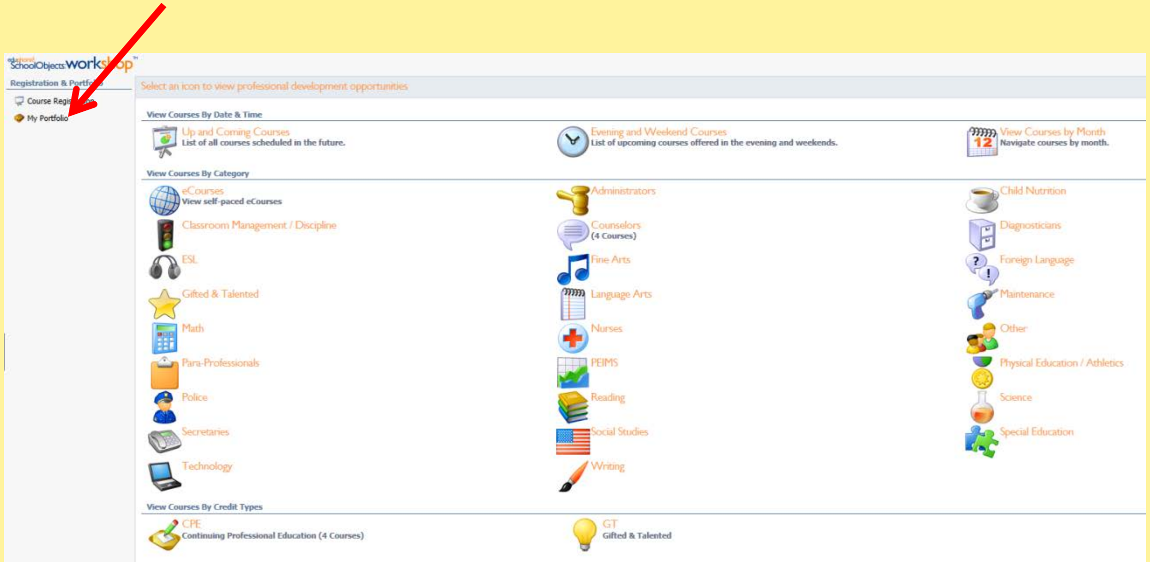
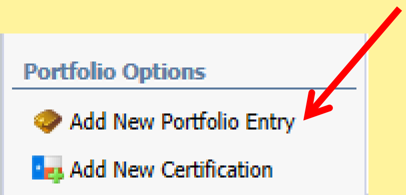
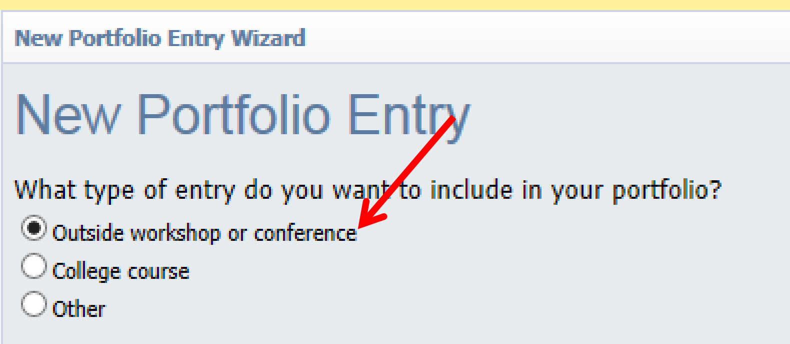
Adding Entries to eduphoria! SchoolObjects: workshop Portfolio

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.



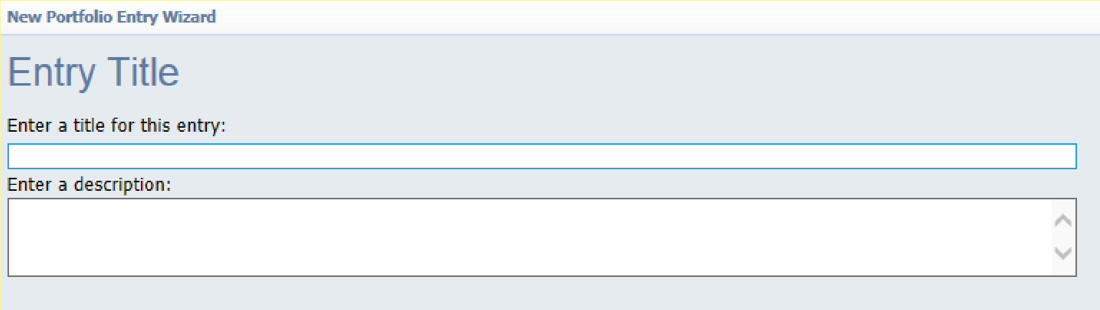




Click **MY PORTFOLIO** in the upper right corner of the main page.

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

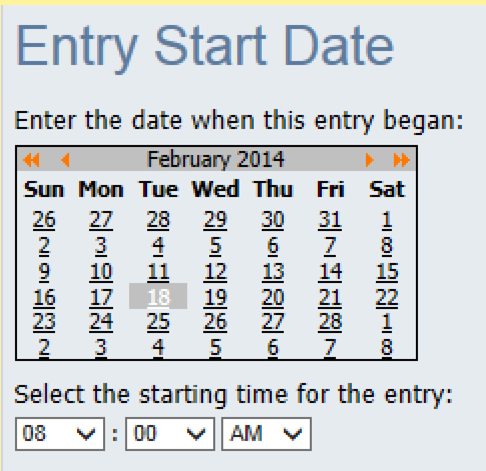
Choose the type of entry to add to your portfolio and click "**Next**" to continue.



