



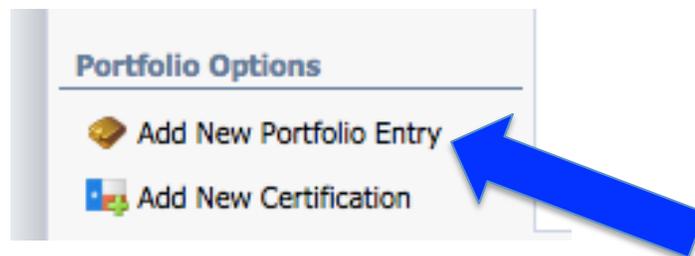
Lago Vista ISD

Steps to Request Credit for Mandatory Compliance Videos in Eduphoria! Workshop

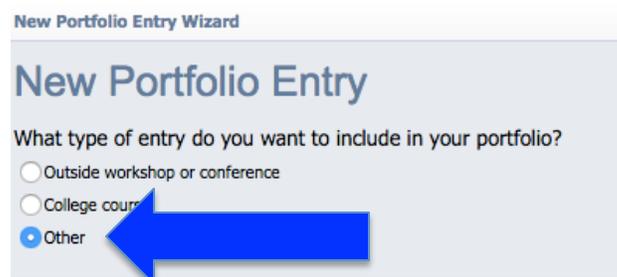
1. After completing the mandatory compliance videos, save your certificates as a PDF (somewhere you will be able to find them easily). You may also scan then into one PDF.
2. Log into Eduphoria. If you go to www.lagovistaisd.net, there is a link to Eduphoria on the left-hand menu under “Quick Links”. Once you log in, select “Workshop” as your application.
3. On the Workshop tab on the left, select “My Portfolio”.



4. At the bottom on the left, select “Add New Portfolio Entry”. Click “Next” at the bottom on the right.



5. For compliance videos, select “Other” for your entry type. Click “Next” at the bottom on the right.



6. Enter “Mandatory Compliance Videos” as the title of your entry. You may leave the description blank. Click “Next” at the bottom on the right.

New Portfolio Entry Wizard

Entry Title

Enter a title for this entry:

Enter a description:

7. Select today’s date as your entry start date. The default time is 8:00am. There is no need to change that.

New Portfolio Entry Wizard

Entry Start Date

Enter the date when this entry began:

July 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	7
8						

Select the starting time for the entry:

08 : 00 AM

8. Select today’s date as your entry end date. The default end time is 4:00pm. There is no need to change that. Click “Next” at the bottom on the right.

New Portfolio Entry Wizard

Entry End Date

Enter the date when this entry concluded:

July 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	7
8						

Select the ending time for the entry:

04 : 00 PM

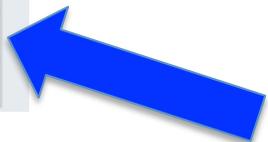
9. For credit type, enter the number of mandatory compliance training hours your completed. (For most people, it is 12 hours.) Leave the comments section blank. Click “Next” at the bottom on the right.

New Portfolio Entry Wizard

Credit Types

Value of district credit requested:

District Elective Training Credit	<input type="text" value="0"/>
District Required Training Credit	<input type="text" value="0"/>
Exchange Credit Hours	<input type="text" value="0"/>
Mandatory Training Credit (Compliance Videos)	<input type="text" value="7"/>
Texas SBEC CPE	<input type="text" value="0"/>



10. You will need to upload your certificates before submitting. Click “Choose File” on the buttons on the left. You will only be able to upload three certificates here, but don’t worry. You can add the others on the next page. If you scanned your certificates into one file, or merged them into one file, you will only update one file. Once you have uploaded your file(s), click “Finish”. **YOU ARE NOT DONE YET!**

New Portfolio Entry Wizard

Upload Attachments

Certificate ... Neglect.pdf

Description:

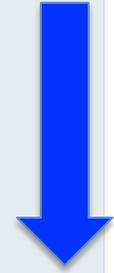
Sexual Haras...fficate.pdf

Description:

