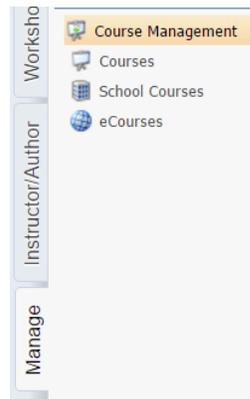


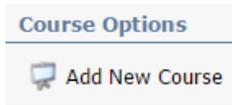
Eduphoria: Workshop

Entering New Courses

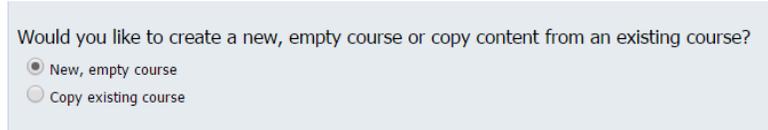
1. Once you have logged in to Eduphoria, click the **Workshop** link.
2. Click the **Manage** tab on the left of the screen.
3. Under Course Management, select either Courses or School Courses
Courses- Offered to attendees district-wide.
School Courses- attendees from your campus only.



4. After selecting Courses or School Courses as is appropriate, click **Add New Course** or **Create School Course** at the bottom.

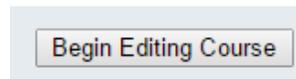


5. Select either **New empty course** or to copy the information from a course already in the system select **Copy existing course**. (This copies the title, date, & time of existing course which can be edited)



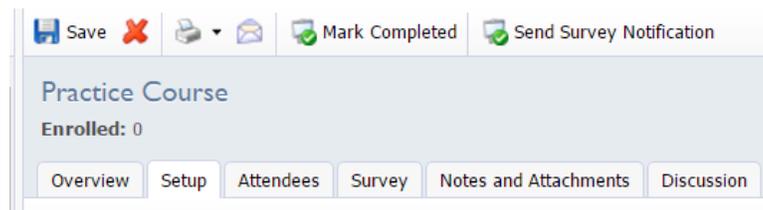
6. Click **Next**.

7. Enter the following information into the wizard when creating a new course.
 - Course Title
 - Description (optional)
 - Start Date & Time
 - End Date & Time

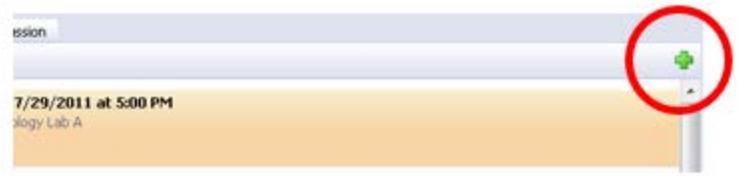
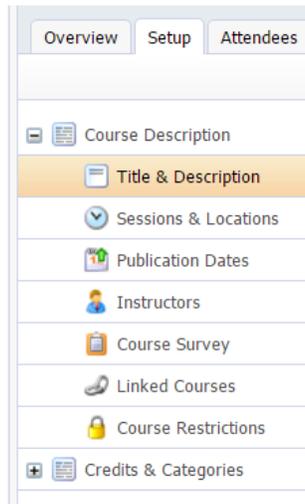


8. Click **Begin Editing Course**. The course should now appear in the right hand column of the screen.

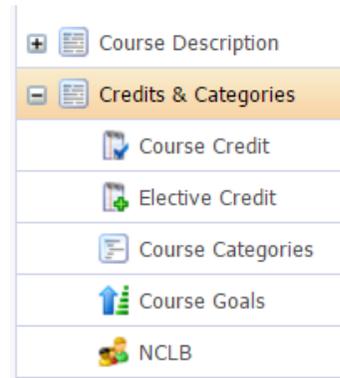
9. Select the **Setup** tab.



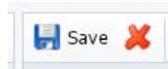
10. Under **Course Description**, you can edit course information.
- **Title & Description** (web link is also located here).
 - **Sessions & Locations:** click on the date at the top and a gray box will open at the bottom of the screen. Here you can change date and time and add/change the location. Make sure to click **Save** at the bottom. If the session will be presented on more than one day, click on the green plus sign, and add additional dates/times, select "save."
 - **Publication Dates:** You can change the registration open and close dates.
 - **Instructors:** Be sure to add the instructors so they will be able to access their courses.



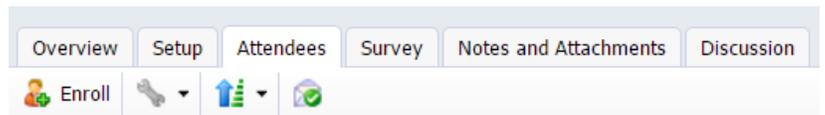
11. Under **Credits & Categories:**
- **Course Credit:** **Texas SBEC CPE** is the only **required** credit in this section.
1 credit = 1 hour
 - **NCLB: Required**
Select applicable subject (select other if not listed).
Duration: How long was training?
Time Period: How many days did it take?



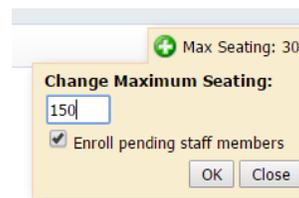
12. Be sure to click **Save** as you make changes.



13. Select the **Attendees** tab.

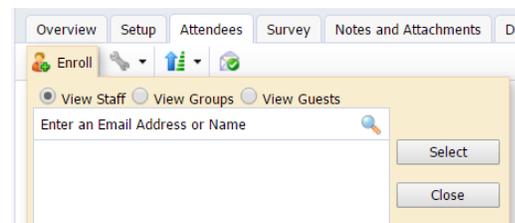


14. Make sure to adjust the **Max Seating** on the right hand side as necessary. Enrollees are placed on a waiting list if seats are not available.

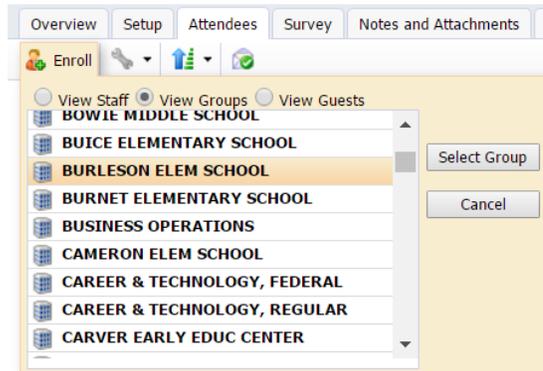


15. If you need to enroll the attendees, select **Enroll**.

16. You can type in each attendee one by one. Type in their name and click the search icon. When their name appears, select the name and then click the **Select** button.



17. You can search by campuses by selecting **View Groups**. Select your campus then click on **Select Group**. A list of all staff members whose profile says they are on that campus will appear. You can uncheck the ones you do not want to register before clicking **Select**.



18. Be sure to click **Save** as you make changes.

