

Credit Item Requests

Staff members who attend non-district staff development, college courses, conferences (not using eduphoria! Workshop registration), etc., can add them manually to their workshop portfolio. If the staff member is not seeking district credit for the course, the entry will be added to their workshop portfolio.

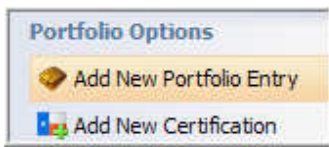
If the staff member is seeking district credit for the outside course, additional information is needed and approval is required. The District Professional Development Administrator sets the standards for how these new credit requests will be approved. (Note: *Workshop General Setup*)

Requesting Credit Items

New Portfolio Entry

Staff members enter their own course information through their portfolio in Workshop.

In Portfolio Options, select Add New Portfolio Entry.



Select the type of portfolio entry to be added.

Note: Requests for District Professional Development Levels is explained under the Levels section of this manual.




New Portfolio Entry

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

Enter a title and description of the type of portfolio credit request.



Entry Title

Enter a title for this entry:

Enter a description:

Enter the Start and End Dates, including times.



Entry Start Date

Enter the date when this entry began:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	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 : 30 AM



Entry End Date

Enter the date when this entry concluded:

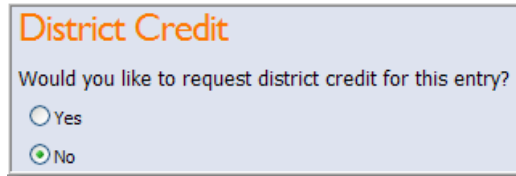
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Select the ending time for the entry:

03 : 30 PM

If No is selected:

The entry will be added to the staff member's portfolio and no credit hours will be applied to the entry.



District Credit

Would you like to request district credit for this entry?

Yes

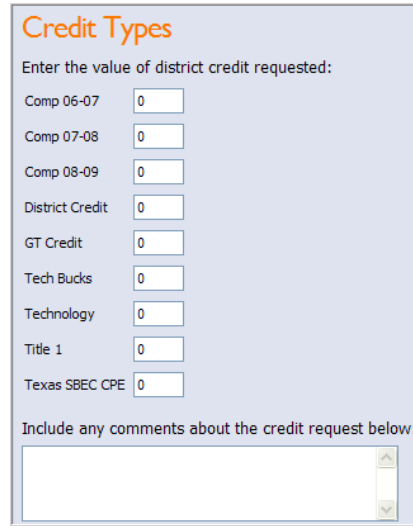
No

If YES is selected:

Enter the number of credits requested for each of the credit types for the out-of-district course.

For example, a teacher who attends a two-day Regional Service Center workshop in the summer for 14 hours might enter "14" for Comp 08-09 and "14" Texas SBEC CPE credit.

Multiple types of credits can be selected in the request.



Credit Types

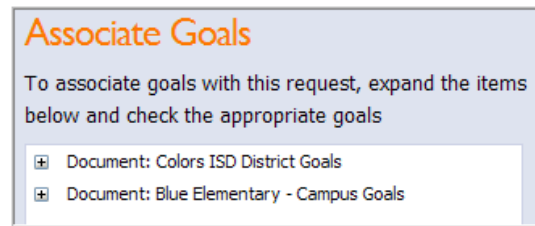
Enter the value of district credit requested:

Comp 06-07	<input type="text" value="0"/>
Comp 07-08	<input type="text" value="0"/>
Comp 08-09	<input type="text" value="0"/>
District Credit	<input type="text" value="0"/>
GT Credit	<input type="text" value="0"/>
Tech Bucks	<input type="text" value="0"/>
Technology	<input type="text" value="0"/>
Title 1	<input type="text" value="0"/>
Texas SBEC CPE	<input type="text" value="0"/>

Include any comments about the credit request below:

Associate Goals

If district or school goals are achieved by attending the outside course, select the individual goals met by expanding the goals listed.



Associate Goals

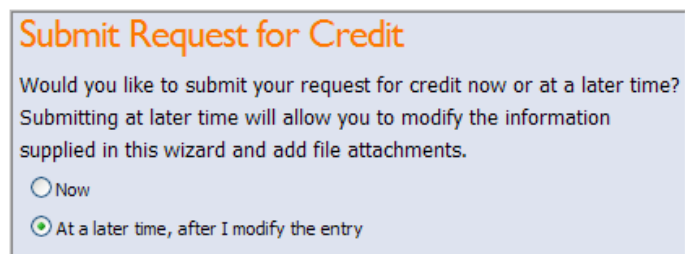
To associate goals with this request, expand the items below and check the appropriate goals

Document: Colors ISD District Goals

Document: Blue Elementary - Campus Goals

Submit Request for Credit

Submit the request now OR wait until a later date so that modifications can be made and attachments can be added.



