

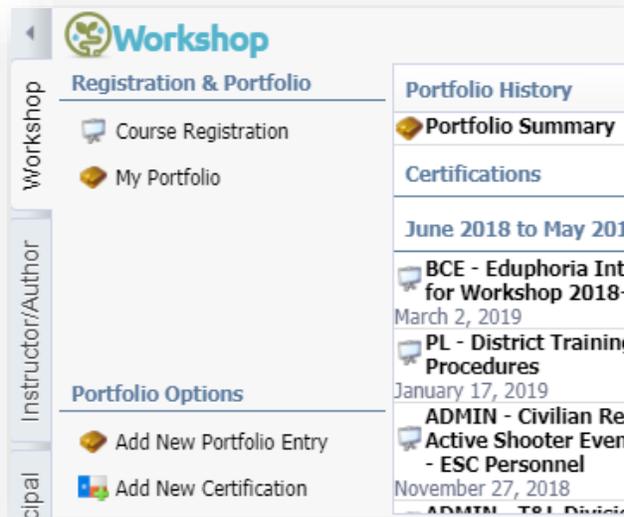
Add a portfolio Entry for an Out of District Training

To upload a Professional Development Course into your Portfolio:

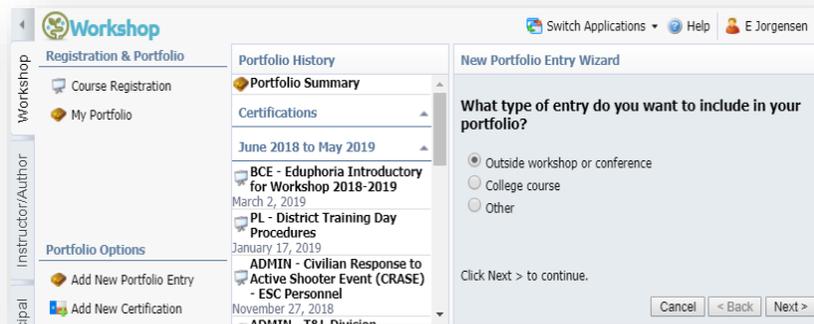
1. From Eduphoria Workshop, click on **My Portfolio**.



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.



- 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:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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	1	2
3	4	5	6	7	8	9

End Date:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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	1	2
3	4	5	6	7	8	9

Start Time:
 08 : 00 AM

End Time:
 04 : 00 PM

Click Next > to continue.

Cancel < Back Next >

- 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	<input type="text" value="0"/>
GT Core: CI	<input type="text" value="0"/>
GT Core: DC	<input type="text" value="0"/>
GT Core: IA	<input type="text" value="0"/>
GT Core: Nature and Needs	<input type="text" value="0"/>
GT Core: SE	<input type="text" value="0"/>
GT Update	<input type="text" value="6"/>
Professional Learning Credit	<input type="text" value="6"/>
SPED Credit	<input type="text" value="0"/>
Texas SBEC CPE	<input type="text" value="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 shows a web interface for a credit request. At the top, there are buttons for 'Save', 'Submit for Approval', and 'Delete Entry'. The main heading is 'Eduphoria Introductory Training for Workshop 2019' with a subtitle 'Eduphoria training for Input secretaries'. Below this is a tab labeled 'Entry Details'. A yellow banner with a blue exclamation mark icon contains the text: 'Credit has been requested and is pending approval.' Underneath is a section titled 'Request Details' with the following fields: 'Request Title' (Eduphoria Introductory 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), and 'End Date' (8/1/2018 9:00 AM). The 'Credit Requested' section lists 'GT Update, 6 Credit(s) - Current Status: Pending' and 'Professional Learning Credit, 1 Credit(s)'. The 'Frameworks' section is currently empty.

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

New Portfolio Entry Wizard

Upload Attachments

Choose File | OUT-OF-DIS...REDIT.pdf

Description:
Out of District Training

Choose File | No file chosen

Description:

Choose File | No file chosen

Description:

Click Finish to close this wizard.

Cancel 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.

Deny Credit

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.

