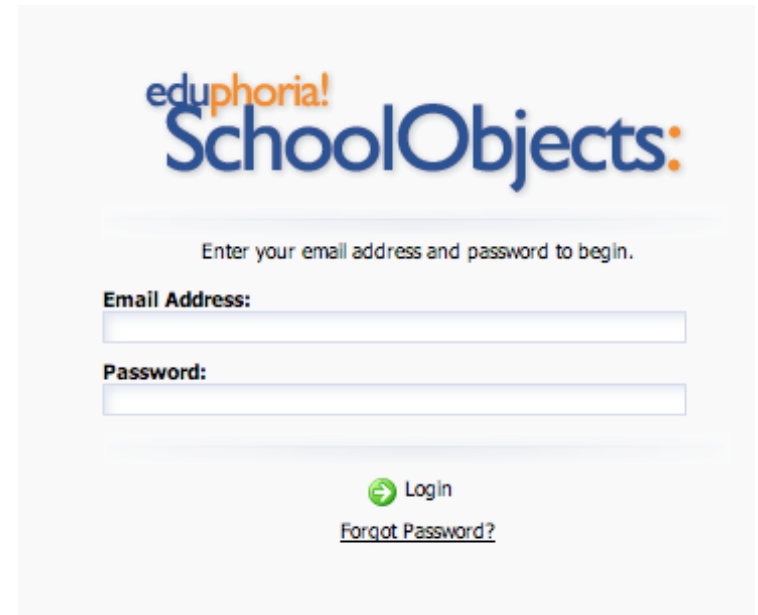http://corsicana.schoolobjects.com

Please login Name Email address

Password corsicana

Sign in and set up profile

To use all the features of Eduphoria, you must use Internet Explorer or Firefox.

The address is:

http://corsicana.schoolobjects.com

eduphoria!
SchoolObjects:

Enter your email address and password to begin.

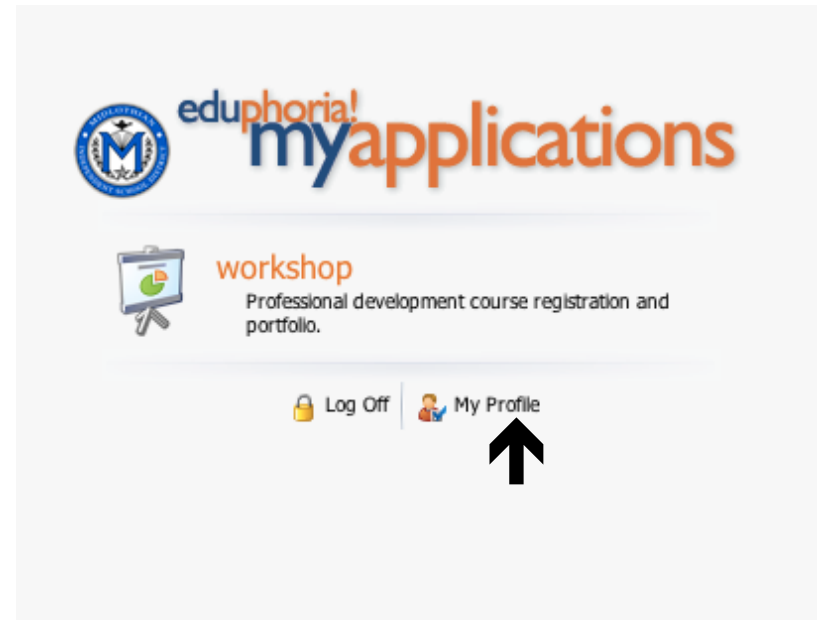**Email Address:**

Password:

Login
Forgot Password?

Enter your school email address and your password is corsicana
Example: jyoung@cisd.org

It will immediately ask you to change your password.

1. Edit your profile

Click on My Profile

Profile

- Scroll down and make sure it is correct.

