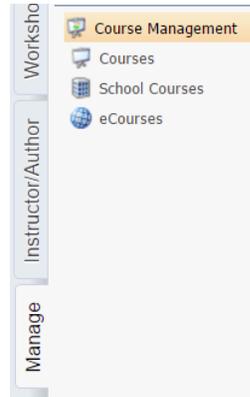


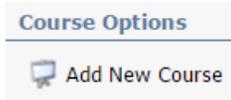
Eduphoria: Workshop

Entering New Courses

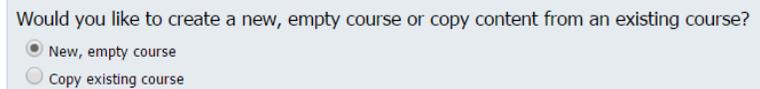
1. Once you have logged in to Eduphoria, click the **Workshop** link.
2. Click the **Manage** tab on the left of the screen.
3. This takes you into Strive. Select Settings/Workshop settings
4. Under **Course Management**, select either Courses or School Courses
Courses- Offered to attendees district-wide.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



5. After selecting Courses or School Courses, click **Add New Course** or **Create School Course** at the bottom.

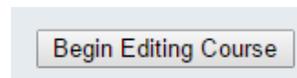


6. Select either **New empty course** or to copy the information from a course already in the system select **Copy existing course**. (This copies the title, date, & time of existing course which can be edited)



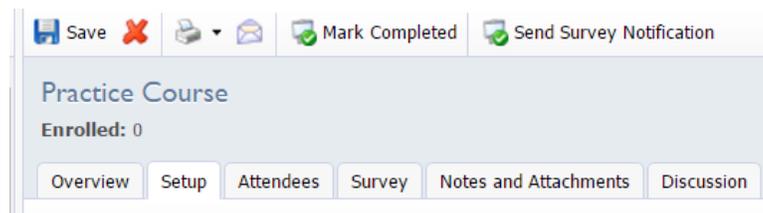
7. Click **Next**.

8. Enter the following information into the wizard when creating a new course.
 - Course Title
 - Description
 - click next
 - Start date/time (click set time)
 - click next
 - T-TESS or T-PESS
 - click next



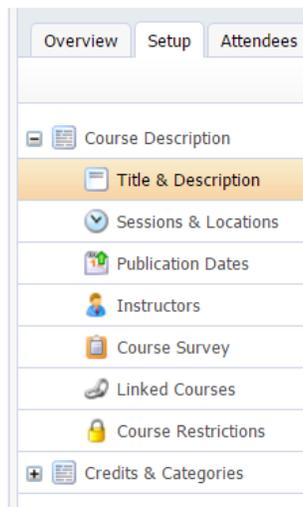
9. Click **Begin Editing Course**. The course should now appear in the right hand column of the screen.

10. Select the **Setup** tab.



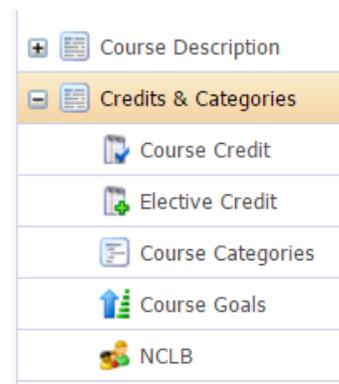
11. Under **Course Description**, you can edit course information.

- **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. If an instructor is not listed, contact Instructional Technology or Professional Development.
- **Course Surveys**-check box if survey is required. *they must complete survey to get credit for course.
- **Course Restrictions**-limit to campuses or departments



12. Under **Credits & Categories:**

- **Course Credit:** **Texas SBEC CPE** is the only **required** credit in this section unless it is a meeting.
1 credit = 1 hour
- **CPE: Required**
- Select applicable subject (select other if not listed). Choose only **other** if it is a meeting.
- Under **Course Categories** Choose the course category.

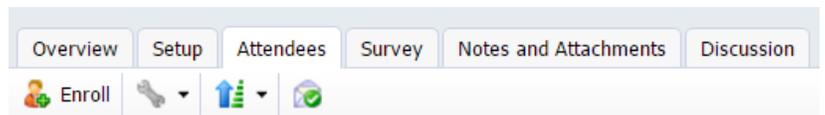


13. Be sure to click **Save** as you make changes.

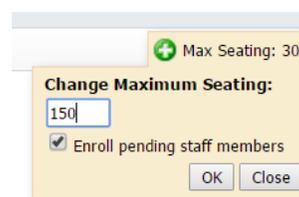
14. Submit for Approval (District courses only).
Give at least 24 hours' notice to have course approved.



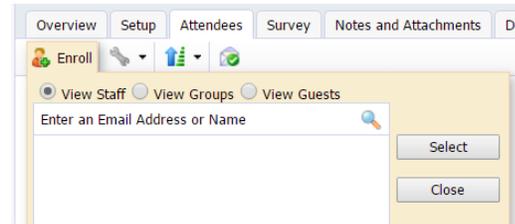
15. Once approved, select the **Attendees** tab.



16. 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.

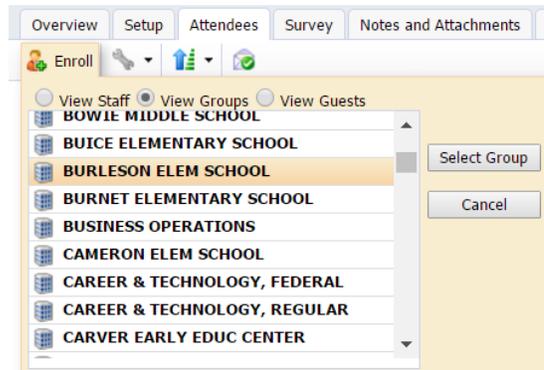


17. If you need to enroll the attendees, select **Enroll**.



18. 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.

19. 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**.



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



21. Choose the printer icon and click on **Print Sign in Sheet**

22. The wizard appears. Type in Employee ID# in the Add Special Column

23. Next

24. Do you want to include attendees with pending status?

25. Use the drop down menu to add additional blank lines

26. Choose print sign in sheet

27. A pdf is generated and appears at the bottom of the screen. Open and print.

Granting Credit

1. Select course
2. Choose the attendees icon
3. Right click to unenroll, mark absent or grant credit.
4. Mark complete if no survey required