

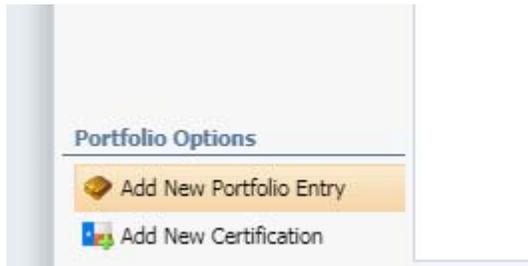
Add a Professional Development Entry to your Portfolio

If you attend professional learning training **outside of the district**, you may submit a request to have this added to your *eduphoria! Workshop portfolio*. Please only submit requests for trainings that are documented with a certificate from an accredited provider.

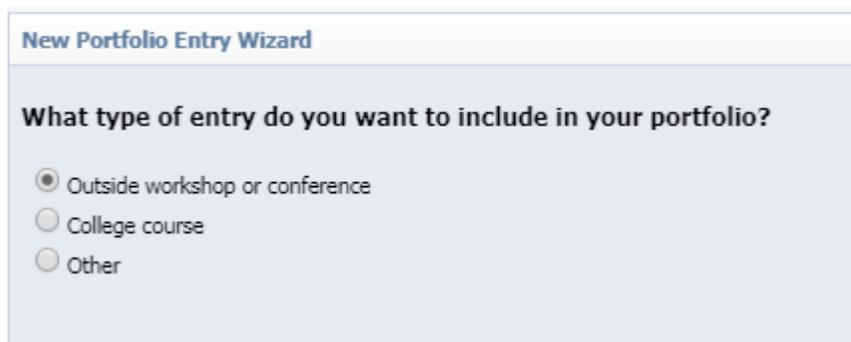
1. Login to Eduphoria and click on the Workshop icon
2. Click on “My Portfolio” at the top left of the screen



3. Click on “Add a New Portfolio Entry” at the bottom left of the screen



4. Select “Outside workshop or conference” and click “Next” at the bottom right of the screen

A screenshot of the 'New Portfolio Entry Wizard' form. The title is 'New Portfolio Entry Wizard'. The main question is 'What type of entry do you want to include in your portfolio?'. There are three radio button options: 'Outside workshop or conference' (which is selected), 'College course', and 'Other'.

5. Type in the title, a brief description, the start/end date, and the start/end time of the workshop you attended and click next at the bottom right of the screen

New Portfolio Entry Wizard

Basic Entry Information

Title:

Description:
Start Date:

February 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3
4	5	6	7	8	9	10

End Date:

February 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3
4	5	6	7	8	9	10

Start Time:

08 ▾ : 00 ▾ AM ▾

End Time:

04 ▾ : 00 ▾ PM ▾

6. Enter the number of credit hours and types you are requesting, then click Next (bottom right of screen)

- In most cases, the credit type and amount will be printed on the certificate you receive after attending a workshop.
- Most professional learning courses are for CPE credit unless otherwise specified.