- Click on next
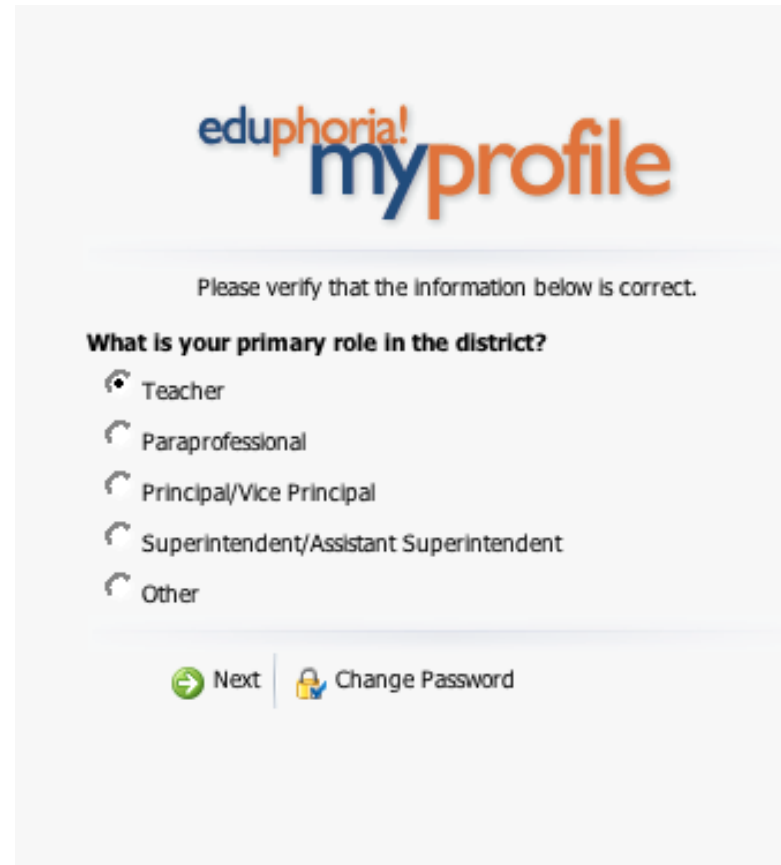
Profile continued

- Click next if correct
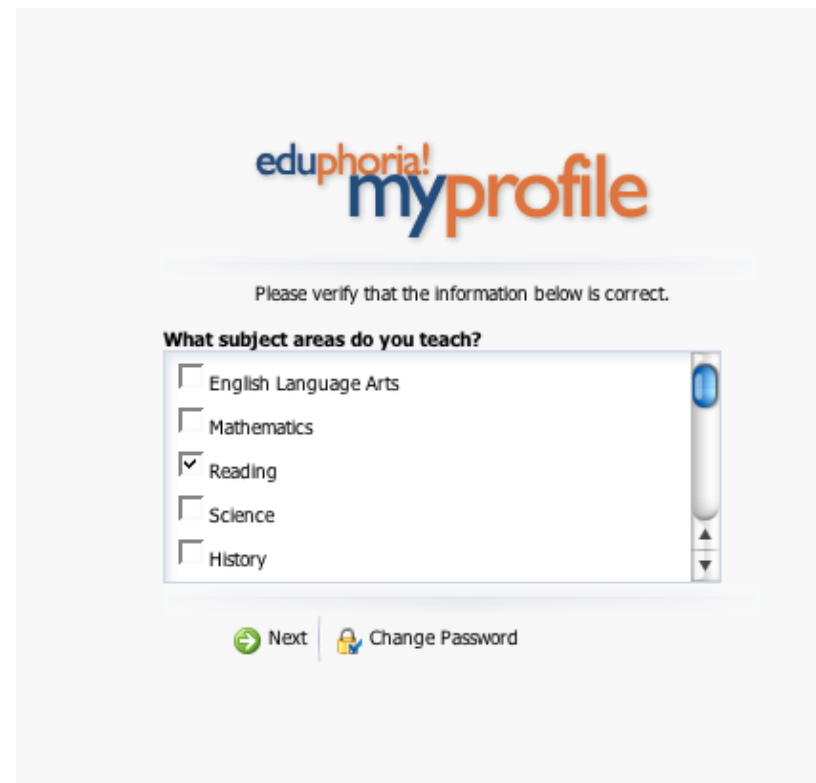
Profile continued

- Select your main subject

- If you teach more than one subject, select all that apply.

- Click next after you have completed this step
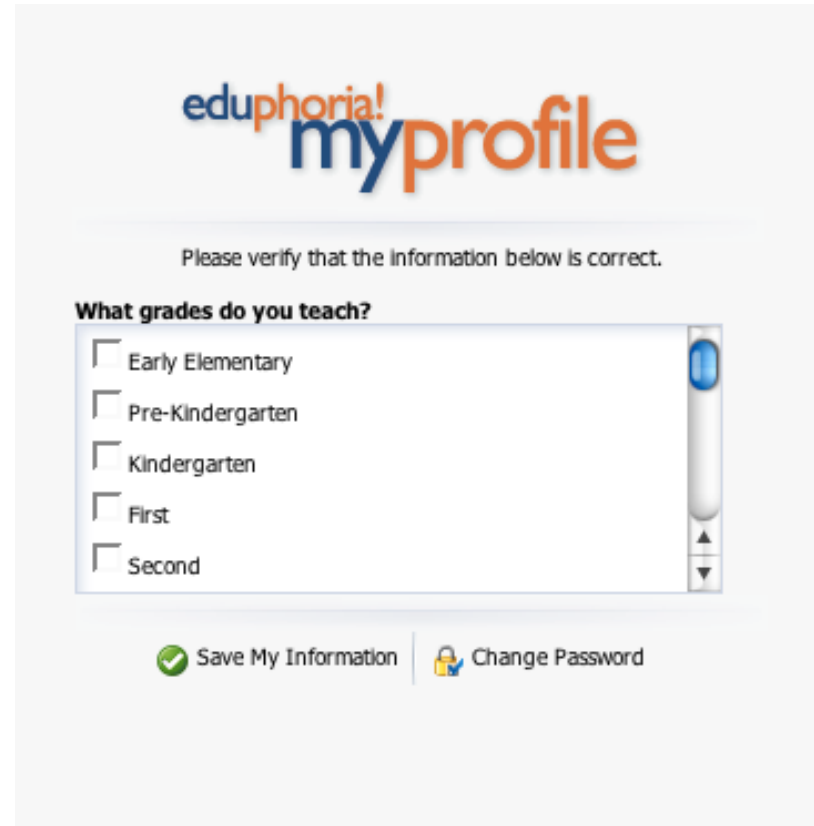
Profile continued

- Select your grade
- If you teach more than one grade, select the ones you cover.
- When you are done click on Save My Information

Workshop

- Allows you to see courses scheduled in a variety of ways based on how you would like to search.

Registration

- Course Registration will automatically pull up a variety of ways to search.

Date and Time Search

View Courses By Date & Time

Up and Coming Courses
List of all courses scheduled in the future.

Evening and Weekend Courses
List of upcoming courses offered in the evening and weekends.
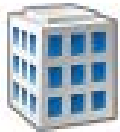
View Courses by Month
Navigate courses by month.

You can select courses…

- By up and coming
- Evening and weekend courses
- By the month

Search by Category

- Search by specific course categories.

Search by Credit Types

- If you need GT credits, technology credits-- anything specific-- you can search for it here.
- One course could be in several categories and search types

View Courses By Credit Types

✓ Advanced Placement	Bilingual/ESL	C.T.E.
Campus Staff Development	Comp Time: Summer 2007	G.T.
PDAS Training	Special Education	Technology
Technology Proficiency: Tier One	Technology Proficiency: Tier Two	Texas SBEC CPE Credit required for educator certification renewals

To see the specifics about a course, click on the course.

Information about the course

- What time it starts
- What time it ends
- Where it is located

(Remember although registering on Eduphoria the session may be held elsewhere.)

- Who is teaching it

Register for the class

↓

- To register for the class, click on the green plus sign that says "register"

Confirm registration

The page at http://corsicana.schoolobjects.com says:

Do you want to register for this course?

Cancel   OK

Confirmation

Now, the course you registered for is listed on the Workshop page above View Courses By Date & Time.

⬇

I am registered for...

iWeb
April 12, 2007 at 4:30 PM
Walnut Grove Middle School - Upstairs Computer Lab

View Courses By Date & Time

Up and Coming Courses
List of all courses scheduled in the future.

Evening and Weekend Courses
List of upcoming courses offered in the evening and weekends.

View Courses By Category

Campus Courses
View courses for my campus

eCourses
View self-paced eCourses

Curriculum and Instruction

Campus Staff Development
(One Course)

What happens next?

