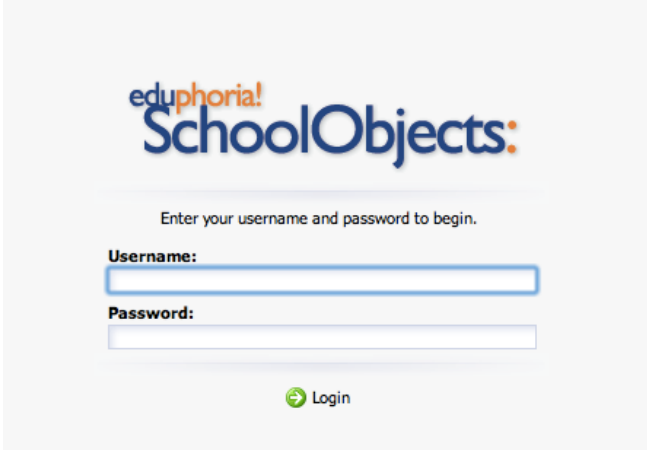
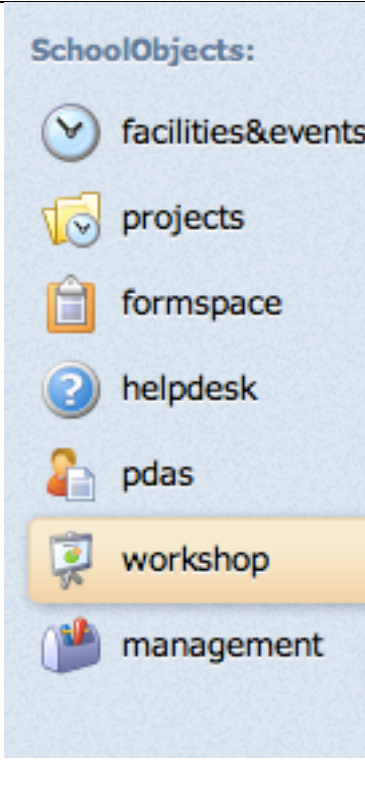

