

Professional Development Procedures 101

Surveys:

- Surveys are added to ALL courses in Eduphoria to provide coordinating departments with information to improve / evaluate districtwide professional development.
- Complete the survey after each course you attend. The survey is only available **7 days** after the course.
- **If you take the survey within 7 days**, you will *automatically* receive credit and have immediate access to your certificate.
- **If you fail to complete the survey, you do not need to contact the instructor or Professional Development.** Credit will be granted and you will have access to your certificate once all sign-in sheets are received and processed.

Sign-in Sheets:

- Sign-in sheets are the official record of attendance for all courses in Eduphoria.
- We can not grant credit to anyone who has not signed in.
- Taking the survey, but not signing the attendance sheet, will not count as attendance and credit will not be applied.

Register/Unregister:

- Register for all courses in advance. Courses automatically close **48 hours before** the course, and you are unable to register or un-register after that time.
- If you are not able to attend, it is your responsibility to un-register **48 hours before** the course begins.
- **If you fail to unregister for a course, you do not need to contact the instructor or Professional Development office.**
- All employees are allowed three absences before they are locked out of the system. *(Like student absences and tardies, regardless of the reason the absence will remain on your portfolio.)*

Excessive Absences / No shows:

- If a participant registers for a course and does not attend he/she will be marked as absent.
- After **three absences** are recorded on your portfolio, the participant will be locked out of the Eduphoria Workshop system and unable to register for future courses. Excessive absences can be documented by your administrator in PDAS Domain VI / VII.
- **If you are locked out of the system, you do not need to contact the instructor or Professional Development office.** Contact your campus administrator.
- Campus administrators must contact Professional Development on behalf of their staff in order for their registration account to be reset.

Late Hires:

- Any late-hire that attends professional development and is unable to register must sign-in legibly and note their designated home campus.
- Credit will be granted once a Login/ID has been created, and sign-in sheets are received and processed.

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Out-of-District Courses / College Credit:

- All out-of-district credits are approved/denied at the discretion of your campus administrator.
- **BEFORE** attending an out-of-district workshop or conference submit an Out-of-District Pre-Approval Form to your campus administrator **THEN** after you have attended the workshop or conference, you can add a new portfolio entry in Eduphoria to receive non-contract professional development credit.
- **BEFORE** attending college courses submit an Out-of-District Pre-Approval Form to your campus administrator to approve **THEN** after you have completed the course you can add a new portfolio entry in Eduphoria to receive non-contract professional development credit.
- One 3 hour college course = 6 hours of non contract professional development credit, not to exceed 6 hours towards the 12-hour minimum non-contract requirement. Courses submitted must be directly related to your current teaching assignment.
- To add a Portfolio Entry, go to "My Portfolio" in Eduphoria Workshop and select "Add New Portfolio Entry" towards the bottom under "Portfolio Options". A guide and video are available at: <http://www.friscoisd.org/departments/professionalDev/eduphoria.htm>

My Portfolio:

- By selecting a course under "My Portfolio" in Eduphoria Workshop, you can access an overview of the course, instructor notes, your own notes, discussion boards, and the survey.

Eduphoria Profiles:

- Check your portfolio to be sure your name, campus, and primary role are correct.
- The accuracy of this information impacts all reports that are generated for professional development requirements.

Professional Development Attire:

- Districtwide professional development dress is always professional. Summer and Saturday days are business casual. Jogging shorts, tank tops, torn jeans, and workout clothes are not appropriate.

Professional Development Hours:

- All campus and district professional development days will be 8:00-3:30.
- A professional development day is considered to be 6 hours in length (maximum). Courses / workshops must be at least 1 hour in length.

District Professional Development Norms

- Be on time
- Be actively engaged from beginning to end
- Exhibit professional behavior
- Remain focused on student success
- Silence your electronic device