

# JUMPSTART

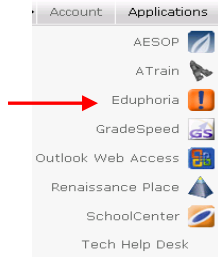
eduphoria!

## Workshop for Learners

### Logging on

- To begin using **Workshop** log on to MYJISD Portal
- Under the Applications Tab click **Eduphoria**:

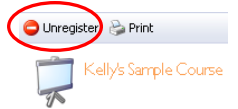
**Log in using your JISD username and Password**



### Course Registration Continued...

To cancel your registration for a course:

- Select a course under the *I am registered for* section on the main Workshop page
- Click the **Unregister** button



You will receive an email confirming your registration or cancellation. If the course is full you will have a pending status and will be notified via email if an opening occurs, and will be enrolled automatically.

### Your Professional Development Portfolio

You can track your entire professional development history in Workshop. This includes college courses, in-district courses, conferences and SBEC certifications.

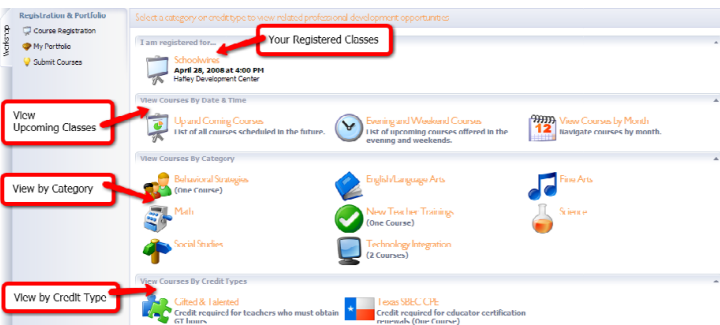
### Applications Home



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

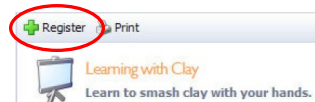
### Course Registration

The Course Registration page enables you to view courses by time, category or credit type. It also displays the courses for which you are registered.



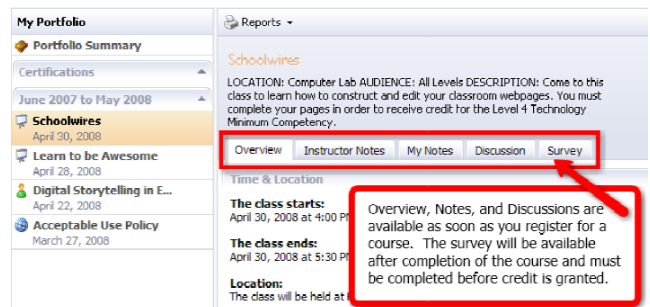
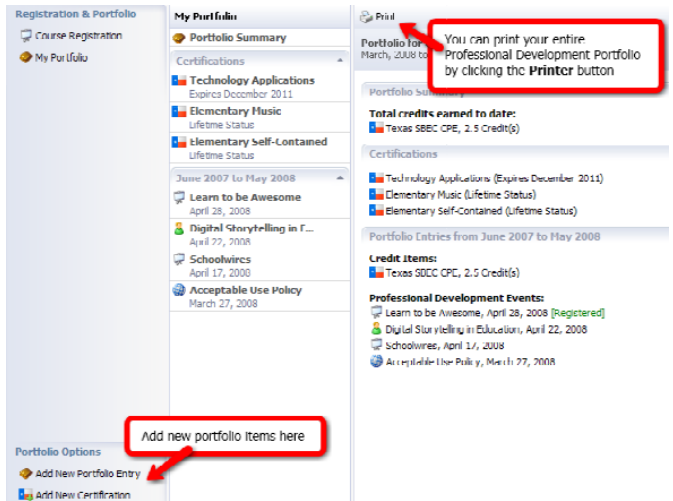
To register for a course:

- Select an option under either Date & Time, Category or Credit Types
- A list of courses will be displayed
- Select an item to view the course details
- Click the **Register** button in the toolbar



To view a course entry in your portfolio:

- Select **My Portfolio**
- Select a course in your portfolio to view the course details
- You can see the Instructor Notes, My Notes, or participate in a discussion before or after a class



#### Portfolio Icon Guide

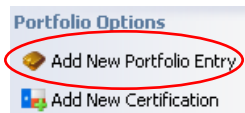
- Outside Event
- Texas Certification
- Personal Entry
- District Training
- eCourse
- District Development Level

## Your Portfolio Continued...

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 upon attending.

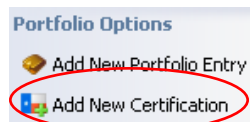
### To add an outside entry:

1. Click the **Add New Portfolio Entry** button under the Portfolio Options at the bottom of your screen
2. When the New Portfolio Wizard opens, click the appropriate entry type.
3. Follow the steps in the wizard and click the Next button to advance to the next screen



### To add Texas Certifications:

1. Click the **Add New Certification** button under the Portfolio Options
2. The **New Certification Wizard** will appear, prompting you to select your certification
3. Indicate whether you will need to renew this certification or if you have a lifetime status, Click **Next**
4. If a renewal is required, select the month and year of the next renewal date, Click **Next**
5. Select a classification for your certificate. This will set the renewal requirements and time period



*Your Portfolio Entry and new certification must be approved by a Professional Development Manager. You will receive an email confirming whether the credit was accepted or declined.*

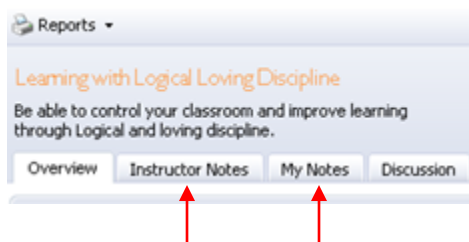
### To add notes and file attachments:

1. Select the **My Notes** tab
2. Enter text in the **My Notes** area and click the **Save** button in the tool bar
3. Click the blue paper clip to add files to this class

### To view instructor notes and attachments:

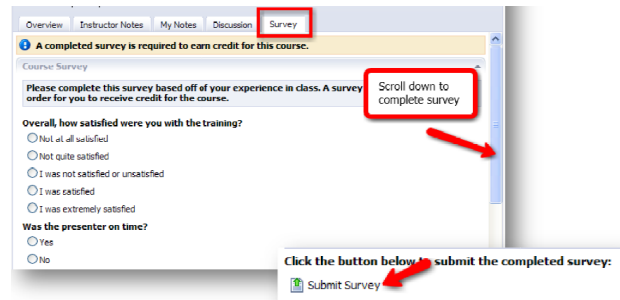
1. Click on the **Instructor Notes** tab
2. If notes are available you will see them here

*Any personal and instructor notes will remain in your portfolio enabling you to access these resources at any time.*



### To complete a course survey:

1. Choose course requiring survey
2. Click the **Survey** tab
3. Complete the survey and click the **Submit Survey** button



### To print your course certificate:

Once you receive credit for a course, clicking the **Reports** menu under the course details will enable you to print your course certificate.



### To print your Professional Development Portfolio:

Click the printer icon at the top of the screen of the **My Portfolio** window.



## 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 request 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](mailto:workshop@judsonisd.org)