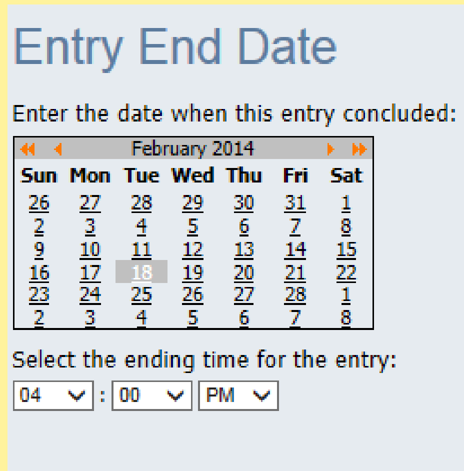
Enter a title.

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

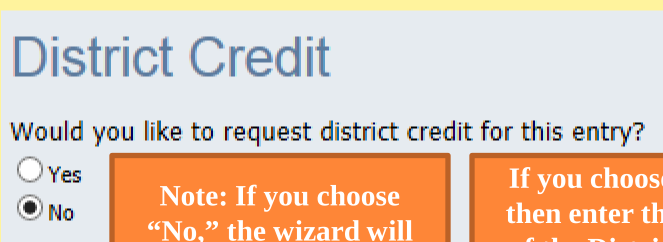
Click “**Next**” to continue.



Enter the start date and time and click “**Next**” to continue.



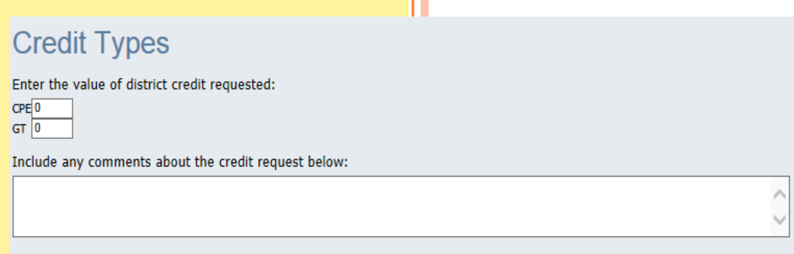
Enter the end date and time and click “**Next**” to continue.



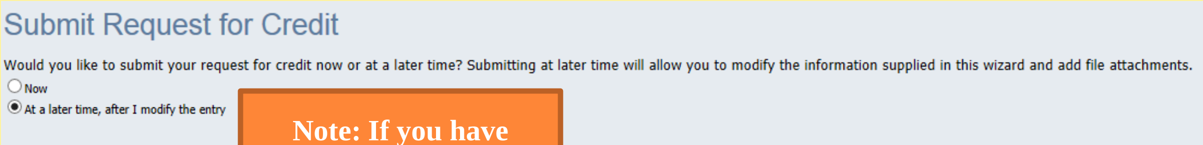
Choose if you would like to request District credit and click “**Next**” to continue.

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

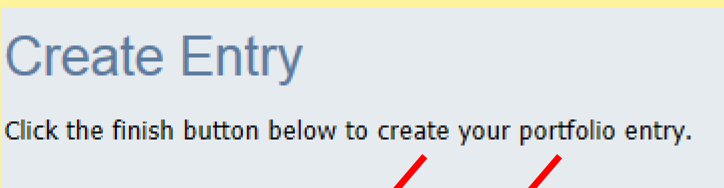
If you choose “Yes,” then enter the values of the District credit types you should be receiving for the professional development activity.

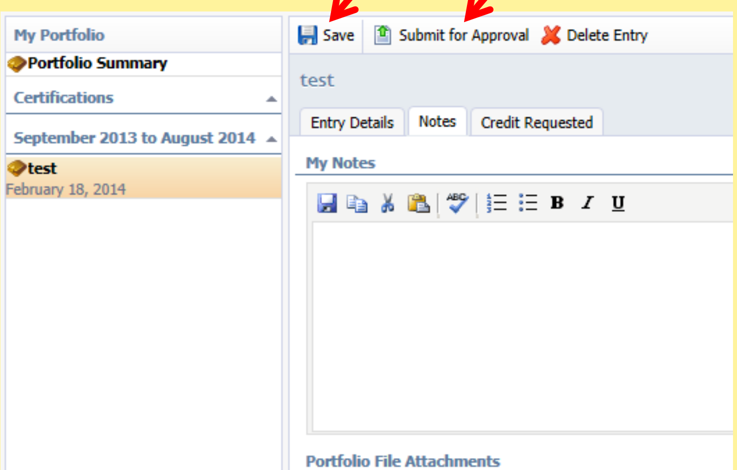


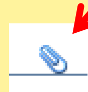
Enter the credit value and click “**Next**” to continue.

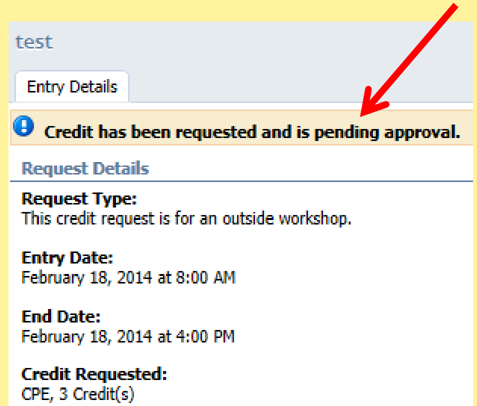


Note: If you have more information to add or need to attach any type of certificate or documentation, check "At a later time."









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.

Source: Teacher/Staff User Guide Winter 2010 Texas