- You will receive an email confirming your registration from noreply@schoolobjects.com (it will likely go in your junk mail the first time. Remember to utilize your junk mail handling to make sure it appears in your mailbox in the future.

- You will also receive a reminder of the course about 2 or 3 days prior to the date of the course.

- Attend the course and the instructor will take roll and you will be marked as in attendance (or absent) and given appropriate credit if any is awarded.
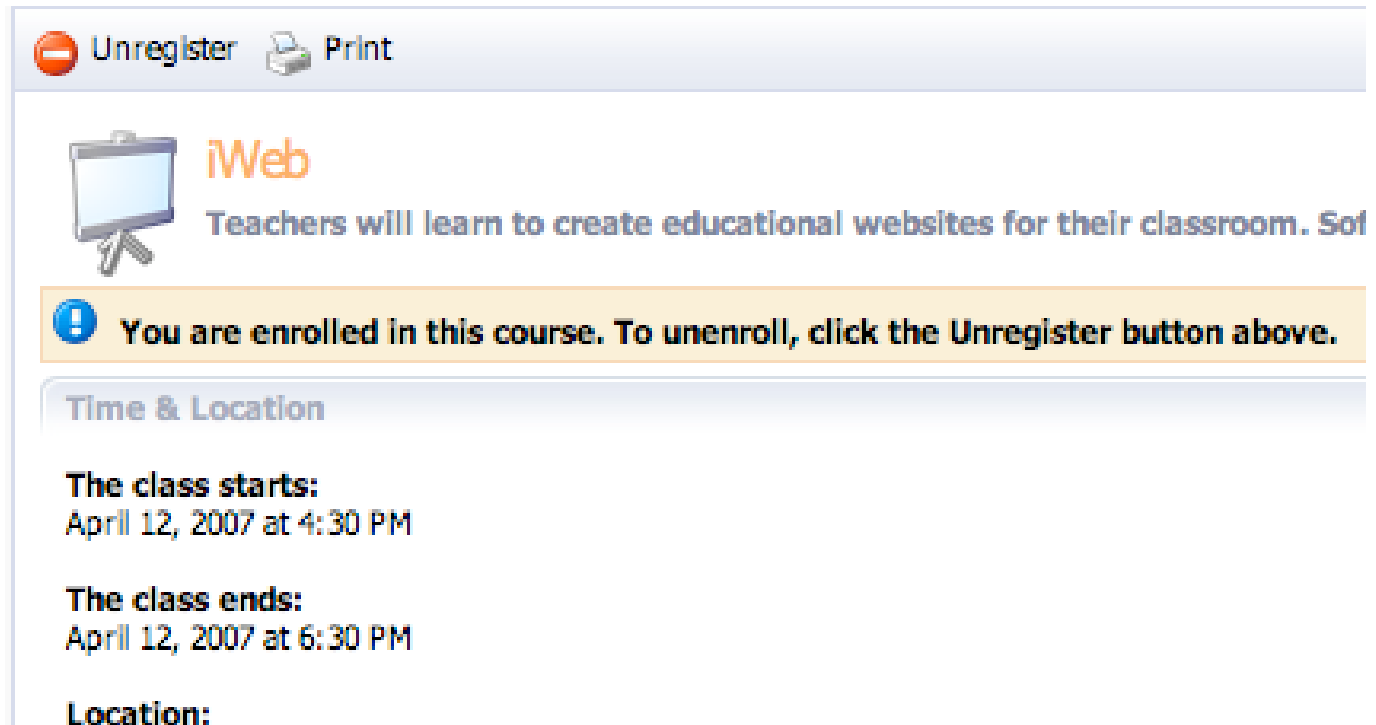
Workshop sessions
out of district

Reminder ~

- You will only register for an out of district workshop <u>after</u> your Employee Travel Form (on FormSpace) has been completed and returned back to you via email as <u>approved</u>.

- At that time you will print off your email approval and submit items like your PO request for registration fee and request for hotel check (if applicable), etc. along with the email approval to the Business Office for processing.

- **Important** - Although you have registered for a session held out of district on Eduphoria **you must also register with the entity holding the workshop (like ESC-12).**

How to unregister for a course

Click on unregister

Note:

This will unregister you for a session held locally, however if it is an out of district session **you must notify** the entity of your cancellation as well so registration fees or other costs may be recovered.

While in Workshop, click on My Portfolio

It will show you how many credits you have so far this year. It will also show your certificates if you enter them.

Enter your certifications

Registration & Portfolio

- Course Registration
- My Portfolio
- Submit Courses

Portfolio Options

- Add New Portfolio Entry
- Add New Certification
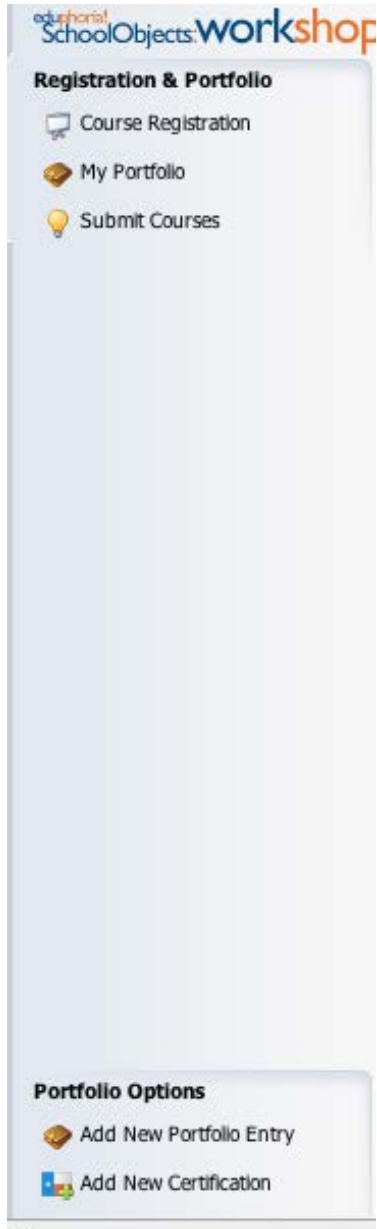
If you will click on the lower left hand corner on "Add New Certification" you can add your Certifications.