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

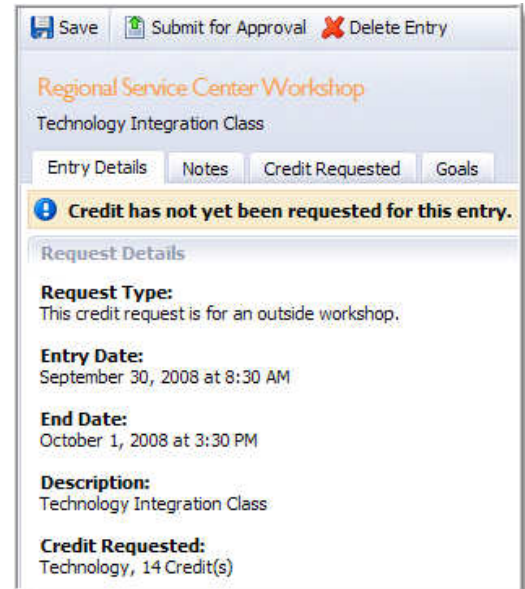
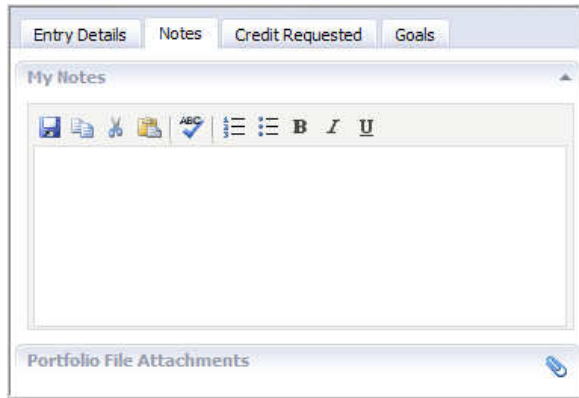
At a later time, after I modify the entry

If a credit request is delayed until later, the staff member selects the entry from their portfolio to make modifications.

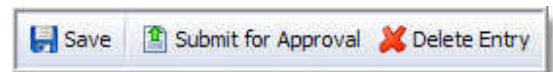
 Notes can be added to the request and attachments can be uploaded. Select the paperclip to upload electronic documents such as PDF files, Word documents, etc.

Credit types requested and associated goals can be modified also.

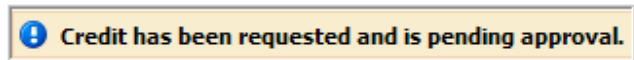
Save, or Delete as needed.



Once complete, the staff member selects **Submit for Approval**.



Status notes are added to the level request.

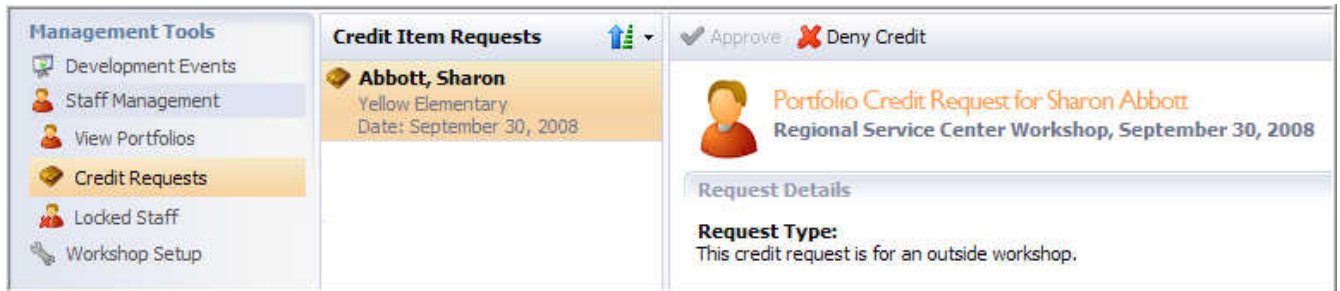


Approving or Denying Requests

Once submitted for approval, Professional Development Administrators or Principals need to view the requests.

To approve credit requests, navigate to the *Manage* Tab.

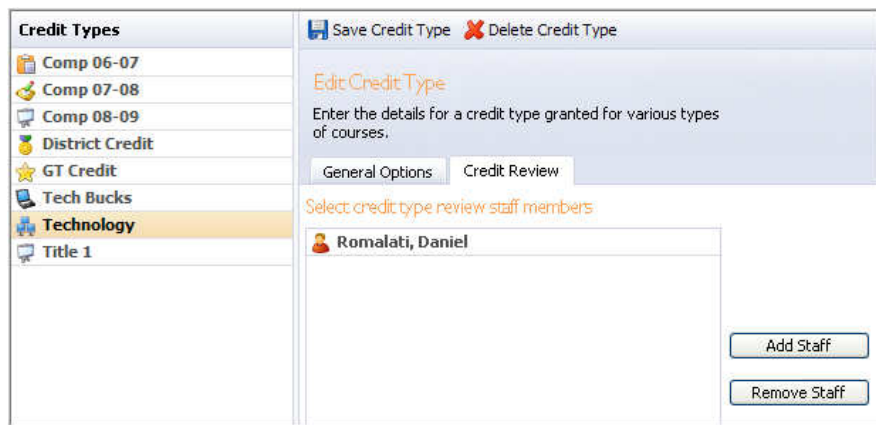
Manage Tab >
Management Tools >
Staff Management >
Credit Requests



For Principals, navigate to the *Principal* Tab and then Credit Item Requests

Select a staff member's name from the list of Credit Item Requests. The staff member's portfolio will appear along with the specific details of the request.

Districts may designate certain credit types to be approved by a certain staff member. That credit type has to be reviewed and approved first, before the entire credit request can be approved.



For example, a district Technology Director, Daniel Romalati, has to review and approve technology credit requests first. Then the credit request moves to the staff member's principal for approval. Once approved by both administrators, credit will be awarded to the staff member.

District Credit	0	
GT Credit	0	
Tech Bucks	0	
Technology	14	This credit type is being reviewed.
Title 1	0	