1. **Purpose**

To create, organize and maintain the district wide calendar used to communicate district level meetings and training - any activity that includes pulling personnel off campus during the instructional day

2. **Scope**

District Staff Development Coordinator and Crowley Personnel responsible for:
1. entering campus level training and meetings
2. requesting district level training and meetings

3. **Prerequisites**

1. Knowledge of how to enter a School Course into Eduphoria Workshop (SOP 1)
2. Knowledge of how to request a Course Idea into Eduphoria Workshop (SOP 3)

4. **Responsibilities**

Any personnel wanting to schedule a district level meeting or training will:
1. browse course registration by "Up and Coming Courses" under the workshop tab to view current training and meeting submissions for potential conflicts
2. enter all campus training and meetings into Workshop under “School Courses”
3. submit, for approval, all district-wide meetings and training as “Submit Course” under the Workshop tab (lightbulb)
   A. Requests for district level training or meetings must be entered into Eduphoria no later than 2 weeks prior to the session start date
   B. Due to difficulties securing substitutes on Mondays and Fridays, attempt to schedule district wide training and meetings Tuesday through Thursday
   C. Consider offering multiple training sessions to provide flexibility in scheduling personnel off campus

District Staff Development Coordinator will:
1. approve or deny district level training or meeting based on existing number of district level sessions already posted in Workshop
   *Note - In an attempt to preserve administrative presence on campus, only 1 district level meeting or training may be approved per day for administrative staff (to include Counselors and Curriculum Specialists)
2. If a course is denied due to multiple sessions posted in Workshop, comments regarding denial will be communicated along with suggested alternative dates
3. Check Crowley District Wide Calendar posted on School Fusion for possible conflicts
4. generate a report of district level meetings and trainings entered into Eduphoria Workshop and post them on the District Staff Development Calendar

Documents: C&I SOP’s
5. **Procedure**

To enter a request to offer a district level meeting or training, the organizer should:

1. Refer to SOP 3 titled, “Eduphoria Workshop District Course Suggestion”
2. Use district naming convention when titling the district level meeting or training
   A. Category Abbreviation: Title – Mtg or Trng
      • Example> AdAc: Lunch Planning – Mtg
      • Example> GT: Nature & Needs of Gifted Learners – Trng
      *Abbreviations listed in table below
3. The District Staff Development Coordinator should be selected as the approver of the submission
4. Eduphoria does not automatically notify the requestor of pending submissions; therefore to ensure the request gets approved in a timely manner, email the Staff Development Coordinator notifying him/her of the pending session
5. Select the category ***District Staff Development*** for all district level training plus any other category that applies
6. District level meetings should be categorized into **District Meetings** and one of the following categories listed in Eduphoria Workshop (do NOT select the District Staff Development category for a meeting):

<table>
<thead>
<tr>
<th>Category</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>21st CCLC</td>
<td>CCLC</td>
</tr>
<tr>
<td>Administration</td>
<td>Admin</td>
</tr>
<tr>
<td>Assessments-</td>
<td></td>
</tr>
<tr>
<td>Local</td>
<td>AL</td>
</tr>
<tr>
<td>State</td>
<td>AS</td>
</tr>
<tr>
<td>At Risk/RtI</td>
<td>AtrRtI</td>
</tr>
<tr>
<td>Attendance</td>
<td>Att</td>
</tr>
<tr>
<td>Counselors</td>
<td>Coun</td>
</tr>
<tr>
<td>Electives-</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>FA</td>
</tr>
<tr>
<td>LOTE</td>
<td>LOTE</td>
</tr>
<tr>
<td>CTE</td>
<td>CTE</td>
</tr>
<tr>
<td>PE/Athletics</td>
<td>PEAthl</td>
</tr>
<tr>
<td>English Language Arts</td>
<td>ELA</td>
</tr>
<tr>
<td>English Language Learners</td>
<td>ELL</td>
</tr>
<tr>
<td>GT/Advanced Academics</td>
<td>GTAdAc</td>
</tr>
<tr>
<td>Health Clinic Staff</td>
<td>HCS</td>
</tr>
</tbody>
</table>

Documents: C&I SOP’s
7. You will be notified via email through Eduphoria if the submission has been approved or denied.
   A. If the session has been approved the email will say, “Your course suggestion, SESSION TITLE, has been approved by Giovanna Piazza.
   B. If the session has been denied, the email will say, “Your course suggestion, SESSION TITLE, has been returned for review by Giovanna Piazza. The following comments were provided:_____”
   *Note: sessions will not be published in Eduphoria until they have been approved

8. Once your district wide training or meeting has been approved and is published in Eduphoria, then an outlook calendar invite may be emailed to staff; do not send a calendar invite until the session has been approved

To enter a campus meeting or training, the scheduler should:
1. Refer to SOP 1 titled, “Eduphoria Workshop Creating School Courses”
2. Document CPE hours for training – 1 hr equals 1 CPE credit
3. Meetings do not receive CPE credits

To receive credit for district training in Eduphoria Workshop, participants must:
1. Register for the training in Workshop
2. Sign the sign-in sheet at the training
3. Fill out the survey after course completion (the system will send a reminder 1 day after the training)
   *strongly encourage participants to un-enroll if they cannot attend the meeting or training, failure to do so will result in an absence for that session