E Candace Jorgensen,
District Eduphoria Secretary
Professional Learning Department-KISD
281-396-2310

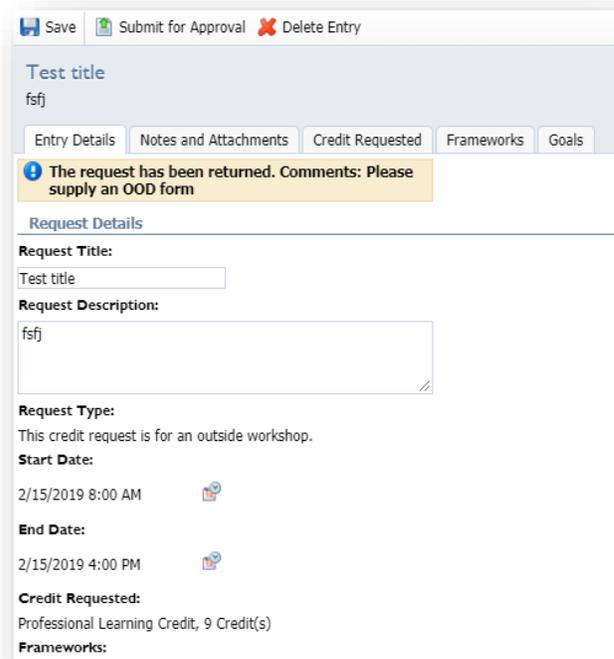
Submit Close

Re-submit your request with the changes.

Re-submitting a request

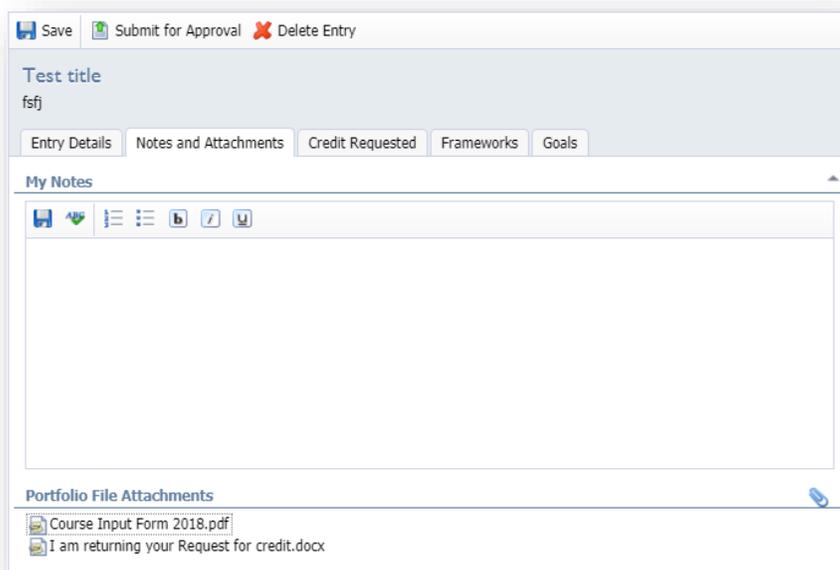
To **Re-submit** a request, Click on the request you wish to change in your Portfolio.

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



The screenshot shows a web interface for a request form. At the top, there are three buttons: 'Save', 'Submit for Approval', and 'Delete Entry'. Below the buttons, the 'Test title' is 'fsfj'. There are five tabs: 'Entry Details', 'Notes and Attachments', 'Credit Requested', 'Frameworks', and 'Goals'. A yellow notification box with a blue exclamation mark icon contains the text: 'The request has been returned. Comments: Please supply an OOD form'. Below this, the 'Request Details' section is visible, including fields for 'Request Title', 'Request Description' (containing 'fsfj'), 'Request Type' (with a note: 'This credit request is for an outside workshop.'), 'Start Date' (2/15/2019 8:00 AM), 'End Date' (2/15/2019 4:00 PM), 'Credit Requested' (Professional Learning Credit, 9 Credit(s)), and 'Frameworks'.

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



The screenshot shows the 'Notes and Attachments' tab selected. The 'Test title' remains 'fsfj'. The 'My Notes' section is a large text area with a toolbar containing icons for Save, Undo, Bold, Italic, Underline, and Link. Below the notes section, the 'Portfolio File Attachments' section is visible, showing two files: 'Course Input Form 2018.pdf' and 'I am returning your Request for credit.docx'.

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 shows a web application interface for portfolio management. On the left, a sidebar under 'Registration & Portfolio' includes 'Course Registration' and 'My Portfolio'. The main area is titled 'Portfolio History' and contains a list of entries under 'Certifications' for the period 'June 2018 to May 2019'. The entries include:

- 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) - This entry is highlighted in orange.
- Differentiated Curriculum and Instruction for the Gifted and Talented (December 1, 2018)

At the top right of the main area, there are buttons for 'Save', 'Submit for Approval', and 'Delete Entry'. The selected entry, 'Developing Creative Thinking in the Classroom', is shown in detail on the right. A yellow banner at the top of the details pane states: 'Credit has been requested and is pending approval.' The details include:

- 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:**