Select your certification

Follow the steps

- Select Certification
- Click Next
- Select one of the options (if you have a lifetime certificate or if it has to be renewed)
- Enter the renewal date and it will remind you when it is time to renew it

Enter outside courses, workshops and conferences

Registration & Portfolio

- Course Registration
- My Portfolio
- Submit Courses

Portfolio Options

- Add New Portfolio Entry
- Add New Certification

If you will click on the lower left hand corner on "Add New Portfolio Entry" you can add your out of district workshops.

Add new portfolio entry for approval for credits

Follow the steps, enter and click next each time.

Enter title of Workshop for Portfolio

New Portfolio Entry Wizard

Entry Title

Enter a title for this entry:

TCEA Annual Conference

Enter a description:

Annual Technology Conference

New Portfolio con't--enter start and end dates

Do you want credit?

New Portfolio Entry Wizard

District Credit

Would you like to request district credit for this entry?

- ⊙ Yes
- ○ No

Enter the type of credit you qualify for

New Portfolio Entry Wizard

Credit Types

Enter the value of district credit requested:

Advanced Placement	0
Bilingual/ESL	0
C.T.E.	0
Campus Staff Development	0
Comp Time: Summer 2007	0
G.T.	0
PDAS Training	0
Special Education	0
Technology	0
Technology Proficiency: Tier One	0
Technology Proficiency: Tier Two	0
Texas SBEC CPE	0

Include any comments about the credit request below:

Click Next > to continue.

Choose which goal this addresses

By clicking this plus sign, it will expand➜ the list for you to choose from

New Portfolio Entry Wizard

Associate Goals

To associate goals with this request, expand the items below and check the appropriate goals

⊞ **Document:** CISD Goals

Choose which goal this addresses by clicking in the box

New Portfolio Entry Wizard

Associate Goals

To associate goals with this request, expand the items below and check the appropriate goals

⊟ **Document:** CISD Goals
    ☑ **Goal I.:**

        Corsicana ISD will strive to be a "Recognized" district and meet all Adequate Yearly Progress requirements.

New Portfolio continued

New Portfolio Entry Wizard

Submit Request for Credit

Would you like to submit your request for credit now or at a later time? Submitting at later time will allow you to modify the information supplied in this wizard and add file attachments.

○ Now

◉ At a later time, after I modify the entry

Credit request <u>Now</u>

- If you select Now per the previous slide you will see the following dialog window:

The page at http://corsicana.schoolobjects.com says:

Your professional development request has been submitted.

OK
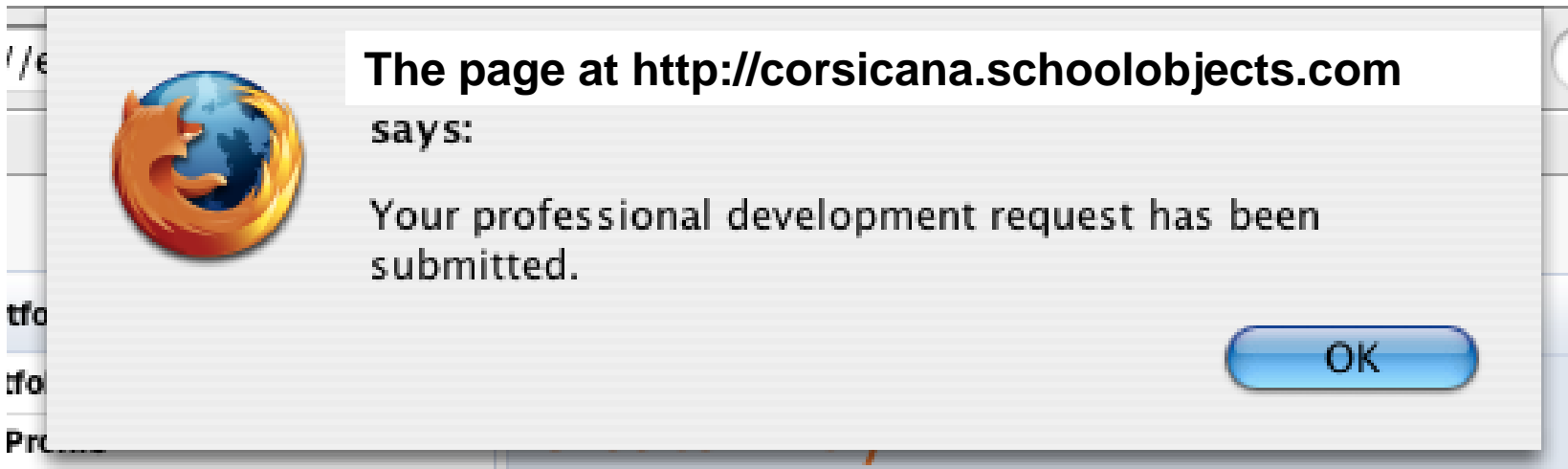
- Click OK

Credit request
AT A LATER TIME
(uploading certificates)

- In this instance select "At a later time". This will enable you to go back into your request and upload your certificate.

- You must click finish to submit in both "Now" and "At a later time".

See next slide for example.

