

## Quick Reference Guide



# Navigate My Portfolio in Eduphoria!

#### Overview

Eduphoria! allows teachers, staff, and administration to manage and verify Professional Development courses they have registered for using the app. The purpose of this Quick Reference Guide (QRG) is to help participants view their current portfolio entries and how to print a Certificate of Achievement.

### **Getting Started**

1. Navigate to the My FWISD ClassLink Portal.

#### http://fwisd.org/myfwisd

- 2. Click Sign in with Microsoft.
- 3. Click the icon for **Eduphoria!** from the ClassLink Launchpad.



4. Click the Strive icon.



You will be directed to the course overview page.

### View Your Portfolio

- 1. Click **My Professional Learning** from the left side menu.
- 2. Click the **PORTFOLIO** tab from the top menu.
- 3. Click the **My Portfolio icon** in the lower left corner of the Portfolio section to view entries.

1	My Evaluation Process	ENROLLED COURSES COMPLETED COURSES	PORTFOLIO
	My Professional Learning	E	
٥	Available Courses	Registration & Portfolio	

From this screen you can view courses you are currently enrolled in, or have received credit for.

ENROLLED COURSES	COMPLETED COURSES	/ORTFOLIO	
Desistantian & Desitatio	Portfolio History	Gu Print	
Registration & Portroito	All Level Art	Pertfolio for David Andrews	
My Perdolo	Technology Applications	April, 2020 to Mey, 2020	
	June 2019 to May 2020	Portfolio Summary for David Andrews	*
	EDTECH Webinar: Hyperdocs     Nay 20, 2029     EDTECH Webinar: Pear Deck     Nay 18, 2029     EDTECH Webinar: Google     Classroom Assignments &	Total credits earned to date: @ EDTECH Reporting Calegory, 15 Credit(s) Bail Tennes (BEC CFR, 15 Credit(s) @ FitX, 6 Credit(s) Certifications	
	Nay 18, 2020	All-Level Art (Expines December 2022)     End Technology Applications (Lifetime Status)	
	Way 15, 2020	Portfolio Entries from June 2019 to May 2020	
Portfolio Options	EDTECH Webinar: OneDrive Nay 11, 2020	Credit Items:	
Add New Portfolio Entry	May 11, 2020	<ul> <li>FileX, 6 Credit(s)</li> </ul>	
Add New Certification	EDTECH Webinar: Google		

#### **Print Your Certificates**

- 1. Click **My Professional Learning** from the left side menu.
- 2. Click the **COMPLETED COURSES** tab.

Wy Evaluation Process	ENROLLED COURSES COMPLETED COURSES PORTFOLIO	
My Professional Learning		
Available Courses	EDTECH Webinar: Hyperdocs Standard Course	
	Aredit Earned     S/20/202     Credit Earned     S/20/202     Credit Earned     S/20/202     Survey N	0 >t Required

This will generate a list of courses you have completed sorted numerically by the most recent date.

- 3. Select the course you need to print a certificate for.
- 4. Click **Reports** in upper left corner of the Course Details description.

Course	Details
踚 Reports 🔹	
You have	been granted credit for this course.

5. Select Create Certificate.

A PDF copy of your **Certificate of Achievement** will download and be available for you to print for verification.

Certificate of Achievement	
	presented to
Education	onal Technology
Successful Completion of EDT (Self-Pace	ECH eCourse: itslearning Basics (539-7670 ed 06/05/19-03/29/20)
Mon	day, March 30, 2020
The following	ng credit has been awarded:
EDTECH R. Texas SBEC CPE, 3	eporting Category, 3 Credits 9 Credits - SBEC Provider # 220903
	Educational Technology
Fort Worth	Educational Technology, Instructor