

Staff Portfolios

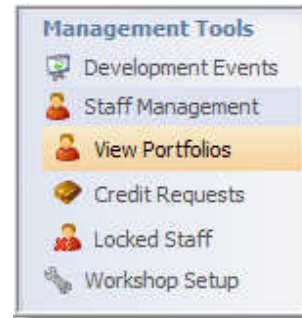
A **Staff Portfolio** is a collection of a staff member's professional development levels achieved, credits earned, workshop course registrations and state/national certifications.

Professional Development Administrators and Principals can view Staff Portfolios several ways.

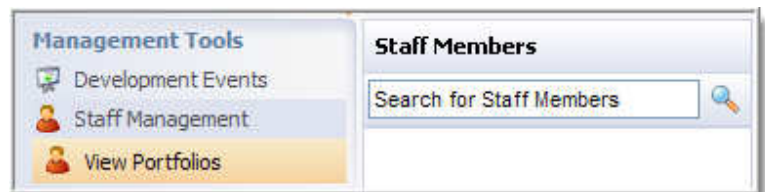
Viewing Staff Portfolios

Professional Development Administrator

Manage Tab >
Management Tools >
Staff Management >
View Portfolios



Enter a staff member's name and search to view that portfolio.



This view of a staff portfolio is the same for a principal and a staff member.

1. Portfolio Summary

- **District Professional Development Levels Earned** – display of any completed PD levels
- **Total credits earned to date** – sum of credits earned within the Workshop application since its initial implementation.

2. **Certifications** – display of state certifications entered by the staff member. Staff members enter any new certifications earned.

3. Portfolio Entries

- **Credit Items** – summary of credits earned during the current staff development year.
- **Professional Development Events** – list of all registered district courses, requested outside credits, and status of credits earned for the current staff development year.
- **Earned Goals** – summary of district or school goals earned by attending courses associated with those goals.

Note: The beginning month for the professional development year is established in the Workshop General Setup on the Manage Tab.

4. **Portfolio Entries from Previous Years** – includes credit item summary, professional development events and earned goals from previous years.

Print Registration Lock

1 Portfolio Summary for Gail Dinkelkamp

District Professional Development Levels Earned:
★ Bronze

Total credits earned to date:

- ★ GT Credit, 147.5 Credit(s)
- 🖨️ Technology, 12 Credit(s)
- 🖨️ Title 1, 10 Credit(s)
- 🇺🇸 Texas SBEC CPE, 22 Credit(s)
- 👤 Instructor Credit, 44.5 Credit(s)
- 💻 Tech Bucks, 11.5 Credit(s)
- 🏆 District Credit, 103 Credit(s)
- 📅 Comp 07-08, 33 Credit(s)
- 📅 Comp 06-07, 6 Credit(s)

2 Certifications

- 🇺🇸 Elementary Life-Earth Science (Lifetime Status)
- 🇺🇸 Assistant Principal (Expires January 2009)
- 🇺🇸 Elementary Earth Science (Expires March 2010)

3 Portfolio Entries from June 2008 to May 2009

Credit Items:

- ★ GT Credit, 3.5 Credit(s)
- 🖨️ Technology, 6 Credit(s)
- 🖨️ Title 1, 10 Credit(s)
- 🇺🇸 Texas SBEC CPE, 10 Credit(s)
- 👤 Instructor Credit, 24.5 Credit(s)
- 💻 Tech Bucks, 2.5 Credit(s)

Professional Development Events:

- 🖨️ Workshop Training, October 20, 2008
- 🖨️ Survey Test, October 14, 2008 [Registered]
- 🏆 Test entry, October 13, 2008 [Request for Credit Denied]
- 🖨️ Janet's Course, October 12, 2008 [Absent]
- 🖨️ First Aid Training, October 9, 2008 [Registered]
- 🖨️ Gradebook Preparation, October 2, 2008 [Registered]
- 👤 Colin's Course of Testing 2, September 24, 2008
- 👤 Michelle's Technology Course, September 19, 2008
- 🖨️ Colin's Course of Testing, September 18, 2008
- 👤 Colin's Course of Testing, September 18, 2008
- 🏆 NECC, July 2, 2008 [Request for Credit Denied]
- 🖨️ Math Curriculum Writing, June 10, 2008 [Registered]
- 🖨️ Curriculum Writing, June 5, 2008 [Registered]

Earned Goals:

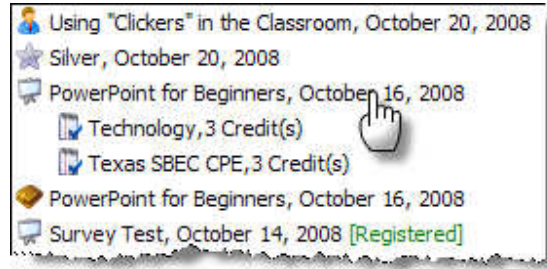
🏡 **Colors ISD District Goals**
Goal: 1.. Provide a safe, secure and orderly environment at school

4 Portfolio Entries from June 2007 to May 2008

Portfolio Entries from June 2006 to May 2007

Credit Earned per Course

By selecting a course title, the credits earned will appear beneath the course entry.