Click finish to submit
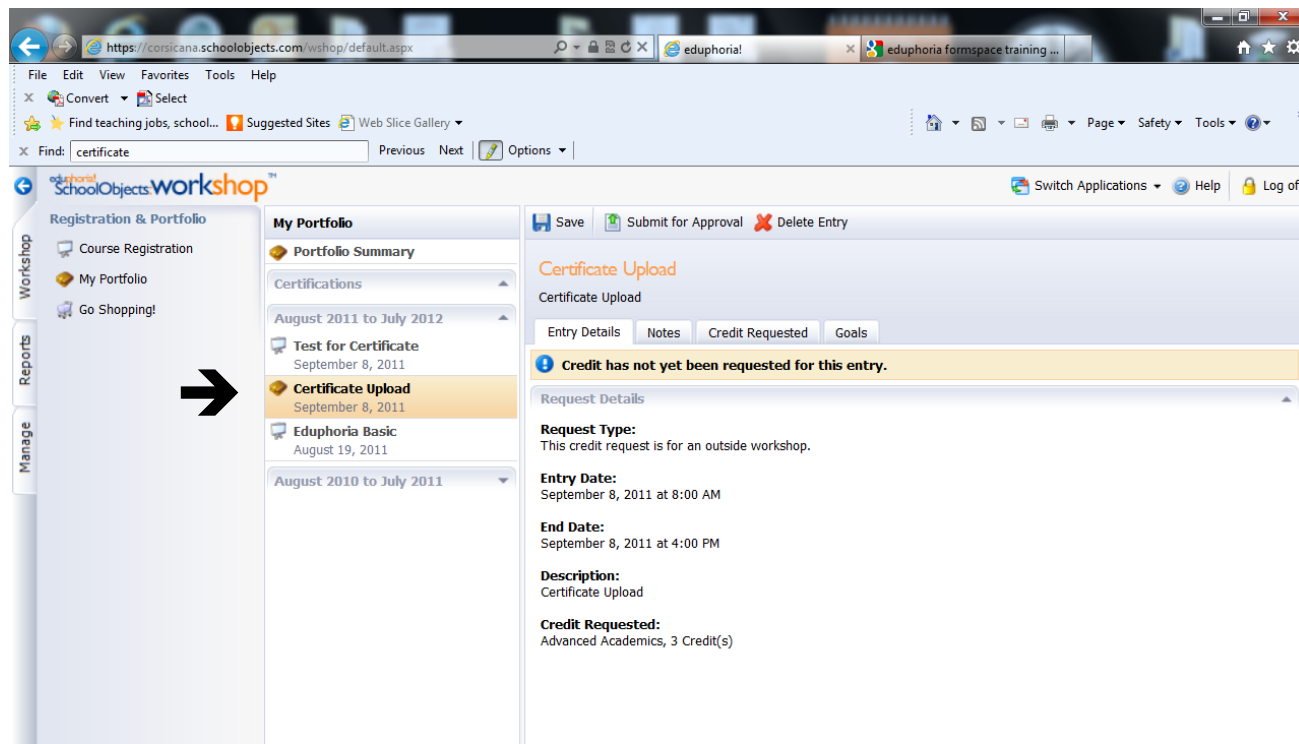
New Portfolio Entry Wizard

Create Entry

Click the finish button below to create your portfolio entry.

To add your certificate

- Go into your portfolio
- Find the credit you have awaiting for you to upload and click on it.

To add your certificate cont.

- Click on the tab marked Notes

To add your certificate cont.

- Click on the paperclip to the right

To add your certificate cont.

- Click browse to find the location of the pdf of your certificate .

To add your certificate cont.

- Your pdf document name will appear in the window
- Click Attach File

To add your certificate cont.

Your uploaded file ← appears here.

To add your certificate cont.

- You may now select save
- Then select Submit for Approval.

Certificate Awaiting for Approval

- Now your certificate is pending approval.

Portfolio updated

Portfolio will be updated now

I will have to wait on approval now.
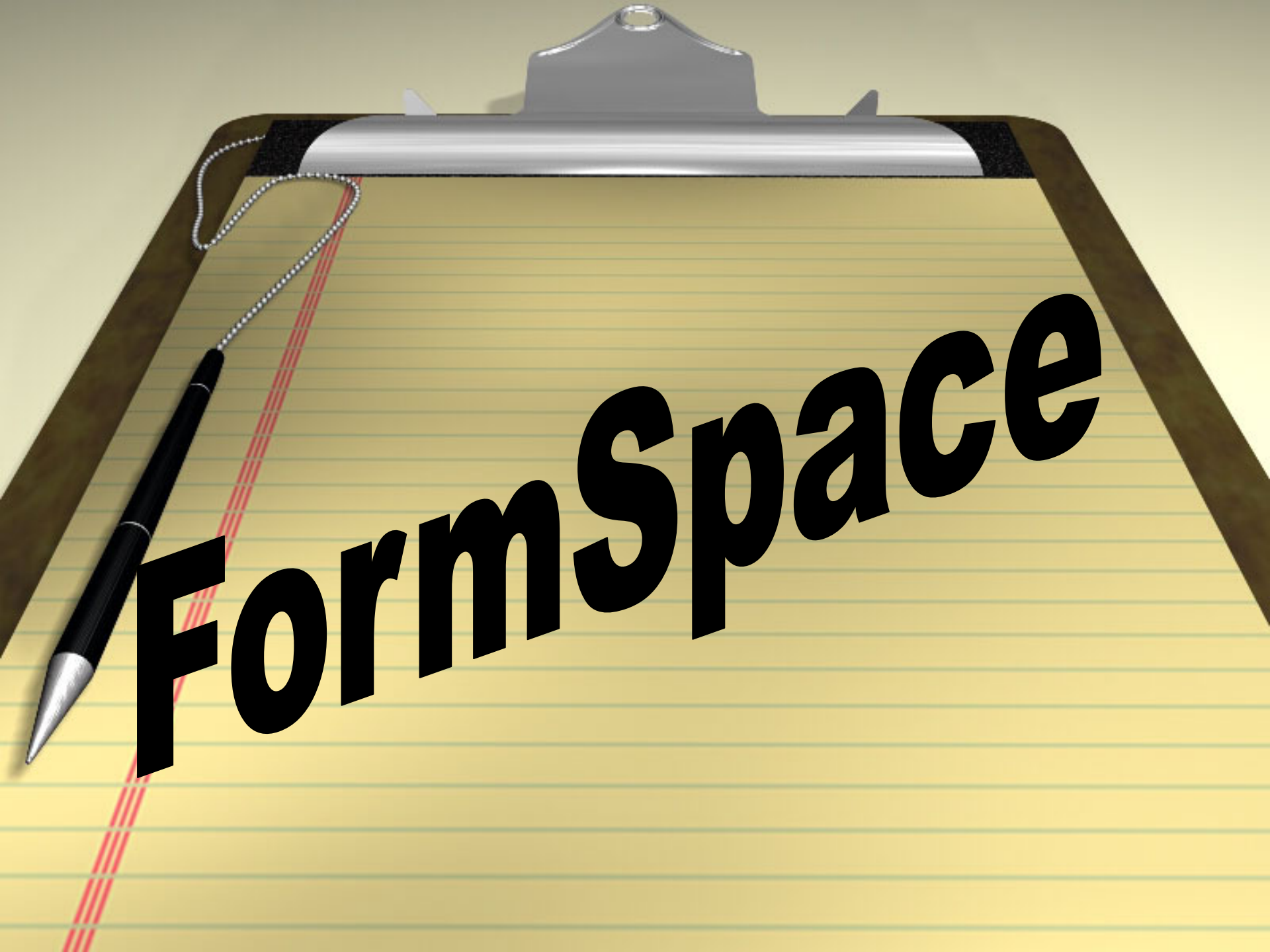
Submitting Forms Via FormSpace