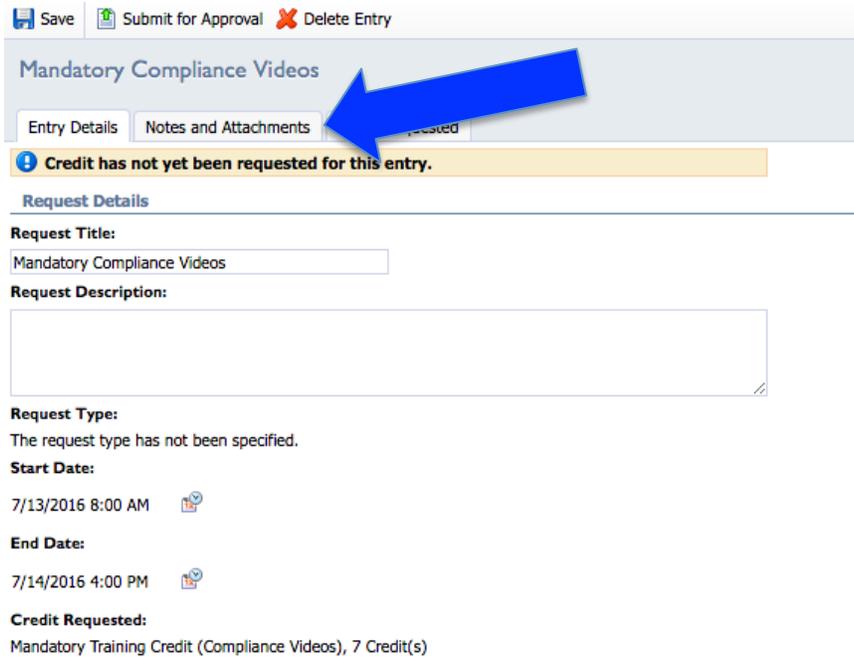
Section 504 ...fficate.pdf

Description:

Click Finish to close this wizard.



11. Once you hit “Finish” your new portfolio entry will appear. If you need to upload more certificates, select the second tab, entitled “Notes and Attachments”.



Save Submit for Approval Delete Entry

Mandatory Compliance Videos

Entry Details **Notes and Attachments** Credit Requested

Credit has not yet been requested for this entry.

Request Details

Request Title:
Mandatory Compliance Videos

Request Description:

