

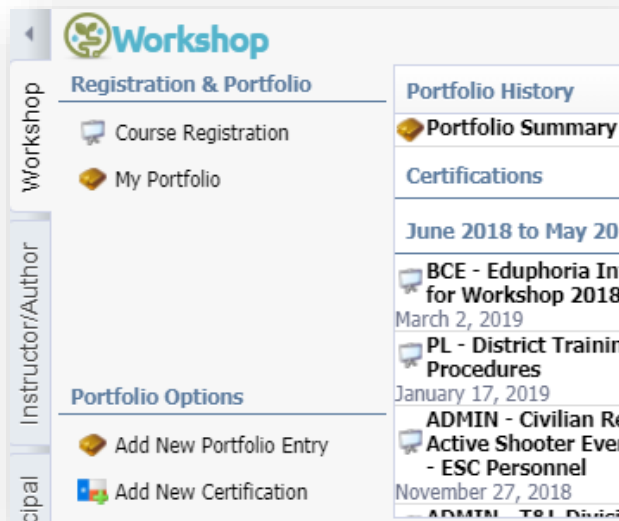
Add a portfolio Entry for an Out of District Training

To upload a Professional Development Course into your Portfolio:

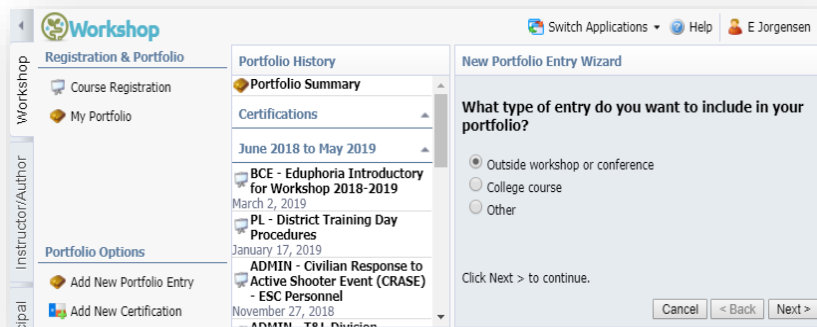
1. From Eduphoria Workshop, click on **My Portfolio**.



2. Choose **Add New Portfolio Entry** from the lower left hand corner



3. Use the radial buttons to choose your type of professional development. Then click **Next** in the lower right hand corner.



4. Record Basic Entry Information, including **Title**, **Description**, **Date**, and **Time**. If possible, use the original course description from the professional development provider.

New Portfolio Entry Wizard

Basic Entry Information

Title:

Description:

Start Date:

End Date:

Start Time:

End Time:

Click Next > to continue.

Cancel < Back Next >

5. On the next screen, enter your number of credit hours as **Professional Learning Credit**. *This number should match the number of hours on your certificate of attendance.*

New Portfolio Entry Wizard

Credit Types

Value of district credit requested:

AP/ Pre AP	0
GT Core: CI	0
GT Core: DC	0
GT Core: IA	0
GT Core: Nature and Needs	0
GT Core: SE	0
GT Update	6
Professional Learning Credit	6
SPED Credit	0
Texas SBEC CPE	0

Comments about the credit request:

Use this Box to note you are requesting GT UPDATE CREDIT.

Click Next > to continue.

Cancel < Back Next >

NOTE:

If requesting GT Update Credit:

- In the Comment box, enter **“I am requesting GT Update Credit.”**
- Submit a Request for ***Approval of GT Update***. This form can be found on the Eduphoria Workshop main page. Click the blue car icon.

