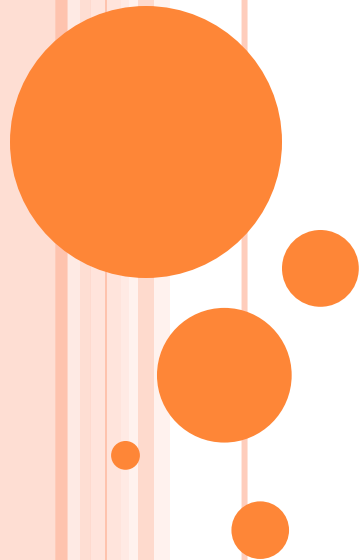



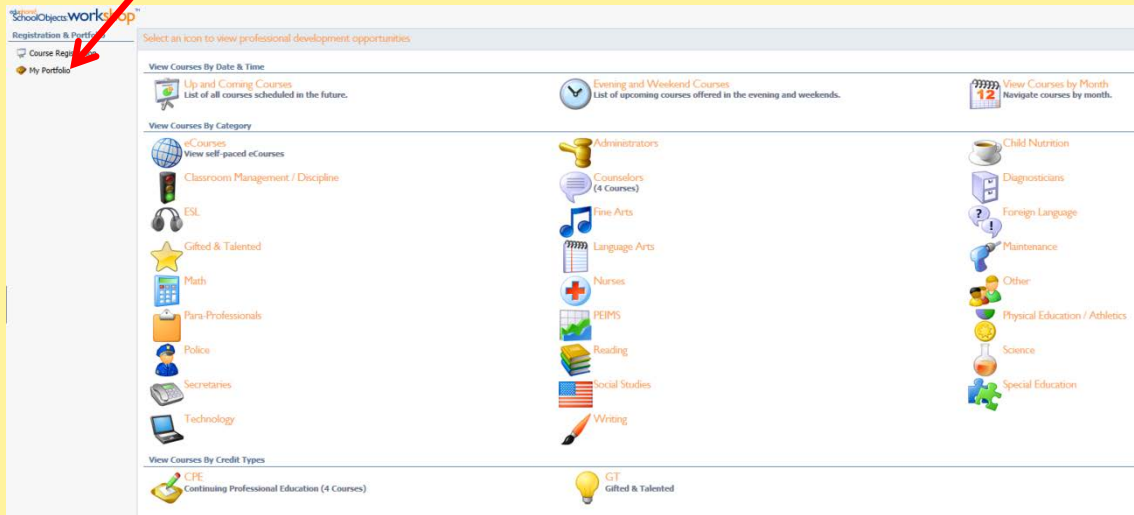
ADDING ENTRIES TO PORTFOLIO

educational
SchoolObjects **workshop**™





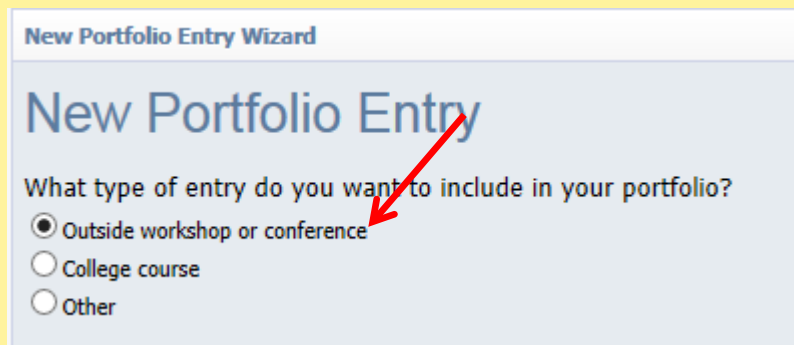
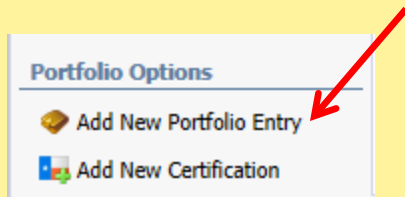
**OUTSIDE COURSES AND
CONFERENCES CAN BE
ADDED TO YOUR PORTFOLIO,
ENABLING YOU TO KEEP AN
ACCURATE RECORD OF YOUR
PROFESSIONAL
DEVELOPMENT EVENTS AND
EARN CREDIT FOR
ATTENDING.**



Click **MY PORTFOLIO** in the upper right corner of the main page.

A new screen will appear. In the lower left corner, click on **ADD NEW PORTFOLIO ENTRY**. This will open the New Portfolio Entry Wizard.

Choose the type of entry to add to your portfolio and click “**Next**” to continue.



Entry Title

Enter a title for this entry:

Enter a description:

Entry Start Date

Enter the date when this entry began:

February 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	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

Select the starting time for the entry:

08 : 00 AM

Entry End Date

Enter the date when this entry concluded:

February 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	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

Select the ending time for the entry:

04 : 00 PM

District Credit

Would you like to request district credit for this entry?

- Yes
 No

Note: If you choose "No," the wizard will then finish and add the entry to your portfolio without any credits associated with it.

If you choose "Yes," then enter the values of the District credit types you should be receiving for the professional development activity.

Credit Types

Enter the value of district credit requested:

CPE: 0
GT: 0

Include any comments about the credit request below:

Enter a title.

Entering a description is optional, but helpful. It helps the reviewer to understand what the conference/training is about.

Click "Next" to continue.

Enter the start date and time and click "Next" to continue.

Enter the end date and time and click "Next" to continue.

Choose if you would like to request District credit and click "Next" to continue.

Enter the credit value and click "Next" to continue.



Submit Request for Credit

Would you like to submit your request for credit now or at a later time? Submitting at later time will allow you to modify the information supplied in this wizard and add file attachments.

- Now
 At a later time, after I modify the entry

Note: If you have more information to add or need to attach any type of certificate or documentation, check “At a later time.”

Create Entry

Click the finish button below to create your portfolio entry.

The screenshot shows the 'My Portfolio' interface. On the left, there is a sidebar with 'My Portfolio', 'Portfolio Summary', 'Certifications', and a list of entries including 'test' dated February 18, 2014. The main area shows the 'test' entry with tabs for 'Entry Details', 'Notes', and 'Credit Requested'. The 'Notes' tab is active, displaying a rich text editor with icons for save, copy, paste, undo, redo, bold, italic, and underline. At the top of the main area, there are buttons for 'Save', 'Submit for Approval', and 'Delete Entry'. Two red arrows point to the 'Save' and 'Submit for Approval' buttons.

The screenshot shows the 'test' entry details. At the top, there is a paperclip icon for attachments. Below it, the 'Entry Details' tab is active, showing a status message: 'Credit has been requested and is pending approval.' A red arrow points to the paperclip icon, and another red arrow points to the status message. Below the status message, there is a 'Request Details' section with the following information:

- Request Type:** This credit request is for an outside workshop.
- Entry Date:** February 18, 2014 at 8:00 AM
- End Date:** February 18, 2014 at 4:00 PM
- Credit Requested:** CPE, 3 Credit(s)

Choose whether to submit the request now or at a later time and click “**Next**” to continue.

Click “**Finish**” and you’ll be taken to your portfolio summary. Here you can add notes or an attachment.

To add an attachment, click on the **NOTES** tab, then the blue paperclip on the right side of the page. Browse for your file and then click “**Attach File.**”

Make sure to click “**Save.**”

Click “**Submit for Approval**” to send this to the professional development administrator. You will see “**Credit has been requested and is pending approval.**”

Once approved, credit will be granted and appear in your portfolio summary of credits.