## Staff Development Course Categories Instructions

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

1. **Log into Eduphoria**

   ![Login Screen]

2. **Choose Workshop**

   ![Workshop Option]

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*Updated April 4, 2013*
3. Choose Course Management

4. Choose Courses

5. At the bottom left of the screen, choose Add New Course and follow the steps for creating a new course.
6. Once the course is created, enter the information for each of the fields in the Course Description.
7. SAVE

8. Click on Credits & Categories
9. Click on Course Categories

10. Scroll down until you find the MAIN Category
11. Check the correct sub-category for the workshop

12. In the upper left corner, click SAVE