

## Submitting Documentation of Technology Staff Development Level Requirements for District Approval

To submit a request for approval of documents for a section of a technology level, submit the documents for ONE section of the level at a time so it can be reviewed as a "unit." Let's assume you have gathered everything for Level 2 - 210 Word Processing and are ready to request approval for that section.

1. From the eduphoria! website, click on WORKSHOP.
2. Click on My Portfolio on the left; Add a New Portfolio Entry on bottom left.
3. Select OTHER as the type of entry and click Next on lower right.
4. Title the request the exact SAME thing the as the scoring guide for that section. In this example: **Level 2 - 210 Word Processing**. If you want to describe your documents, do it in the description box below the Title.
5. Click **Next** on the lower right.
6. Click **Next** on the lower right two more times to choose the current date.
7. Select **NO** on the District Credit page because district professional development credits are not available for these entries, you just want the documents you are submitting to be approved. Click **Finish** on the lower right.
8. Select the portfolio entry you just created from the middle screen entitled My Portfolio. The details of the entry will open in the right window.
9. Select the **Notes** tab and then **click on the paper clip** in the middle on the right side to attach the completed scoring guide and the supporting documents **ONLY** for this specific section (ie. **Level 2 – 210 Word Processing**).
10. Click the **Submit for Approval** button in the center, top portion of the screen.
11. Do the exact same process for Level 2-220 Spreadsheets, Level 2-230 Multimedia, and Level 2-240 Inspiration.

### Procedure for registration, completion and approval for online courses.

1. From the eduphoria! website, click on WORKSHOP.
2. Under the heading **View Courses by Credit Types**, click on *Technology Professional Development*. Select the course title you want and *Click on the green plus sign to register*.
3. Click on My Portfolio on the left.
4. Select the class you just registered for under the middle section entitled, My Portfolio.
5. Look at the details of the class on the right side, and **select Instructor Notes**. These are the detailed requirements for the course. Usually, there will be brief information to read, websites to visit, and discussion items to post.
6. When you have completed the course assignments, **select the Overview tab**, *email the instructor*, and tell them you are ready for your online coursework to be approved. Be sure to include the name of the course in your email.
7. When your online coursework is approved, you will receive an email and 1 credit.

### Request a new level status.

After you have received approval for each section of a particular Level, follow these procedures to request the appropriate Level status.

1. Go to the BISD district website.
2. Click Departments, Technology, and then eduphoria!
3. Click on the WORKSHOP application.
4. Click on My Portfolio on the left; Add a New Portfolio Entry on bottom left.
5. Select Request for District Professional Development Level and click Next on the lower right.
6. Select the Level you are requesting and click Next on the lower right.
7. Answer the Professional Development Questions, scrolling down if needed and then click Next.
8. Select Now and click Next.
9. Click Finish.

You have till December, 2006 to complete level 2, and here are some rules to play by.  
(I always like to know the rules of a game!)

### RULES OF THE GAME

#### RULE 1

Don't panic!

#### RULE 2

When you do panic, see your campus instructional technology specialist. They **will** get it all straightened out!

#### RULE 3

If something is not approved, it can be deleted from eduphoria. The same documents can be revised and submitted again.