



# Exchange Hour Overview

and

# How to Upload Exchange Hour Certificates in Eduphoria

2019–2020



# Objectives

- Review the exchange hour requirements.
- Review the steps for uploading your outside workshop certificates in Eduphoria.



# Explanation of Exchange Hours Paraprofessionals

- ▶ Campus based paraprofessionals (secretaries and aides) **WILL NOT** be required to complete **exchange hours**.
- ▶ Campus paraprofessionals **WILL** be required to attend the compliance training presented by their principal.



# Explanation of Exchange Hours Professionals

- All professional employees (principals, librarians, teachers, counselors, nurses) may exchange **24** hours of professional development for
  - November 25-27, 2019
  - December 20, 2019
- These hours may not be completed during a regular contract day.
- All 24 hours must be completed, and documented in *eduphoria*, between **December 1, 2018** and **September 30, 2019**.



# How to Add an **Outside Workshop** Certificate to Eduphoria

- Go to <https://kaufman.schoolobjects.com> and log-in.

A screenshot of a login interface within a light blue border. It contains two input fields: the top one is labeled 'EMAIL' and the bottom one is labeled 'PASSWORD'. Below the fields is a grey 'Sign In' button. At the bottom center, there is a link that says 'Forgot Password?'.



# How to Add an **Outside Workshop** Certificate to Eduphoria

- Access **Strive**
- Access your **Professional Development** tab.



The screenshot shows the user profile for Mary Tester, Campus Staff. The interface includes a navigation bar with three tabs: Goals, Evaluations, and Professional Development. The Professional Development tab is highlighted with a red box. Below the navigation bar, the Professional Development section contains two buttons: Portfolio History and Update Portfolio. The Update Portfolio button is also highlighted with a red box.



# How to Add an Outside Workshop Certificate to Eduphoria

- Click on **My Portfolio**.



**Strive**  
Registration & Portfolio

 My Portfolio

**Portfolio Options**

 Add New Portfolio Entry

 Add New Certification

- Click on **Add New Portfolio Entry**





# How to Add an Outside Workshop Certificate to Eduphoria

- Select the option for what type of portfolio entry and click Next.



## New Portfolio Entry Wizard

**What type of entry do you want to include in your portfolio?**

- Outside workshop or conference
- Request for district professional development level
- College course
- Other



# How to Add an Outside Workshop Certificate to Eduphoria

- Enter the workshop details including **Title**, **Description**, **Start Date** and **End Date** with **Times**.



New Portfolio Entry Wizard

Basic Entry Information

Title:

Description:

Start Date:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

End Date:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Start Time:  
08 : 00 : AM

End Time:  
04 : 00 : PM

Click Next > to continue.

Cancel < Back Next >



# How to Add an Outside Workshop Certificate to Eduphoria

- Enter the number of **Credit Hours** under the Credit Types. You can enter hours in more than one credit type.



**New Portfolio Entry Wizard**

**Credit Types**

**Value of district credit requested:**

2019 Exchange Day Credit	<input type="text" value="2"/>
ELPS Training	<input type="text" value="0"/>
Texas SBEC CPE	<input type="text" value="2"/>

**Comments about the credit request:**

Click Next > to continue.



# Coming Soon! NEW FEATURE! TAG DIMENSIONS TO OUTSIDE CREDITS

## New Portfolio Entry Wizard

### Associate Goals

Tag dimensions of your framework to your outside credit request. Click the containers to open the framework dimensions and then check the boxes next to dimensions to apply toward your credit request.

Click Next > to continue.

Click Next for now.



Cancel

< Back

Next >



# How to Add an Outside Workshop Certificate to Eduphoria

- If you have any files to upload to verify your attendance such as a certificate or reflection document, select **Choose File** and browse to the document upload.



New Portfolio Entry Wizard

Upload Attachments

Choose File | No file chosen

Description:

Choose File | No file chosen

Description:

Choose File | No file chosen

Description:

Click Finish to close this wizard.

Cancel Finish

Click **Finish** to close the Portfolio Wizard.





# How to Add an Outside Workshop Certificate to Eduphoria

- ▶ Click Finish then OK

The screenshot shows a web browser window with a confirmation message from kaufman.schoolobjects.com: "Your professional development request has been submitted." A red arrow points to a blue "OK" button. Below this, the "New Portfolio Entry Wizard" is open, showing the "Upload Attachments" section with two "Choose File" buttons and a "Description:" text area. A red arrow points to the "Finish" button at the bottom right of the wizard. The browser's address bar shows "(3068) ★ Bookmarks G".



# How to Add an Outside Workshop Certificate to Eduphoria

Save Submit for Approval Delete Entry

NEW FEATURE! TAG DIMENSIONS TO OUTSIDE CREDITS

Entry Details

**!** Credit has been requested and is pending approval.

**Request Details**

**Request Title:**  
NEW FEATURE! TAG DIMEN

**Request Description:**





# Wrap-up

- This presentation is designed to hit the high points of the exchange program. Please be sure to read and refer to the KISD Professional Development Guide for complete details.
- Closely following these uploading instructions will help ensure that you receive the credit you have earned.
- Please sign the PD Guide acknowledgement form and give it to your principal.



**Thank you!!**