

PRIMER ON EDUPHORIA WORKSHOP

Contact Judge Gremm at gremmj@hpsid.org or telephone ext. 3081 between 1p-4:30p daily with questions.

By popular request - - here is information on Eduphoria Workshop “How-tos” you might want to keep handy. . .

Updating Your Eduphoria “Profile”

(Please check for accuracy at least once a year)

- Open a browser on your computer
 - Type eduphoria.hpsid.org in the address bar (do not include www.)
 - Your username and password is the same as your HPISD sign-on (i.e. gremmj – no @hpsid.org)
 - Click the “My Profile” option
 - Check to make sure your “Campus” location is correct. Update if necessary and click “Next.”
 - Check to make sure your “Primary Role” is correct. Update if necessary and click “Next.”
 - If you are an **ElementaryTeacher**, please check only the grades you teach. Do not check subjects.
 - If you **teach 5th-12th**, please check the subjects **and** grade(s) you teach. (Non-teachers will not have this option.)
 - Last step is to select “Save” by clicking on that choice.
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Printing your personal staff development portfolio

- Open a browser on your computer
- Type eduphoria.hpsid.org in the address bar (do not include www.)
- Your username and password is the same as your HPISD sign-on
- Click the “Workshop” option
- On the left side of the screen, click on “My Portfolio”
- Click on “Print” on the top part of the right section of the page and follow the prompts to print your transcript

Note: Any credit for out-of-district courses is to be approved via your supervisor, using the [“How to add an out-of-district workshop to your portfolio in Eduphoria](#)

[Workshop](#)

If you notice any discrepancies in your transcript, email an explanation to gremmj@hpsid.org and copy your principal

How to add an out-of-district workshop to your portfolio in Eduphoria Workshop

Scan your certificate or proof of attendance and save the file under a name you can easily retrieve as you will need to upload the file(s) while creating your out-of-district entry.

- Go online to **eduphoria.hpisd.org** (NO "www.") and sign in using your **HPISD user name and password** (Note: user name without @hpisd.org)
- Select **"workshop"**
- Select **"my portfolio"**
- Select **"add new portfolio entry"** (at bottom of column) and
- **Fill-in ALL prompts** (i.e. Title of workshop, description, dates, times, etc.) **Example of Title:** "Credit Request for attending Region 10 workshop entitled 'STEAM in Action.'" **Example of Description:** "Workshop detailing how STEAM philosophies and practices can be applied in the K-4 classroom"
- Select **"Next"** at the bottom right of the display
- Select the **types and number of hours of credit you are requesting**. Your principal or supervisor will approve or deny your request(s). Note: Please **do not request "Texas SBEC"** as that credit can only be granted for in-District workshops. You may request **"Out-of-District CEU credit"** if you have documentation from the workshop's host indicating you received CEU credits.
- Optional: Feel free to use the "Comment" box to detail any special circumstances or notes about your credit request.
- Select **"Next"** at the bottom right of the display
- The next window is where you **upload your documentation**, certificates, etc. with appropriate description. There is space for uploading up to three certificates. However, in most cases, only one certificate is the norm.
- Select **"Next"** at the bottom right of the display
- The last window is where you **"title" and "describe" your request**. This should carry over from the first page of your request.
- Be sure to click the **"save"** and the **"submit for approval"** tabs at the very top of the page and you're done - -
- The workshop entry then goes to your principal/supervisor to approve.

How to register for a course in Workshop

1. Go to <http://eduphoria.hpisd.org> and
 2. Sign in using your HPISD user name and password
 3. Go to "Workshop,"
 4. Select "Course Registration" and
 5. Select either "View Courses by Month" or "Up and Coming Courses"
 6. Locate the course - - select it by double clicking and
 7. Choose the "Register" option at the top of the listing
 8. If you need assistance registering for the course(s), please refer to the online "Help" feature in Eduphoria Workshop. Feel free to contact me (gremmj@hpisd.org) by email or phone (ext. 7081) if, after utilizing the online "Help" feature, you still need assistance with registration.
 9. Remember to un-enroll if you find you will not be attending the workshop so that someone wait-listed can be offered your place. It's common courtesy - - and doing so will avoid having an "absent" in your portfolio.
 10. Also remember the completion of the online survey is required, along with your name on the sign-in sheet, to receive credit for your attendance.
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How to un-enroll for a course in Workshop

- Go to <http://eduphoria.hpisd.org> and
- Sign in using your HPISD user name and password
- Go to "Workshop,"
- Select "Course Registration" and
- Select the course you want to cancel from the "I am registered for" section - - select it by double clicking and
- Choose the "Un-register" option at the top of the listing
- If you need assistance un-registering for the course(s), please refer to the online "Help" feature in Eduphoria Workshop. Feel free to contact Judge (gremmj@hpisd.org) by email or phone (ext. 7081) if, after utilizing the online "Help" feature, you still need assistance with un-registering.

How to complete a survey in Workshop

(Unless advised otherwise, completion of an online survey is always required after every workshop in order to grant you credit for attending. Please remember to always complete and submit the online survey within 3 days of attending a workshop.)

- Go to eduphoria.hpisd.org (no www) and sign in using your HPISD log-on and password
 - Select the "Workshop" tab
 - Select the "My Portfolio" option
 - Select the appropriate workshop from the list exhibited in the **center column** ("Portfolio Summary") of the page. You might have to "open" the section labeled "June 2011 to May 2012".
 - Once you've selected the workshop, its details will appear on the right portion of the page and the "Survey" option will be a tab at the top of the course description.
 - Select the "Survey" option and follow the prompts.
 - **Once the survey has been completed, don't forget to select "submit."** (That will automatically grant you the credit hours in your portfolio.)
 - If you run into any problems while taking the survey, the "help" section will guide you through any issue very easily.
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How to enter Saturday Workshop Credit for approval

- Go online to eduphoria.hpisd.org (NO "www.") and sign in using your HPISD user name and password
- Select **"workshop"**
- Select **"my portfolio"**
- Select **"add new portfolio entry"** (at the bottom of the column) and click **"other."**
- Follow prompts (i.e. title of workshop, dates) Under the title of workshop, put **"Saturday Workdays' Credit"**.
- In **"description"**, list the all the dates, descriptions and times worked (i.e. Dec 10, 2-4p, grading papers, Dec 11, 4-7p, lesson plans, etc). Example of Title: "Saturday Workday Credit Request" Example of Description: "Dates, times and activities performed at workplace during off-contract hours."
- Choose any date range that incorporates all the dates in your description.
- Select "Next" at the bottom right of the display
- Select the **credit type - "Saturday Workday Credit"** and enter the number of hours of credit you are requesting. Your principal or supervisor will approve or deny your request(s). Optional: Feel free to use the "Comment" box to detail any special circumstances or notes about your credit request.
- Select "Next" at the bottom right of the display
- The next window is where you upload your documentation, certificates, etc. with appropriate description. **You do not have to enter in certificates unless you are using an actual workshop for this credit.** If you are using actual work on your campus during non-contract time, no certificate is necessary.
- Select "Next" at the bottom right of the display
- The last window is where the **"title" and "description" of your request is carried over from the first page.**
- Be sure to click the **"save"** and the **"submit for approval"** tabs at the very top of the page and you're done - -
- The workshop entry then goes to the principal/supervisor to approve.