6. On the last screen, upload the following documents:

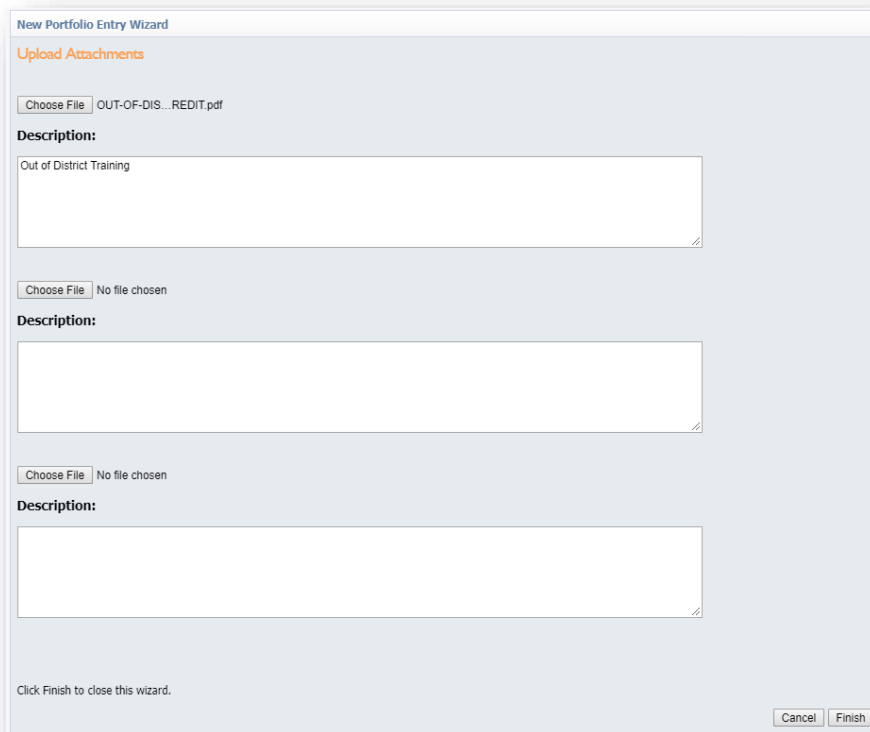
- ***Completed Out of District Form (OOD FORM)***
- ***Certificate of Attendance showing credit hours***

The screenshot displays a web form for requesting credit. At the top, there are three buttons: 'Save', 'Submit for Approval', and 'Delete Entry'. Below these is a header section titled 'Eduphoria Intrductory Training for Workshop 2019' with the subtitle 'Eduphoria training for Input secretaries'. A tab labeled 'Entry Details' is active. A yellow banner with a blue information icon states: 'Credit has been requested and is pending approval.' Below this is a section titled 'Request Details' containing the following fields: 'Request Title' (Eduphoria Intrductory Training for Workshop 2019), 'Request Description' (Eduphoria training for Input secretaries), 'Request Type' (This credit request is for an outside workshop.), 'Start Date' (8/1/2018 8:00 AM), 'End Date' (8/1/2018 9:00 AM), 'Credit Requested' (GT Update, 6 Credit(s) - Current Status: Pending; Professional Learning Credit, 1 Credit(s)), and 'Frameworks'.

NOTE:

It is best if you scan both the OOD and certificate together into one document and then upload.

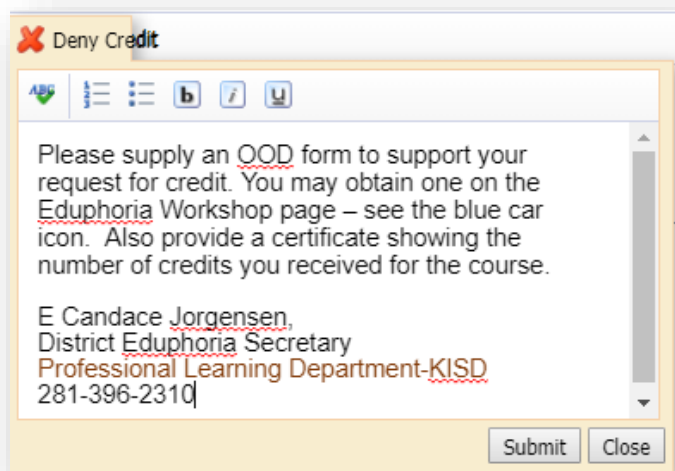
7. Clicking the **finish** button **submits** the Entry



The image shows a 'New Portfolio Entry Wizard' dialog box. It has a title bar with the text 'New Portfolio Entry Wizard'. Below the title bar, there is a section titled 'Upload Attachments' in orange. Under this section, there is a 'Choose File' button and a text field containing 'OUT-OF-DIS...REDIT.pdf'. Below this, there is a 'Description:' label and a large text area containing 'Out of District Training'. This pattern repeats for two more entries. At the bottom of the dialog, there is a message 'Click Finish to close this wizard.' and two buttons: 'Cancel' and 'Finish'.

8. You will receive notice when your request has been approved or denied.

If the request is missing paper work it will be returned to you with instructions on what is needed.
Example below.



The image shows a 'Deny Credit' dialog box with a red 'X' icon in the title bar. The title bar text is 'Deny Credit'. The dialog box has a toolbar with icons for 'Add', 'List', 'Print', 'Info', and 'Help'. The main text area contains the following text: 'Please supply an OOD form to support your request for credit. You may obtain one on the Eduphoria Workshop page – see the blue car icon. Also provide a certificate showing the number of credits you received for the course.' Below this, there is a signature block: 'E Candace Jorgensen, District Eduphoria Secretary, Professional Learning Department-KISD, 281-396-2310'. At the bottom right, there are two buttons: 'Submit' and 'Close'.

