1. **Purpose**

Standard operating procedure for presenter rights and responsibilities in eduphoria workshop

2. **Scope**

Presenters and C&I department

3. **Prerequisites**

Presenters must:
- have an eduphoria account
- be listed as an instructor in workshop setup
- be added as an instructor in the course
- be allowed to take attendance

4. **Responsibilities**

C&I will add presenter to presenter list in eduphoria, add presenter as instructor in the course and allow presenter to take attendance

5. **Procedure**

1. Log in to Eduphoria Workshop
2. Select the Instructor/Author Tab
3. Click on Standard Courses
4. You may have to change the month view by clicking on the arrow in the Select Month box
5. Select the title of the course

Documents: C&I SOP’s
6. To see who has registered for your course, select the attendance tab
7. To email the class, click on “Email Class” in the top menu bar
8. Print sign-in sheets the day before the session - to print the sign in sheet, click on the arrow next to “Reports” in the top menu bar and select Print Sign-In Sheet, a Sign-In Sheet Wizard will open on the right side of the window (steps a – d below will walk you through the wizard options)

   a. You do not need to add any special notes, click next
   b. You may include attendees with pending status by selecting the radial button next to Yes
   c. Include some blank lines by changing the number from 0 to 5 (or the desired number of blank lines)
   d. Click the Print Sign-In Sheet button
9. To take attendance, click the Attendance tab. Click on the individual who is absent and put a check in the box - you can only mark attendees absent, you cannot grant credit
10. Encourage attendees to take the survey – when they take the survey, they system automatically grants them credit for the course
11. Turn in sign-in sheets:
   a. Campus based training – to your campus administrator
   b. District based training – to the Staff Development Coordinator