


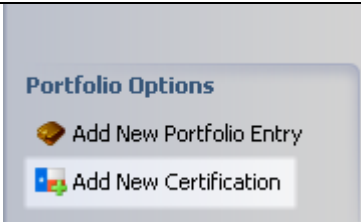


The **ABC**'s of Workshop

A. ENTERING YOUR CERTIFICATIONS	
<ul style="list-style-type: none"> Log in at http://eduphoria.friscoisd.org You will be guided through screens where you will complete your profile information. 	
<ul style="list-style-type: none"> You can always edit your profile from the main page by clicking My Profile. 	
<ul style="list-style-type: none"> From the main page choose Workshop 	
<ul style="list-style-type: none"> At the bottom left of the screen click Add New Certification 	

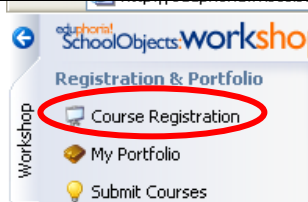
If you are not sure about your certifications, go to
<https://secure.sbec.state.tx.us/SBECONLINE/virtcert.asp>.

The screenshot shows the 'eduphoria! - Microsoft Internet Explorer' browser window. The address bar displays 'http://eduphoria.friscoisd.org/wshop'. The main content area is divided into three panes. The left pane, titled 'Registration & Portfolio', contains a sidebar with 'Workshop' and 'Instructor' tabs, and a 'Portfolio Options' section with 'Add New Portfolio Entry' and 'Add New Certification' buttons. The middle pane, 'My Portfolio', lists 'Portfolio Summary', 'My Profile', and 'Certifications'. Under 'Certifications', 'All-Level Art' is highlighted with a red circle and has an arrow pointing to the 'New Certification Wizard'. The right pane, 'New Certification Wizard', is titled 'Add New Certification' and contains a list of certification options: All-Level Art, All-Level Learning Resources Specialist, All-Level Music, All-Level Physical Education, Assistant Principal, Counselor, Driver Education, Early Childhood Education, Early Childhood Education-Handicapped, Educational Diagnostician, Elementary Biology, Elementary Early Childhood Education, and Elementary Earth Science. At the bottom of the wizard, there are 'Cancel', '< Back', and 'Next >' buttons, with 'Next >' circled in red. The status bar at the bottom shows 'Done' and 'Internet'.

- Select a certification and click **Next**
- Work through the New Certification Wizard screens
- When you click **Finish**, your certification will appear under Certifications in the middle pane.
- Click **Add New Certificate** at the bottom left to add another certificate if needed.

B. REGISTERING FOR A COURSE

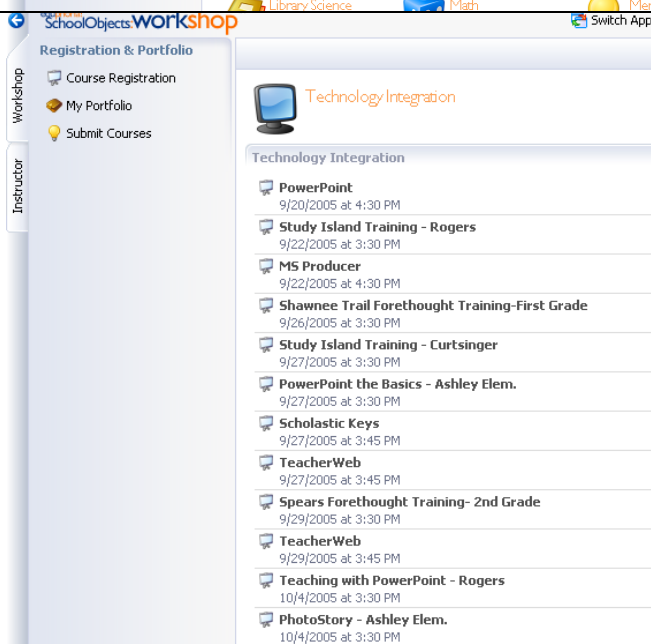
- Click **Course Registration**



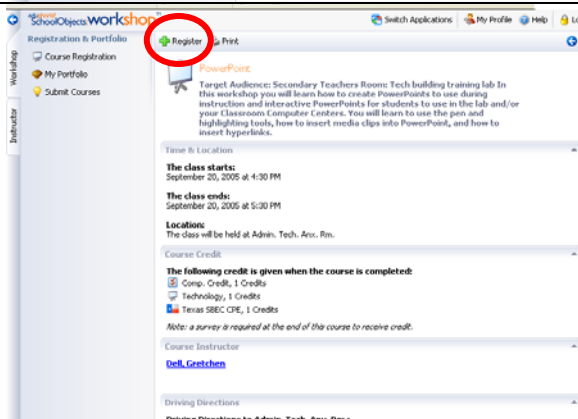
- View the offered courses by **Date & Time** or by **Category** by clicking on an icon
- Click the **Back Arrow** at the top right to return to the main catalog



- Click the name of a course for more details and to register



- Click **Register** to enroll in the class
- You will receive an e-mail confirmation.
- Click **Back** to return to the list of courses



C. ADDING OUTSIDE COURSES AND CONFERENCES TO YOUR PORTFOLIO




- Click **Add New Portfolio Entry** at the bottom left

Portfolio Options

 Add New Portfolio Entry

 Add New Certification

- Select the type of entry you want to add
- Click **Next** to continue with the wizard
- If you choose to request district credit, it will be sent to your principal for approval.
- Click **Finish** when complete

 Switch Applications  My Profile  Help  Log off

New Portfolio Entry Wizard

New Portfolio Entry

What type of entry do you want to include in your portfolio?

- Outside workshop or conference
- College course
- Other

Click Next > to continue.

Cancel

< Back

Next >

- The person icon in your portfolio will denote an outside course entry.

My Portfolio

 Portfolio Summary

 My Profile

Certifications

 All-Level Art

Expires September 2005

 Elementary Self-Contained

Expires September 2005

June 2005 to May 2006

 Region 10 Workshop

September 20, 2005

 Research Galore

September 13, 2005

June 2004 to May 2005

June 2003 to May 2004