New Portfolio Entry Wizard

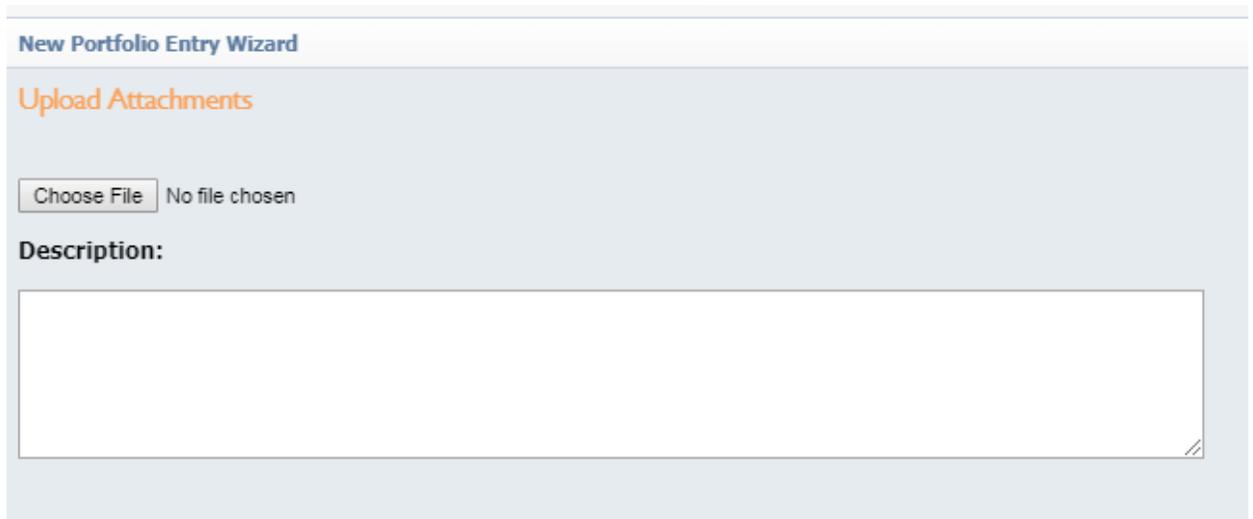
Credit Types

Value of district credit requested:

ADA/OCR	<input type="text" value="0"/>
CEU	<input type="text" value="0"/>
CPE	<input type="text" value="0"/>
CPE/ESL	<input type="text" value="0"/>
CPI	<input type="text" value="0"/>
CPR	<input type="text" value="0"/>
Curriculum and Assessment Work (local)	<input type="text" value="0"/>
First Aid	<input type="text" value="0"/>
GT/Advanced Content	<input type="text" value="0"/>
GT/APSI (local)	<input type="text" value="0"/>
GT/Creativity and Instructional Strategies	<input type="text" value="0"/>
GT/Differentiation	<input type="text" value="0"/>
GT/Identification and Assessment	<input type="text" value="0"/>
GT/Nature and Needs	<input type="text" value="0"/>
GT/Social and Emotional	<input type="text" value="0"/>
Meetings (local)	<input type="text" value="0"/>
STEMscopes	<input type="text" value="0"/>
Texas SBEC CPE	<input type="text" value="0"/>

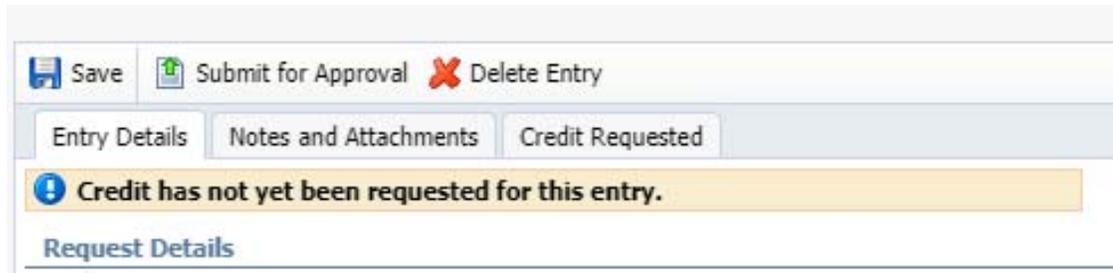
Comments about the credit request:

6. **Upload Attachment** Evidence may include a certificate or credit form provided by the training provider. Once you've attached your certificate, click 'Finish' (bottom right corner). Your entry will not be reviewed until this evidence has been received.



The screenshot shows the 'New Portfolio Entry Wizard' interface. At the top, it says 'New Portfolio Entry Wizard' in blue. Below that, the section is titled 'Upload Attachments' in orange. There is a 'Choose File' button and the text 'No file chosen'. Below this is a 'Description:' label followed by a large, empty text input box.

7. **Submit for Approval.**



The screenshot shows a toolbar with three buttons: 'Save' (floppy disk icon), 'Submit for Approval' (document with checkmark icon), and 'Delete Entry' (red X icon). Below the buttons are three tabs: 'Entry Details' (selected), 'Notes and Attachments', and 'Credit Requested'. A yellow warning banner with a blue exclamation mark icon contains the text: 'Credit has not yet been requested for this entry.' Below the banner is a link for 'Request Details'.

Your entry will now be saved to your portfolio and sent to the district for credit approval. If credit is approved, your portfolio entry will be automatically updated to reflect the credits.

If your request is denied, the session will still be documented on your portfolio; however, the hours will not automatically calculate into your total credit hours. While these hours will not automatically calculate, you can always account for all of your professional learning (and not just the hours calculated by your portfolio) when it is time to renew your teacher certification with Texas SBEC.

Please contact Crysten Caviness or Kaitlyn Timmons in the Professional Learning Center if you have any questions.

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