- Log into Eduphoria
- Select FormSpace
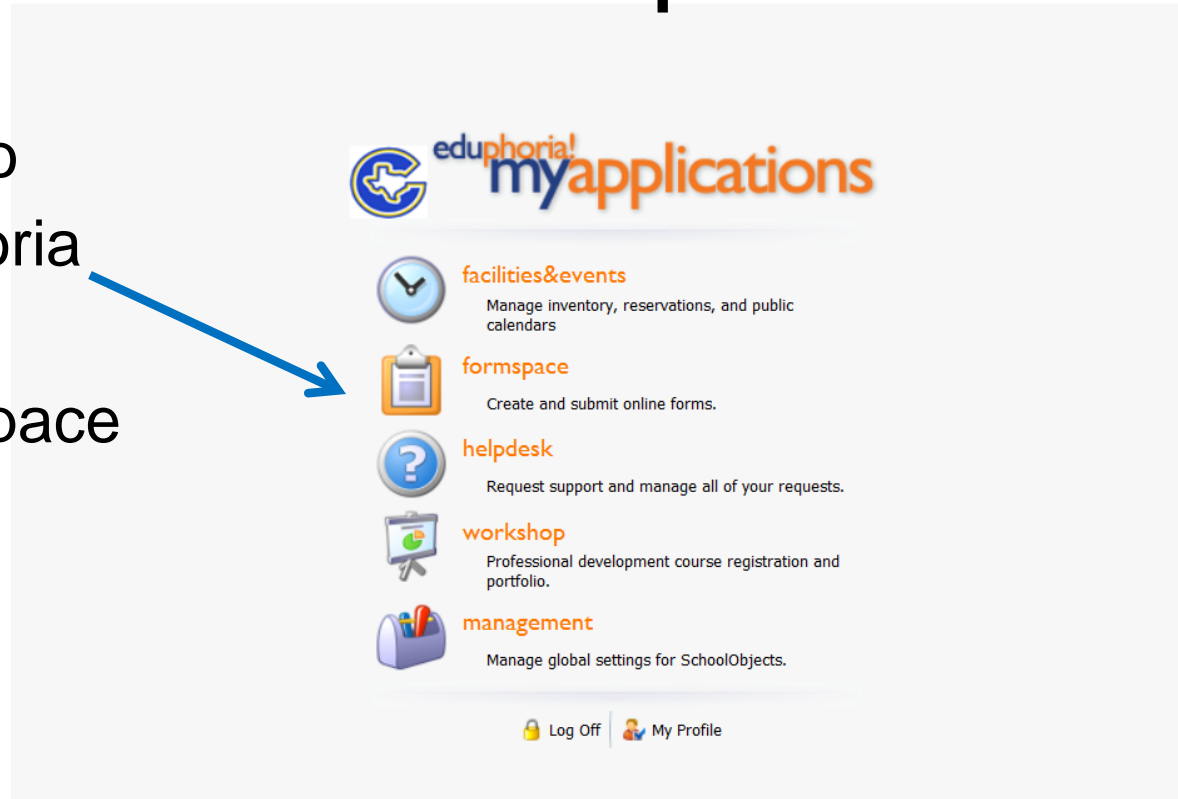
Begin to Submit New Form

- Select Submit New Form

Form Selection

- Select Staff Travel for the Employee Travel Form

- Select Human Resources for the Request for Personal Leave Form

Employee Travel Form

- If you selected the Employee Travel form now you must make your campus selection. This will enable the proper workflow for approvals.

Complete the Form

- Complete every section of the form. If you don't know the acct. number it will be added by your principal or another administrator as the form goes through the workflow.

Submit Your Form

- Once all of the information necessary has been entered click Submit Form.

- After the workflow for this form is complete you will receive notification of approval or denial for this request in your email.

- IMPORTANT - Check your junk mail as the first time you get a confirmation it will appear there. The email address will be: "NOREPLY" NOREPLY@schoolobjects.com

Your Email Response

- The email you receive will look like this. Next slide will show the last part of the email.

Your Email Response –

- This is the bottom half of the email. Notice the approvals.
- Now you may register for your workshop and process paperwork with the Business Office for registration, etc.
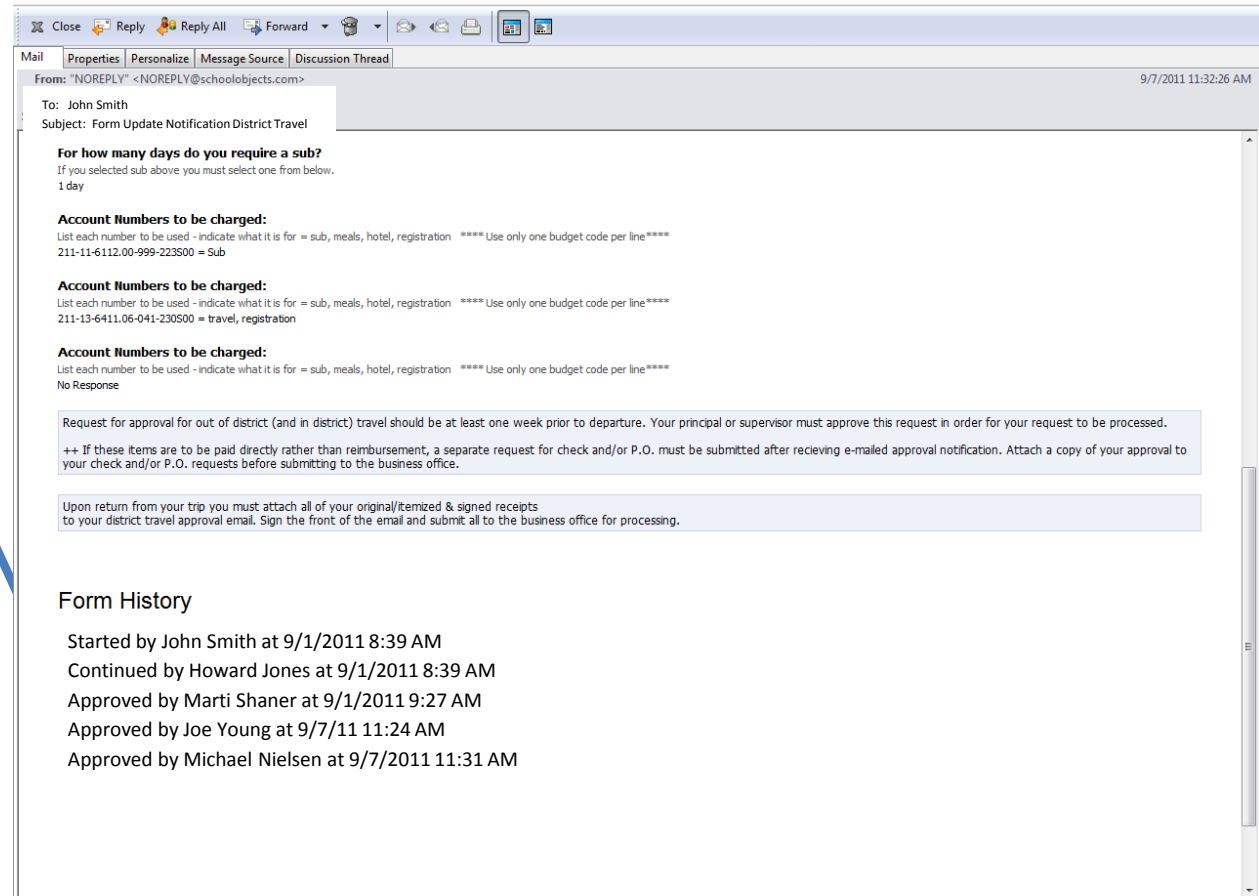
View Flow Charts for Travel Process

