1. **Purpose**
Standard operating procedure for entering and managing school courses in Eduphoria Workshop.

2. **Scope**
Campus Administration and C&I department.

3. **Prerequisites**
Access granted to campus administrators.

4. **Responsibilities**
   - Campus principal will inform C&I which individuals need access to enter and manage school courses in workshop.
   - C&I will ensure appropriate access level is given to campus administration.

5. **Procedure**
   1. Open ‘Workshop’ in Eduphoria
   2. Select the “School Courses” tab along the left side
   3. Click on create school course at bottom left
   4. Choose either New empty course or Copy existing
   5. Click NEXT at the bottom right side of the page
   6. Enter title using district naming convention
      a. Category Abbreviation: Title – Mtg or Trng
         - Example> AdAc: Lunch Planning – Mtg
         - Example> GT: Nature & Needs of Gifted Learners – Trng
         *Abbreviations listed in appendix A
   7. Add a description; this is a good place to add a brief agenda
   8. Select your campus (your school should automatically be listed)
   9. Click next at the bottom right hand side of the page
   10. Select your start and end date and time
   11. Your course has been created, select “Begin Editing Course”
   12. Select the “Setup” tab
   13. Under the “Course Description” tab add:
      a. session location
      b. instructors (put a check in the box to grant the instructor credit for teaching the course and allow the instructor to take attendance)
   14. Select the “Attendees” tab

Documents: C&I SOP’s
15. You have several enrollment options:
   a. Enroll individuals by selecting the View Staff radial button
   b. Enroll your whole staff by selecting the View Groups radial button

16. You may change the max seating from the attendees tab, located in the upper right corner

17. Print sign-in sheets to take attendance. In the course, select the arrow next to the printer. Select Print Sign-In Sheets. A wizard will walk you through the steps to print the sheets. I always recommend adding a few blank lines.

18. Once the course is complete, select your attendees tab. You have several options to grant staff credit:
   a. Tell staff to take the survey, taking the survey automatically grants the attendee credit for the course. Once the course is marked complete the system will grant or deny credit based on the course survey requirements. Those who didn’t take the survey will not get credit. **You must mark absenteeism’s or those who did not attend will get credit if they take the survey.**
   b. If everyone attended, select the arrow next to the wrench and select Grant All Credit.
   c. Right click on each participant and either mark absent or grant credit. (this is the most thorough way of granting and denying credit)
Right click and mark absent attendees Absent then select the Mark Complete button at the top, this will automatically grant credit for each active participant not marked absent.

Appendix A

<table>
<thead>
<tr>
<th>Category</th>
<th>Abbreviation</th>
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<tbody>
<tr>
<td>21st CCLC</td>
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<td>AS</td>
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<td>At Risk/RtI</td>
<td>AtR</td>
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<tr>
<td>RtI</td>
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<td>Attendance</td>
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<td>Electives-</td>
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Documents: C&I SOP’s