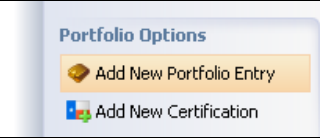
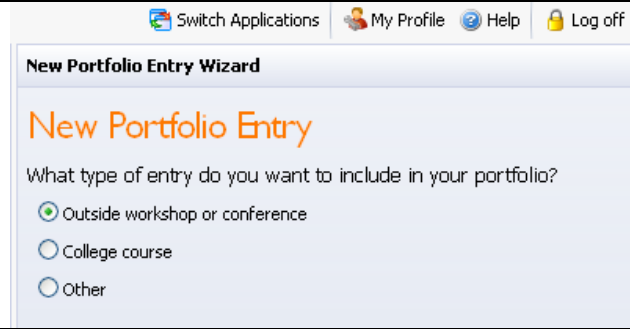

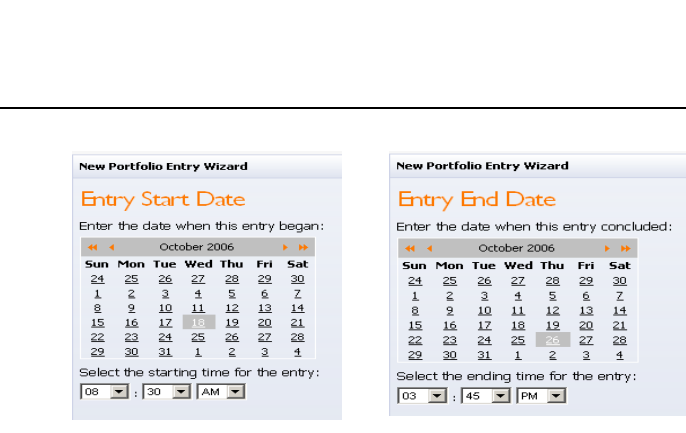


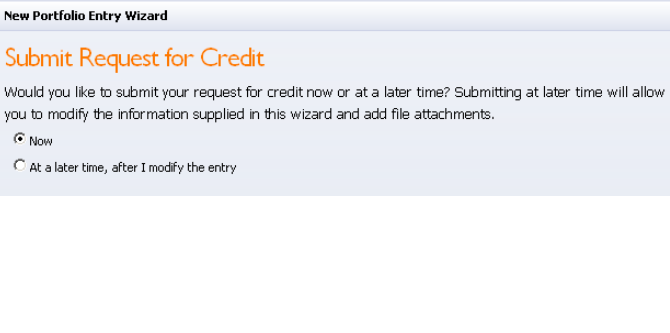
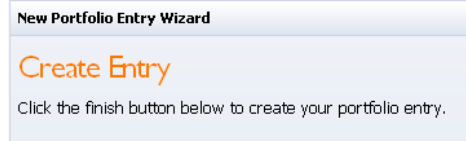
Adding Outside Courses & Conferences to your Eduphoria-Workshop Portfolio and Submitting for District Credit

Adding Outside Courses and Conferences to Your Portfolio	
<ul style="list-style-type: none"> Click Add New Portfolio Entry at the bottom left 	
<ul style="list-style-type: none"> Select the type of entry you want to add Click Next to continue with the wizard. 	
<ul style="list-style-type: none"> Enter the title of the workshop/conference and the description. Be sure that your description is detailed enough for your principal/assistant principal to understand what you learned in this course. Click Next to continue. 	
<ul style="list-style-type: none"> Enter the <i>start</i> date and time of the workshop/conference and the <i>end</i> date and time. Click Next to continue. 	

