


# Adding to your Portfolio in Eduphoria - 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.

To add an outside entry in your portfolio, click the **Add New Portfolio Entry** button under Portfolio Options at the bottom of your screen.

## Portfolio Options

 Add New Portfolio Entry

 Add New Certification

This will open the **New Portfolio Entry Wizard**.

**Select one of the following entry types:**

## New Portfolio Entry Wizard

Follow the steps in the wizard and click the **Next** button to advance to the next screen. The district may have specific requirements for the professional development level requests which must be met before a level appears in the wizard.

### What type of entry do you want to include in your portfolio?

- Outside workshop or conference
- Request for district professional development level
- College course
- Other

Enter the workshop details including **Title, Description, Date & Time.**

New Portfolio Entry Wizard

Basic Entry Information

Title:

Description:

Start Date: 

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	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	29	30	31	1	2
3	4	5	6	7	8	9

End Date: 

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	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	29	30	31	1	2
3	4	5	6	7	8	9

Start Time: 08 : 00 AM

End Time: 04 : 00 PM

Click Next > to continue.

Cancel < Back Next >

Enter the number of **Credit Hours** under the Credit Types. You can enter hours in more than one credit type.

\*\*\*\*\* Professional Learning is any credit earned within the school day

\*\*\*\*\* Professional Growth is any credit earned outside the school day or non-contract day

New Portfolio Entry Wizard

Credit Types

Value of district credit requested:

GT

Professional Growth

Professional Learning

Texas SBEC CPE

Comments about the credit request:

If you have any files to upload to verify your attendance such as a certificate or reflection document, select **Choose File** and browse to the document to upload.

\*You can upload up to three documents within the wizard. If you have additional files to upload, you can do that on the **Notes and Attachments** tab in the details of your workshop before you Submit for Approval.

Click **Finish** to close the Portfolio Wizard.

**New Portfolio Entry Wizard**

**Upload Attachments**

Choose File No file chosen

**Description:**

[Empty text area for description]

Choose File No file chosen

**Description:**

[Empty text area for description]

Choose File No file chosen

**Description:**

[Empty text area for description]

Click Finish to close this wizard.

After you finish the wizard, you have the ability to go back to the request under **My Portfolio** to add notes, attach additional documents, select credit type and attach goals (if enabled in your district) before submitting the credit for review.

My Portfolio

Save Submit for Approval Delete Entry

**Portfolio Summary**

Certifications

- Elementary Mathematics Expires August 2013
- Secondary Biology Expires October 2015

June 2015 to May 2016

Test

- Technology Workshop February 15, 2016
- Bring Your Own Technology February 10, 2016

June 2014 to May 2015

June 2013 to May 2014

June 2012 to May 2013

---

**Technology Workshop**

Entry Details Notes and Attachments Credit Requested

**Credit has not yet been requested for this entry.**

**Request Details**

**Request Title:** Technology Workshop

**Request Description:**

[Empty text area for description]

**Request Type:** This credit request is for an outside workshop.

**Start Date:** 2/15/2016 8:00 AM

**End Date:** 2/15/2016 4:00 PM

## Adding Texas Certifications

**Workshop** will enable you to track your SBEC certifications and CPE credit requirements.

### To add a certification to your portfolio

1. Click the **Add New Certification** button under Portfolio Options.
2. The **New Certification Wizard** will appear, prompting you to select your certification.
3. Click **Next** in the wizard.
4. Indicate whether you will need to renew this certification or if you have lifetime status. Check with your professional development manager for the appropriate certification guidelines. Click **Next**.
5. If a renewal is required, select the month and year of the next renewal date. Click **Next**.
6. Select a classification for your certificate. This will set the renewal requirements and time period. Click **Next** and **Finish**.

Your new certification will now appear in your portfolio. Six months prior to renewal an alert will appear in your certification details page.

#### New Certification Wizard

### Add New Certification

Select a certification below to add to your certification list:

-  All-Level Art
-  All-Level Learning Resources Specialist
-  All-Level Music
-  All-Level Physical Education
-  Assistant Principal