1. **Purpose**
Standard operating procedure for adding an outside workshop into Eduphoria’s Workshop Portfolio

2. **Scope**
District personnel and department responsible for adding new personnel into Eduphoria

3. **Prerequisites**
Personnel need an account in Eduphoria, teachers need a copy of the certificate for which they are submitting the portfolio entry

4. **Responsibilities**
- District will add new personnel into Eduphoria
- Personnel will be responsible for adding outside workshops into their portfolio and will keep copies of outside workshop certificates on file

5. **Procedure**

1. Open Eduphoria Workshop
2. Under the workshop tab, select my portfolio
3. Located at bottom left, select “Add New Portfolio Entry”
4. A wizard will walk you through the steps for submitting an outside workshop for approval
   a. Select the type of entry you want to include in your portfolio
   b. Enter a title and description
   c. Select your Start Date/Time
   d. Select your End Date/Time
   e. When it asks if you want to request district credit for this entry, select Yes
   f. Make sure the Credit Type matches the category and value listed on your workshop certificate for which you are entering the request. If you do not enter any credit types and values, you will have to delete the entry and resubmit your entry.
   g. To associate goals with this request, expand the top item and check the appropriate goal(s)
      i. Goal 1 – Safe, Secure and Nurturing Schools
      ii. Goal 2 – Student Achievement for All

Documents: C&I SOP’s
iii. Goal 3 - Effective and Efficient Use of Resources

5. After you have completed the wizard, submit the request for credit by selecting “Now”
6. The system will notify you that your entry has been submitted for approval
7. Submit your workshop certificate to your campus administrator for proof of attendance (once the entry has been approved by your administrator, they may give you your certificate back for your records)

*You may delete the entry. Select the workshop and click Delete Entry.
*Eduphoria’s Portfolio is an effective tool for you to keep track of workshops you’ve attended in and out of the district. Keeping your portfolio up-to-date will assist those who need to track workshops for certificate renewal.
* To receive Earned-Off Credit for an outside workshop, personnel need to acquire six hours Earned-Off credit per day to earn the designated District Staff Development Day(s) off. These hours must be earned between the last calendar working day of the current year and the first calendar workday of the following year. **All earned-off credit must be obtained and entered into Eduphoria no later than the last working day in September.**