Print & Registration Lock



Print – displays a PDF document for printing.



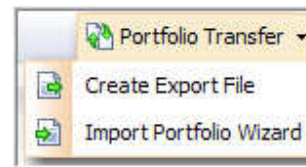
Registration Lock – this option can be used to manually lock a staff member from enrolling in courses.



Note: An automatic registration lock after a certain number of absences can be enabled on the Workshop General Setup on the Manage Tab.

Portfolio Transfer

When a staff member wants to transfer their eduphoria! Workshop portfolio, the district administrator may **Create Export File** to a .wxe file. This can be saved and taken (emailed) to another Workshop district.



Import Transfer Portfolio

When a new staff member has a Workshop portfolio file to import, follow the Import Wizard.

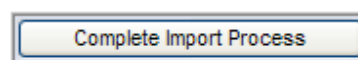
Search for the staff member and select the name to open the portfolio. Select Import Portfolio Wizard.

Upload the .wxe file and make sure the names of the staff member are both correct.

Match the imported credit types with local and district credit types. Any credit types that are not matched will be ignored and therefore, not imported.



Select **Complete Import Process**.



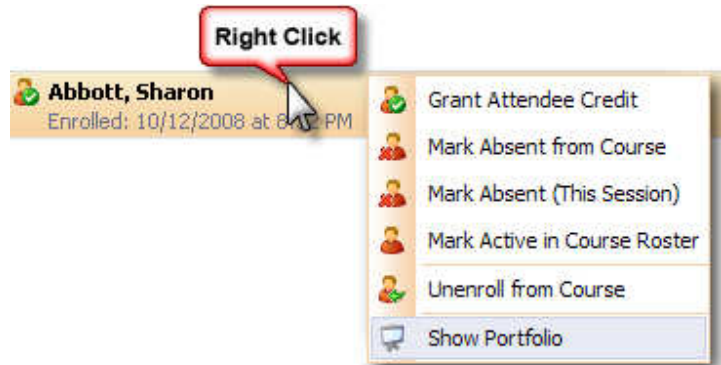
Viewing Staff Portfolios (other views)

Attendee Tab

Professional Development Administrators have the option to view staff portfolios from the course *Attendees* Tab.

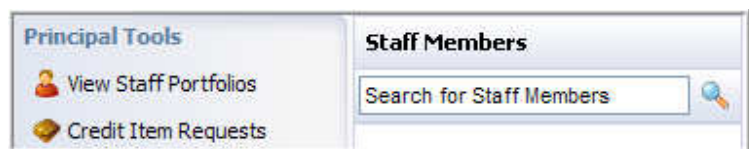


Right-click on an attendee's name for the option to show their portfolio.



Principals

On the *Principal* Tab, select View Staff Portfolios to search for a staff member's portfolio. This view of a staff portfolio is the same for the Professional Development Administrator and the staff member.

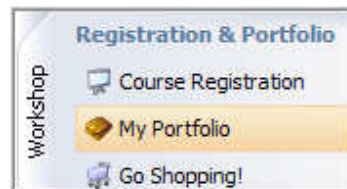


Staff Members

A staff members' portfolio view is similar to the Principal and Professional Development Administrator's view - with one exception. Staff members see the current certifications and courses in a list view.





The list allows staff members to make a selection of a certification or course and find more options.

A **certification** entry can be printed or deleted. For certifications that have expiration dates, staff members can print, delete, and edit the start and renewal dates. The credits that apply to earning that certification are also listed so the staff member is always aware of certification standing.



Portfolio Icons



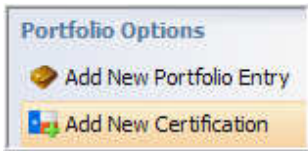
	<p>District or School Course</p>
	<p>Portfolio Entry (Submitted for Approval for District Credit)</p>
	<p>Portfolio Entry (Not Submitted for Approval for District Credit)</p>
	<p>eCourse</p>

Certifications (Texas only)

Add New Certification

Staff members enter their own certifications through their portfolio in Workshop.

In Portfolio Options, select Add New Certification.



Select a type of Texas certification to add to the portfolio. For multiple certifications, this process will need to be completed for each type of certification held.

Once the certification type is selected, click Next.



Renewal Requirements

Does the certification need to be renewed? Select Yes or No.



If YES is selected:

Next Renewal Date

Select the month and year when the certification needs to be renewed.

This date will be marked with the certification and is a good reminder for the staff member and administrators.



Classification

Next, select how the certification is classified, noting the number of clock hours needed to fulfill the certification renewal.

Workshop will then keep track of the certifications and the number of credits (clock hours) earned to date for the renewal.