If you are unsure of the travel process/ procedures ……

- Click on the Documents tab.

- Click on the Human Resources folder.
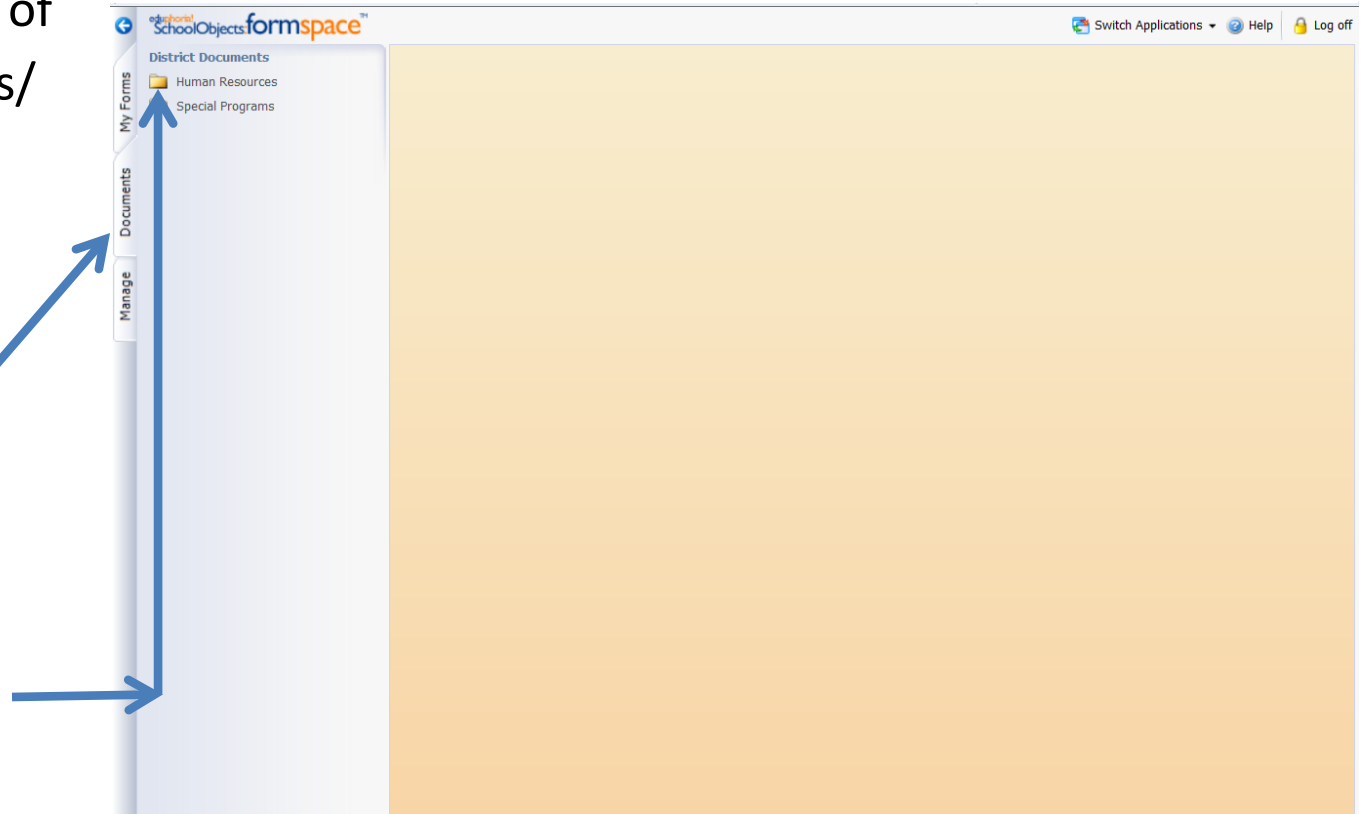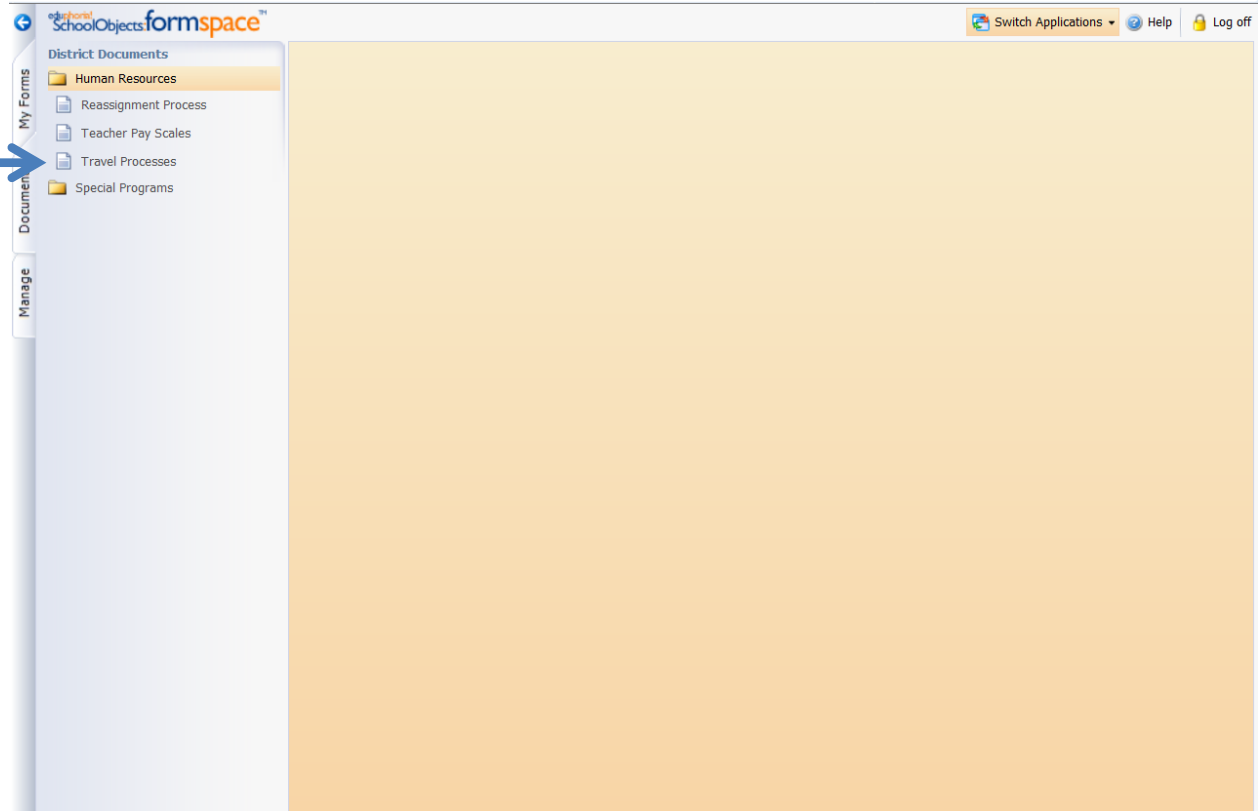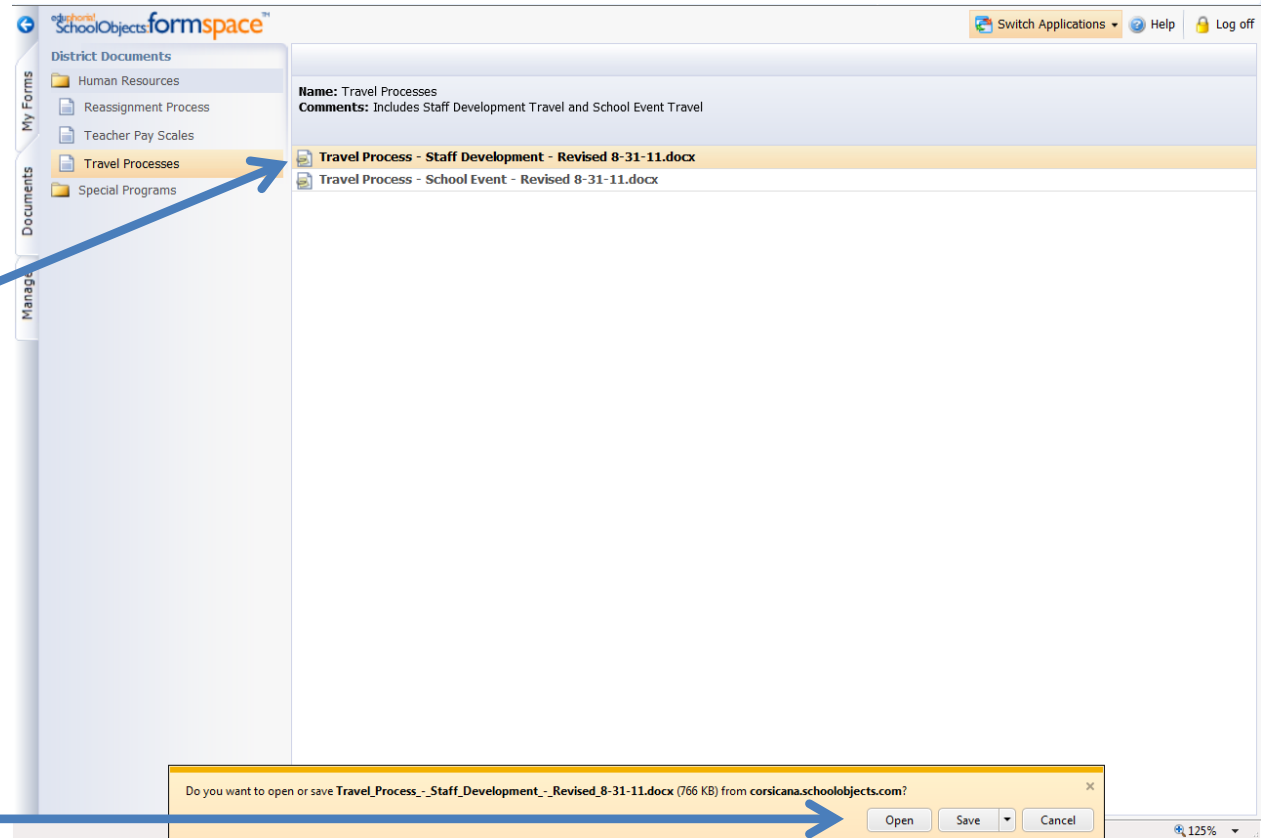
Locate the Document

- Click on the Travel Processes document.

Viewing the Document

- Double click on the document you would like to view.

- This yellow box will appear. Make your desired selection.

Follow the Procedures

- View procedure. Save to your computer for future reference.

- Be certain to follow these procedures in order to ensure your travel is approved by all parties necessary.