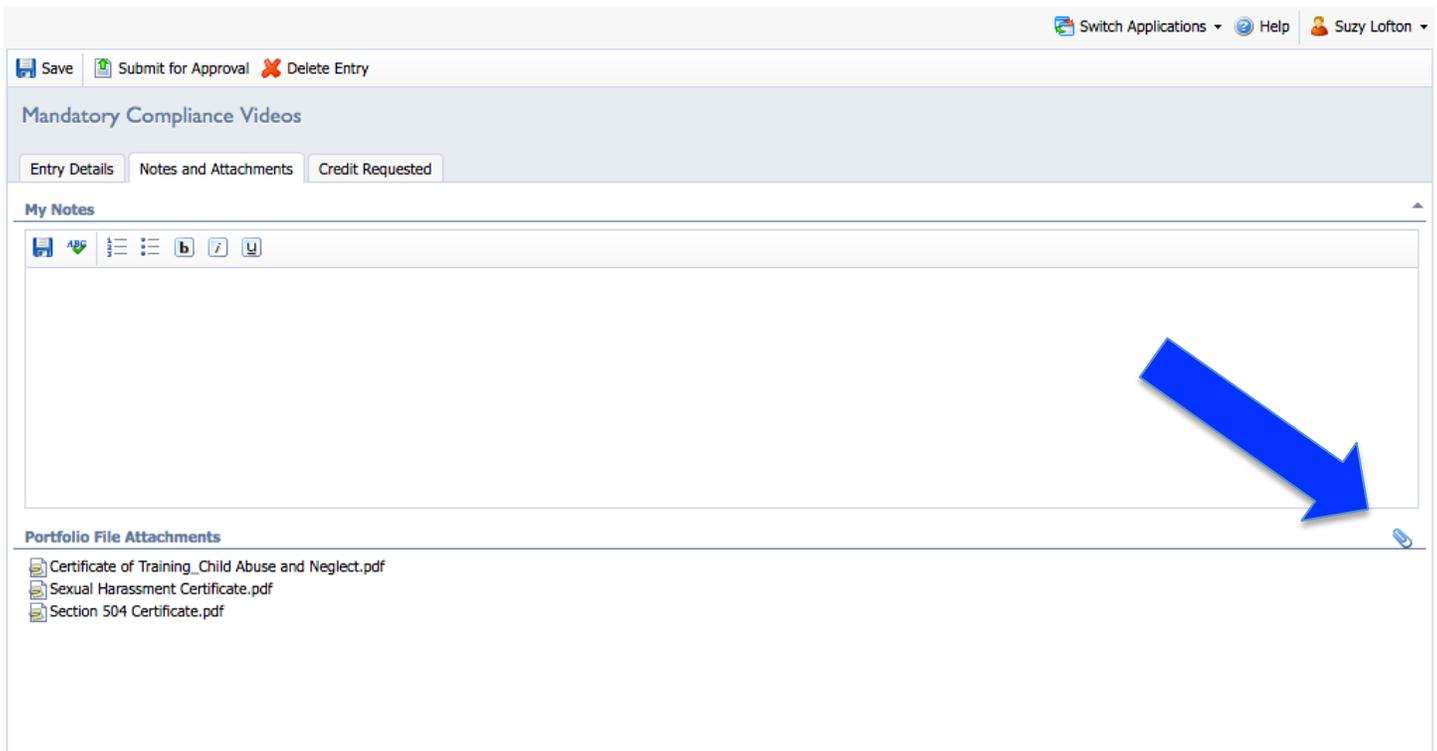
Request Type:
The request type has not been specified.

Start Date:
7/13/2016 8:00 AM

End Date:
7/14/2016 4:00 PM

Credit Requested:
Mandatory Training Credit (Compliance Videos), 7 Credit(s)

12. On the “Notes and Attachments” tab, click on the paperclip icon to upload the rest of your certificates.



Switch Applications Help Suzy Lofton

Save Submit for Approval Delete Entry

Mandatory Compliance Videos

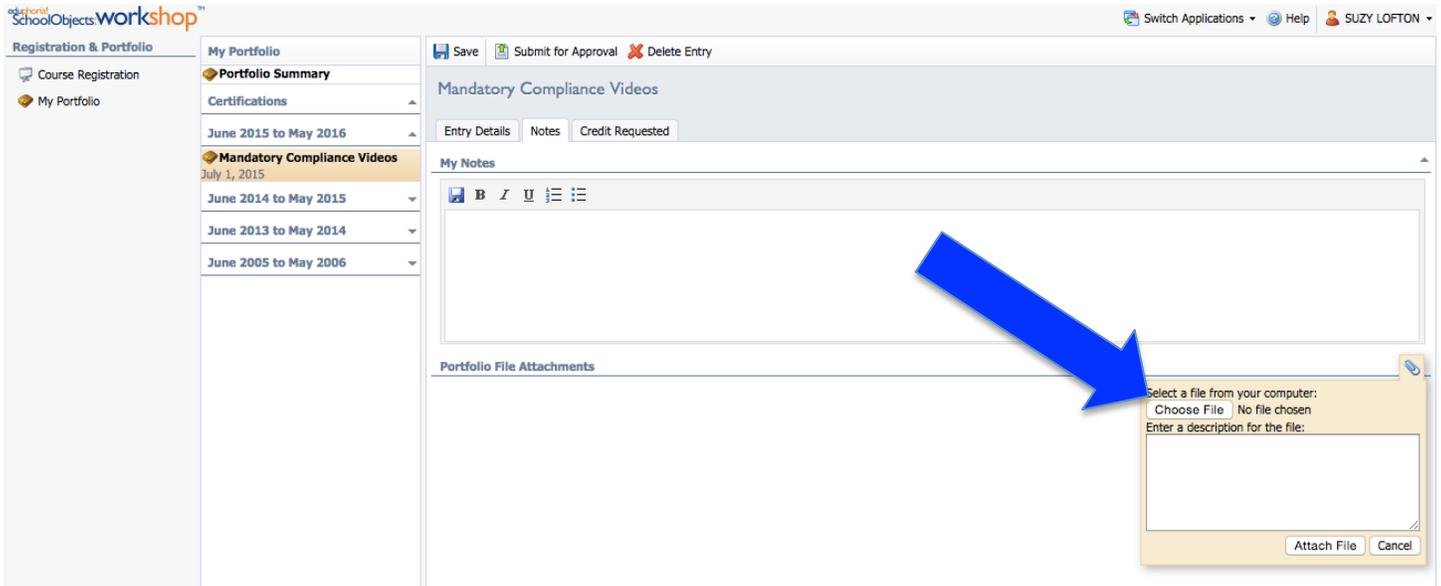
Entry Details **Notes and Attachments** Credit Requested