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<ul style="list-style-type: none"> Click “yes” if you would like to request district credit for this workshop/ conference. <p><i>NOTE: If you <u>do not need</u> it to count toward your 12 comp hours, select NO.</i></p> <ul style="list-style-type: none"> Click Next to continue 	<div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> <p>New Portfolio Entry Wizard</p> <p style="color: orange; font-weight: bold;">District Credit</p> <p>Would you like to request district credit for this entry?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> </div>																																												
<ul style="list-style-type: none"> Credit Types: (<i>your workshop can meet more than one credit type</i>) If the workshop took place outside of district contract time (i.e. in the summer, after contract hours), you are eligible to receive Non-Contract Hours. All Educational workshops are eligible for Texas SBEC CPE Credit. <u>If the workshop/ conference addressed a particular strand(s), you are eligible for hours within strand. You can choose multiple strands.</u> Make sure that you explain “why” you requested credit for a particular credit type in the comment space provided. Click Next to 	<div style="border: 1px solid gray; padding: 5px;"> <p style="color: orange; font-weight: bold;">Credit Types</p> <p>Enter the value of district credit requested:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td>Assessment</td><td style="text-align: center;">0</td></tr> <tr><td>Assessment: GT Identification and Assessment</td><td style="text-align: center;">0</td></tr> <tr><td>Continuous Improvement</td><td style="text-align: center;">0</td></tr> <tr><td>Curriculum: Bilingual/ESL</td><td style="text-align: center;">0</td></tr> <tr><td>Curriculum: Career & Technology</td><td style="text-align: center;">0</td></tr> <tr><td>Curriculum: Core Content</td><td style="text-align: center;">0</td></tr> <tr><td>Curriculum: Counseling</td><td style="text-align: center;">0</td></tr> <tr><td>Curriculum: Dyslexia</td><td style="text-align: center;">0</td></tr> <tr><td>Curriculum: Library Services</td><td style="text-align: center;">0</td></tr> <tr><td>Curriculum: Nursing/Health Services</td><td style="text-align: center;">0</td></tr> <tr><td>Curriculum: Special Education</td><td style="text-align: center;">0</td></tr> <tr><td>Curriculum: Specialized Content</td><td style="text-align: center;">0</td></tr> <tr><td>Differentiation</td><td style="text-align: center;">0</td></tr> <tr><td>Differentiation: GT Differentiated Curriculum</td><td style="text-align: center;">0</td></tr> <tr><td>Differentiation: GT Nature and Needs of Gifted Students</td><td style="text-align: center;">0</td></tr> <tr><td>Differentiation: GT Social & Emotional Needs</td><td style="text-align: center;">0</td></tr> <tr><td>Instruction</td><td style="text-align: center;">0</td></tr> <tr><td>Instruction: GT Creativity and Instructional Strategies</td><td style="text-align: center;">0</td></tr> <tr><td>Instruction: Technology Integration</td><td style="text-align: center;">0</td></tr> <tr><td>Non-Contract (Non-duty)</td><td style="text-align: center;">0</td></tr> <tr><td>Technology Application</td><td style="text-align: center;">0</td></tr> <tr><td>Texas SBEC CPE</td><td style="text-align: center;">0</td></tr> </tbody> </table> <p>Include any comments about the credit request below:</p> <div style="border: 1px solid gray; height: 30px; width: 100%;"></div> </div>	Assessment	0	Assessment: GT Identification and Assessment	0	Continuous Improvement	0	Curriculum: Bilingual/ESL	0	Curriculum: Career & Technology	0	Curriculum: Core Content	0	Curriculum: Counseling	0	Curriculum: Dyslexia	0	Curriculum: Library Services	0	Curriculum: Nursing/Health Services	0	Curriculum: Special Education	0	Curriculum: Specialized Content	0	Differentiation	0	Differentiation: GT Differentiated Curriculum	0	Differentiation: GT Nature and Needs of Gifted Students	0	Differentiation: GT Social & Emotional Needs	0	Instruction	0	Instruction: GT Creativity and Instructional Strategies	0	Instruction: Technology Integration	0	Non-Contract (Non-duty)	0	Technology Application	0	Texas SBEC CPE	0
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continue.	
<ul style="list-style-type: none"> • If you have entered all of the required information, click “Now” to submit your request for credit. • Click Next to continue 	
<ul style="list-style-type: none"> • Click the Finish button to create your portfolio entry. • Once you receive the message to the right, you know that you have submitted a workshop/conference for district approval. • You MUST submit a copy of your workshop/conference certificate or other form of documentation proving that you attended the conference to your principal/assistant principal. • A green [Pending Approval] notation will appear next to the outside workshop/conference until it is approved / disapproved. 	