Re-submit your request with the changes.

Re-submitting a request

To **Re-submit** a request, Click on the request you wish to change in your Portfolio.

1. Click on My Portfolio
2. Click on the course you want to resubmit

The screenshot shows a web interface for managing a request. At the top, there are three buttons: 'Save' (floppy disk icon), 'Submit for Approval' (green checkmark icon), and 'Delete Entry' (red X icon). Below these is a 'Test title' field with the value 'fsfj'. A tabbed interface shows 'Entry Details' as the active tab, with other tabs being 'Notes and Attachments', 'Credit Requested', 'Frameworks', and 'Goals'. A yellow warning box with a blue exclamation mark icon contains the text: 'The request has been returned. Comments: Please supply an OOD form'. Below this is a section titled 'Request Details'. It includes a 'Request Title' field (containing 'Test title'), a 'Request Description' text area (containing 'fsfj'), a 'Request Type' dropdown (set to 'This credit request is for an outside workshop.'), a 'Start Date' field (2/15/2019 8:00 AM) with a calendar icon, an 'End Date' field (2/15/2019 4:00 PM) with a calendar icon, a 'Credit Requested' field (Professional Learning Credit, 9 Credit(s)), and a 'Frameworks' field.

3. Click on Notes and Attachments
4. Select the missing document you would like to add

This screenshot shows the 'My Notes' and 'Portfolio File Attachments' section of the same interface. The 'Notes and Attachments' tab is now active. The 'My Notes' section has a rich text editor with a toolbar containing icons for undo, redo, bulleted list, numbered list, bold, italic, and link. Below the notes is the 'Portfolio File Attachments' section, which lists two files: 'Course Input Form 2018.pdf' and 'I am returning your Request for credit.docx'. A blue paperclip icon is visible to the right of the attachments list.

5. Click **Submit** to send for Approval

Deleting an entry for Portfolio approval

Follow the steps below to delete a request for OOD Credit:

1. Click on My Portfolio
2. Click on the course you want to delete
3. Click **Delete Entry** at the upper Right

The screenshot displays the 'Registration & Portfolio' interface. On the left, a sidebar contains 'Course Registration' and 'My Portfolio'. The main area is titled 'Portfolio History' and includes a 'Portfolio Summary' section with a 'Certifications' tab. A list of course entries is shown, with the entry 'Developing Creative Thinking in the Classroom' (dated December 1, 2018) highlighted. To the right, a detailed view of this entry is shown, featuring a 'Save' button, 'Submit for Approval' button, and a 'Delete Entry' button (marked with a red X). The entry details include the title 'Developing Creative Thinking in the Classroom', a description 'GT certification course online, through TAGT', and a status message: 'Credit has been requested and is pending approval.' The 'Request Details' section shows the request title, description, type ('This credit request is for an outside workshop.'), start date (12/1/2018 8:00 AM), end date (1/5/2019 4:00 PM), credit requested (GT Core: CI, 6 Credit(s)), and current status (Pending).

Registration & Portfolio

Course Registration

My Portfolio

Portfolio History

Portfolio Summary

Certifications

June 2018 to May 2019

DTD - SEC C&I - Math: Ambitious Teaching in the Secondary Math Classroom - JH
February 18, 2019

SEC C&I - Math: 6th Grade Math Institute
January 31, 2019

OOD - TAGT On Demand - Developing Creative Thinking in the Classroom Online course
January 5, 2019

OOD - TAGT On Demand - Differentiation of Curriculum and Instruction for Gifted and Talented Online course
December 23, 2018

OOD - Region IV - Social & Emotional Needs of Gifted Talented Students Online
December 11, 2018

Developing Creative Thinking in the Classroom
December 1, 2018

Differentiated Curriculum and Instruction for the Gifted and Talented
December 1, 2018

Save Submit for Approval Delete Entry

Developing Creative Thinking in the Classroom

GT certification course online, through TAGT

Entry Details

Credit has been requested and is pending approval.

Request Details

Request Title:
Developing Creative Thinking in the Classroom

Request Description:
GT certification course online, through TAGT

Request Type:
This credit request is for an outside workshop.

Start Date:
12/1/2018 8:00 AM

End Date:
1/5/2019 4:00 PM

Credit Requested:
GT Core: CI, 6 Credit(s) - Current Status: Pending

Frameworks: