



Exchange Hour Overview

and

How to Upload Exchange Hour Certificates in Eduphoria

2019–2020



Objectives

- Review the exchange hour requirements.
- Review the steps for uploading your outside workshop certificates in Eduphoria.



Explanation of Exchange Hours Paraprofessionals

- ▶ Campus based paraprofessionals (secretaries and aides) **WILL NOT** be required to complete **exchange hours**.
- ▶ Campus paraprofessionals **WILL** be required to attend the compliance training presented by their principal.



Explanation of Exchange Hours Professionals

- All professional employees (principals, librarians, teachers, counselors, nurses) may exchange **24** hours of professional development for
 - November 25-27, 2019
 - December 20, 2019
- These hours may not be completed during a regular contract day.
- All 24 hours must be completed, and documented in *eduphoria*, between **December 1, 2018** and **September 30, 2019**.



How to Add an **Outside Workshop** Certificate to Eduphoria

- Go to <https://kaufman.schoolobjects.com> and log-in.

A screenshot of a login interface within a blue-bordered box. It contains two input fields: the first is labeled 'EMAIL' and the second is labeled 'PASSWORD'. Below these fields is a 'Sign In' button. At the bottom of the box, there is a link that says 'Forgot Password?'.



How to Add an **Outside Workshop** Certificate to Eduphoria

- Access **Strive**
- Access your **Professional Development** tab.

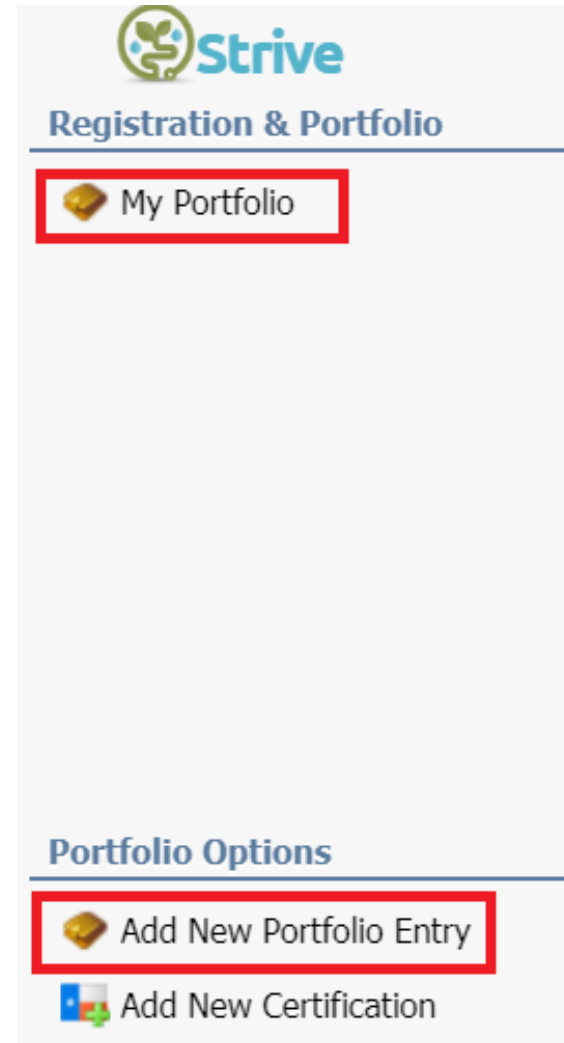


The screenshot shows the user profile for Mary Tester, Campus Staff. The interface has three tabs: Goals, Evaluations, and Professional Development. The Professional Development tab is highlighted with a red box. Below the tabs, the section is titled 'PROFESSIONAL DEVELOPMENT' and contains two buttons: 'Portfolio History' and 'Update Portfolio'. The 'Update Portfolio' button is also highlighted with a red box.



How to Add an Outside Workshop Certificate to Eduphoria

- Click on **My Portfolio.**



- Click on **Add New Portfolio Entry**





How to Add an Outside Workshop Certificate to Eduphoria

- Select the option for what type of portfolio entry and click Next.



New Portfolio Entry 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



How to Add an Outside Workshop Certificate to Eduphoria

- Enter the workshop details including **Title**, **Description**, **Start Date** and **End Date** with **Times**.



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 >



How to Add an Outside Workshop Certificate to Eduphoria

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



New Portfolio Entry Wizard

Credit Types

Value of district credit requested:

2019 Exchange Day Credit	<input type="text" value="2"/>
ELPS Training	<input type="text" value="0"/>
Texas SBEC CPE	<input type="text" value="2"/>

Comments about the credit request:

Click Next > to continue.



Coming Soon! NEW FEATURE! TAG DIMENSIONS TO OUTSIDE CREDITS

New Portfolio Entry Wizard


Associate Goals

Tag dimensions of your framework to your outside credit request. Click the containers to open the framework dimensions and then check the boxes next to dimensions to apply toward your credit request.

Click Next > to continue.

Click Next for now.

Cancel < Back Next >





How to Add an Outside Workshop Certificate to Eduphoria

- 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 upload.



New Portfolio Entry Wizard

Upload Attachments

Choose File No file chosen

Description:

Choose File No file chosen

Description:

Choose File No file chosen

Description:

Click Finish to close this wizard.

Cancel Finish

Click
Finish to
close the
Portfolio
Wizard.






How to Add an Outside Workshop Certificate to Eduphoria

- Click Finish then OK

kaufman.schoolobjects.com says

Your professional development request has been submitted.



New Portfolio Entry Wizard


Upload Attachments

No file chosen

Description:

No file chosen




Click Finish to close this wizard.






How to Add an Outside Workshop Certificate to Eduphoria



 Save  Submit for Approval  Delete Entry

NEW FEATURE! TAG DIMENSIONS TO OUTSIDE CREDITS

Entry Details

 Credit has been requested and is pending approval.

Request Details

Request Title:

Request Description:



Wrap-up

- This presentation is designed to hit the high points of the exchange program. Please be sure to read and refer to the KISD Professional Development Guide for complete details.
- Closely following these uploading instructions will help ensure that you receive the credit you have earned.
- Please sign the PD Guide acknowledgement form and give it to your principal.



Thank you!!