My Notes

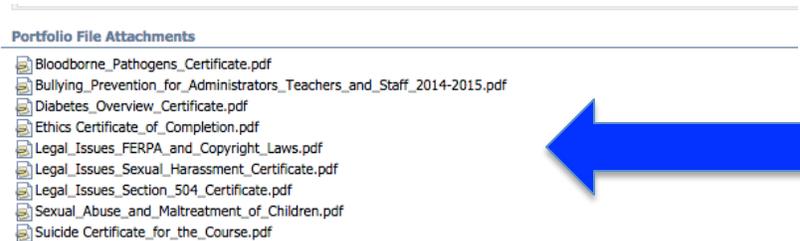
Portfolio File Attachments

- Certificate of Training_Child Abuse and Neglect.pdf
- Sexual Harassment Certificate.pdf
- Section 504 Certificate.pdf

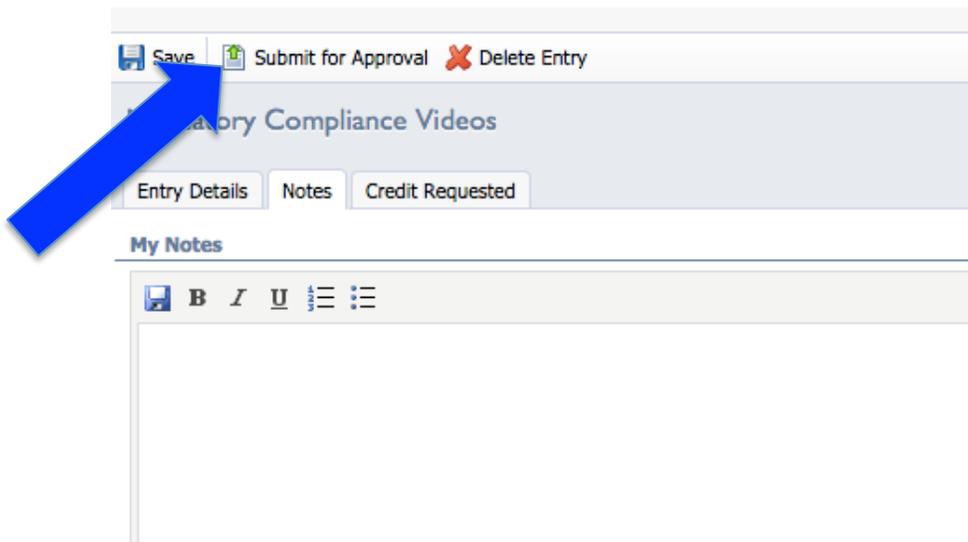
13. Click “Choose File” and select a certificate to add.



14. Select “Attach File”. Repeat this until all of your certificates are uploaded.



15. Once all of your certificates are uploaded, select “Submit for Approval”.



Congratulations! You are done!