









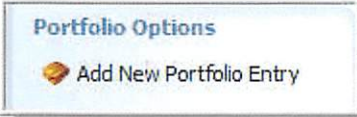
Various types of entries can appear in your portfolio. These are described below:

	District or School Course Internal training		Portfolio Entry College course, conference, service center workshop (Submitted for Approval & District Credit)
	eCourse Self-paced, online course		Portfolio Entry College course, conference, service center workshop (Not Submitted for Approval & District Credit)
	District or Campus Goals Earned		Instructor Credit Credit granted to course instructors
 (Icon Varies)	District Development Level District-specific development program	 (Icon Varies)	Credit Type Credit earned by completing internal and external trainings

Adding Entries to Your 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.

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

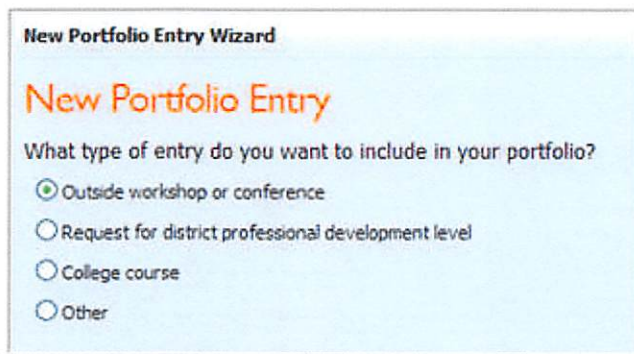


This will open the **New Portfolio Entry Wizard**.

Choose the type of entry to add to your portfolio.

Click "Next."

Note: Request for district professional development level will only appear if enabled and set up by the district



Enter a title.

Entering a description is optional.

Click "Next."

New Portfolio Entry Wizard

Entry Title

Enter a title for this entry:

Enter a description:

Enter Start Date and Time.

Click "Next."

Enter End Date and Time.

Click "Next."

Entry Start Date

Enter the date when this entry began:

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

Select the starting time for the entry:

08 : 30 AM

Entry End Date

Enter the date when this entry concluded:

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

Select the ending time for the entry:

04 : 00 PM

Choose Yes or No if you would like to request district credit.

Click "Next."

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

District Credit

Would you like to request district credit for this entry?

Yes

No

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

Click "Next."

Credit Types

Enter the value of district credit requested:

Comp Time 08-09

District Credit

Exchange time

GT Credit

Special Ed

State Certification Credit

Tech Bucks

Include any comments about the credit request below:

Choose whether to submit the request now or at a later time.

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

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

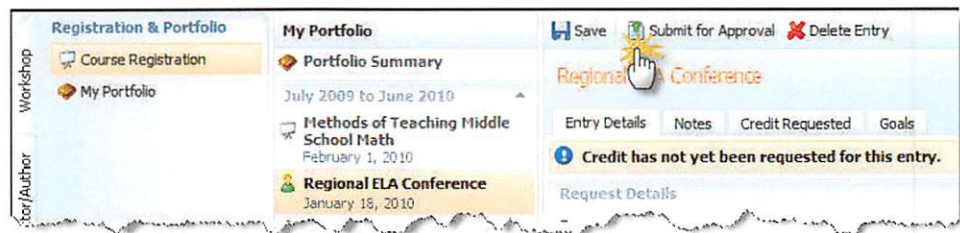
Make sure to click “Finish” to complete the wizard.



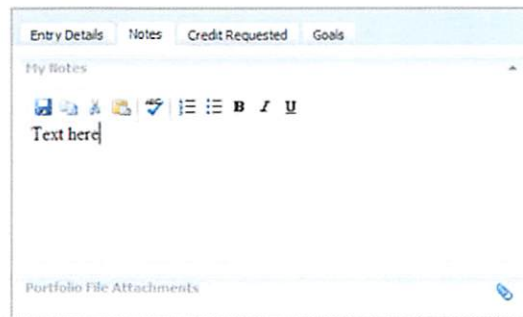
To add attachments and edit the portfolio entry, follow these steps.


Click on My Portfolio on the Workshop Tab.

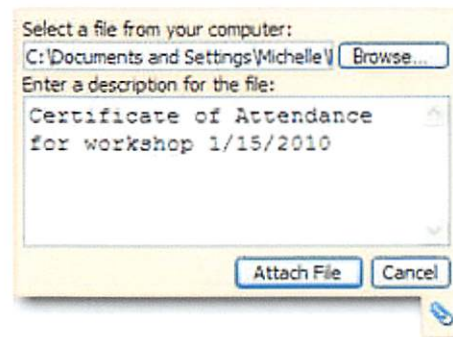
In the pane listed as Portfolio Summary, locate and select your portfolio entry to edit.




On the Notes tab, text can be added as well as file attachments.



 To add an attachment, click on the blue paperclip. 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 or principal designated by your district. Once approved, credit will be granted and appear in your portfolio summary of credits.