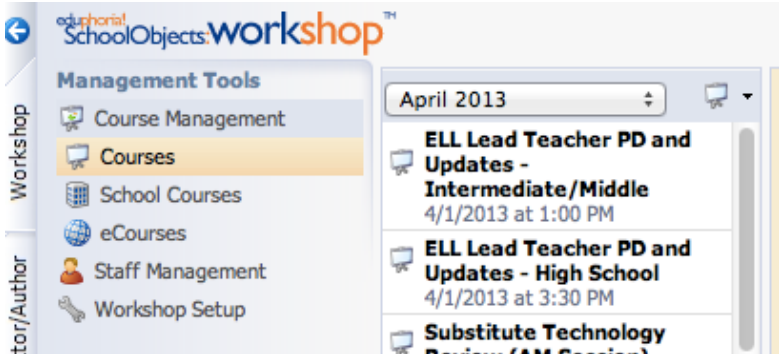
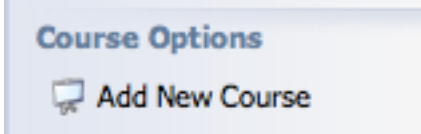
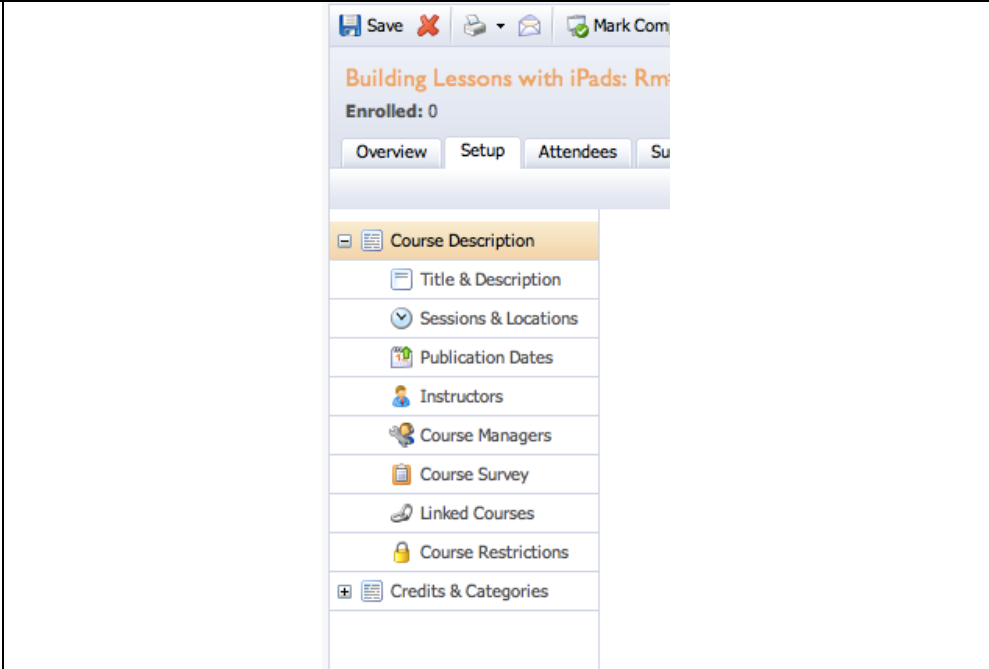
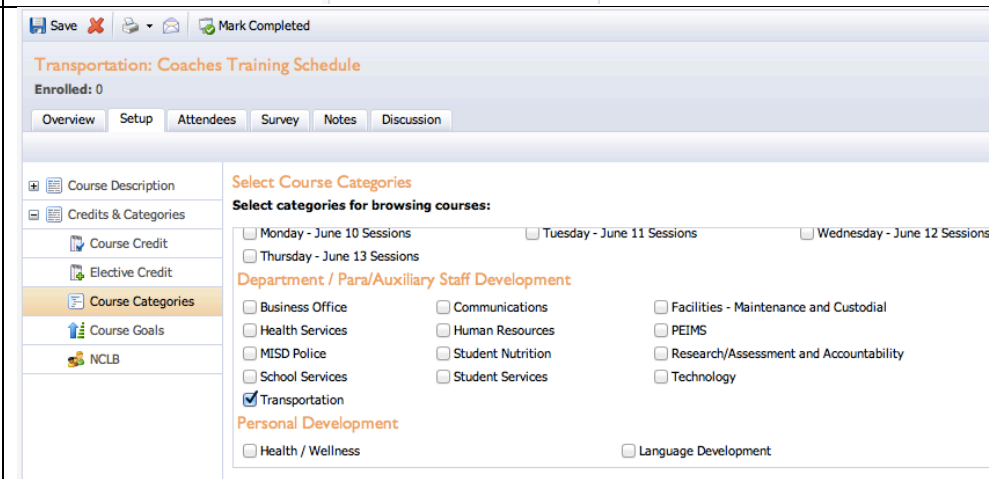
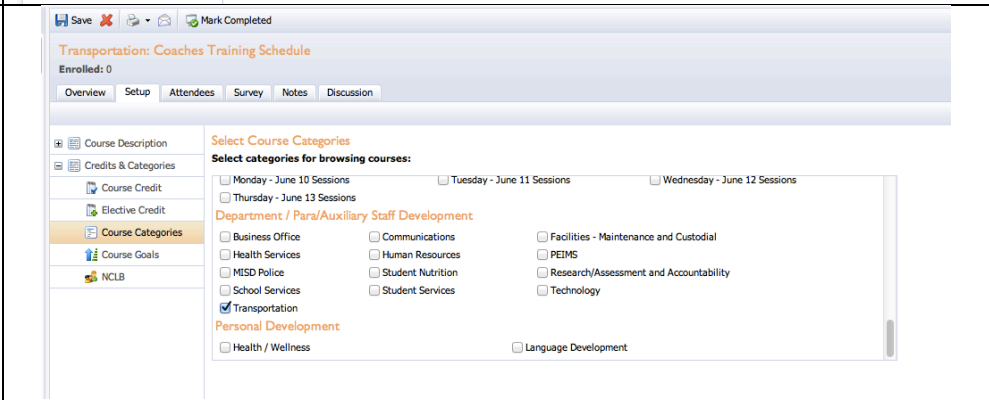


Staff Development Course Categories Instructions

Creating New Courses in Eduphoria using the New Staff Development Course Categories:

1. Log into Eduphoria	 The image shows the login page for Eduphoria! SchoolObjects. At the top, the logo "eduphoria! SchoolObjects:" is displayed. Below the logo, there is a prompt: "Enter your username and password to begin." There are two input fields: "Username:" and "Password:". Below the password field is a "Login" button with a green arrow icon.
2. Choose Workshop	 The image shows a vertical menu titled "SchoolObjects:". The menu items are: "facilities&events" with a blue circular icon containing a white checkmark; "projects" with a yellow folder icon containing a white checkmark; "formspace" with an orange clipboard icon; "helpdesk" with a blue circular icon containing a white question mark; "pdas" with an orange person icon; "workshop" with a green screen icon, and this item is highlighted with a yellow background; and "management" with a blue folder icon containing red and orange pens.

<p>3. Choose Course Management</p>	
<p>4. Choose Courses</p>	
<p>5. At the bottom left of the screen, choose Add New Course and follow the steps for creating a new course.</p>	

<p>6. Once the course is created, enter the information for each of the fields in the Course Description.</p> <p>7. SAVE</p>	
<p>8. Click on Credits & Categories</p> <p>9. Click on Course Categories</p>	
<p>10. Scroll down until you find the MAIN Category</p> <p>11. Check the correct sub-category for the workshop</p>	
<p>12. In the upper left corner, click SAVE</p>	