

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.
- You will automatically receive credit and have access to your certificate within 7 days, if you take the survey.
- If you fail to complete 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.

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:

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

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, you do not need to contact the instructor or Professional Development office.
- Administrators must contact Professional Development on behalf of their staff in order for portfolios to be updated.

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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No Shows / Excessive Absences:

- If a participant registers for a course and does not attend he/she will be marked as absent.
- After **three "no shows"** 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 and "no shows" can be cited by your administrator in PDAS Domain VI and/or VII.
- If you are locked out of the system, you do not need to contact the instructor or Professional Development office.
- Administrators must contact Professional Development on behalf of their staff in order for their registration account to be reset.

Out-of-District Courses / College Credit:

- To receive non-contract professional development credit for out-of-district workshops and conferences, submit an Out-of-District Approval Form to your administrator BEFORE a new portfolio entry is requested in Eduphoria.
- To receive non-contract professional development credit for college/university coursework submit an Out-of-District Approval Form to your administrator BEFORE a new portfolio entry is requested in Eduphoria. 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 must be related to your current position.
- **AFTER** receiving pre-approval from your administrator, "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>

Professional Development Attire:

- Districtwide Professional Development dress is always professional. Saturday courses are business casual.

Professional Development Hours:

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

District Professional Development Norms

- Be on time
- Be actively engaged from beginning to end
- Exhibit professional behavior
- Remain focused on student success
- Turn off all electronic device