

JUMPSTART

eduphoria!

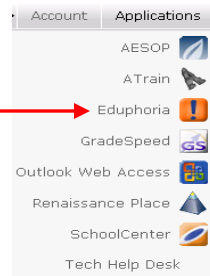
Workshop for Instructors

Logging on

To begin using Workshop:

- Log on to MYJISD Portal
- Under the Applications Tab click on **Eduphoria**

Log in using your JISD username and password



Applications Home

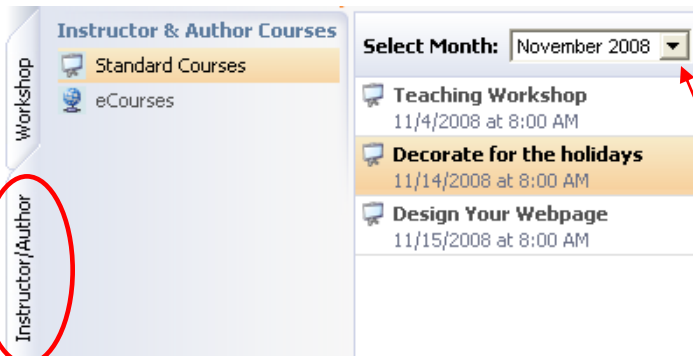


1. Select **My Profile** to verify and change information about your campus and primary role,
2. Select **Workshop** to enter the course registration and portfolio sections.

Managing Your Course

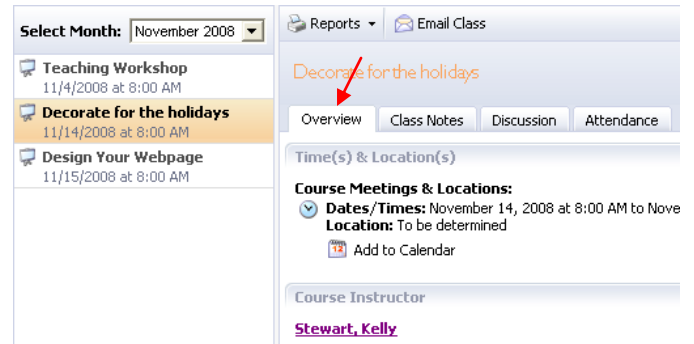
Course instructors have a special tab on the left side of the interface. The **Instructor/Author** tab allows an instructor to manage the courses they teach.

Click the **Standard Courses** option to see a list of your courses for the current month. To change months, click the drop down menu and select a month.

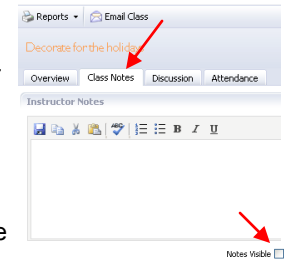


eCourses will be addressed on a separate Jumpstart.

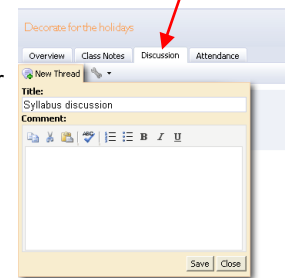
Selecting a course in the list will present you with that course's information. The **Overview** tab will display the course time, location, credits and instructor.



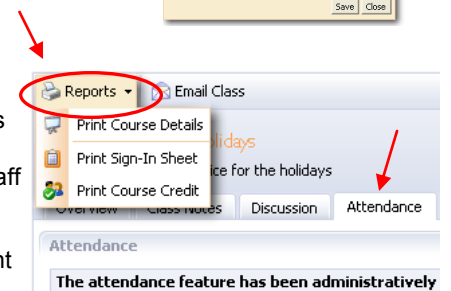
The **Class Notes** tab allows you to enter notes that are available to the staff members enrolled in this course. Attach files to the notes by using the paper clip button in the bottom right corner. Select the **Notes Visible** checkbox and click the **Save** button.



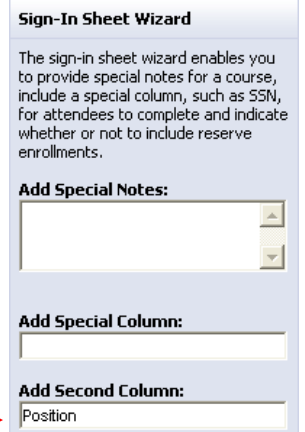
The **Discussion** tab allows the instructor and the attendees to participate in a message board type of discussion. By posting threads and replying to those threads, everyone in the class can participate in an online discussion. Click **Save**.



The **Attendance** tab allows Instructors to print out the course sign-in sheet. All staff members are required to sign the roster to receive credit, so it is very important that the instructor bring the roster.



1. Click on the **Reports** option
2. Select **Print Sign-in Sheet**
3. Enter the word **Position** into the "Add Second Column" section
4. Click **Next**
5. **Print Sign in Sheet**



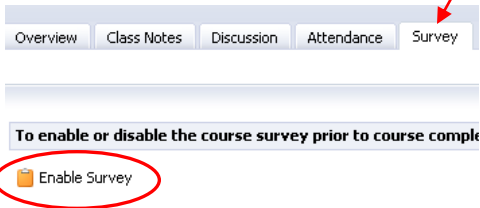
Instructors have been blocked from physically taking attendance in Workshop. A statement is shown in bold when you click on the attendance tab stating this information

Managing Your Course Continued...

Instructors can email the entire class. Use the **Email Class** button on the toolbar under the **Attendance** tab.



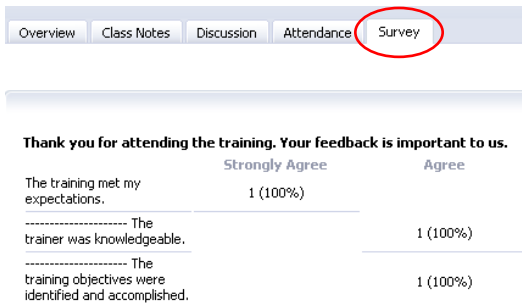
A **survey** is requested at the end of Technology courses. Select the course and click on the **Survey** tab. Select the **Enable Survey** icon. Consider ending your course 5 minutes early to allow the attendees time to complete the survey.



Course survey results are viewable after a course if marked completed.

To view your survey results:

1. Select the course you want to view under your **Instructor** tab
2. Click on the **Survey** tab
3. A cumulative summary of all results will be visible
4. To print, click on the **Print Survey** icon



Submitting Course Ideas

All courses must be submitted to the Workshop Professional Development Manager for creation in Workshop.

To download the course submission form:

1. Select the **Employees** tab on the JISD homepage
2. Select **Professional Development** under **Resources**
3. Download the **Workshop Course Submittal Form** located on this page
4. Form can be filled out and sent by email or printed and delivered to Workshop Manager, Michelle Hazel
5. Jumpstarts for Learners and Instructor are also located on this page

Important Information

Please make note of the following information concerning Professional Development procedures:

- Courses will be viewable 6 months before class begins. You can register 3 months before class begins
- An email reminder will be sent 3 days before class begins
- Registration will close 24hours before class begins
- After 3 absences you will be locked out of Workshop and will have to get permission from your principal to be reactivated
- To receive credit for attending a course, you **MUST** sign in on the official course roster
- If a survey is requested, please participate!

For help with Workshop, please contact the Workshop helpdesk at workshop@judsonisd.org