

Staff Development Registration Instructions

Very Important: Check your profile to make sure your employment information and email address are correct. (Directions for updating your profile are listed below.) [If your profile is NOT correct, you may not be able to register for appropriate workshop sessions.](#)

Eduphoria Login

(Click appropriate link below to login)

[Eduphoria Login Page](#)

User ID: username (when you login to the computer)

Password: password (when you login to the computer)

If you are not able to login to Workshop, please contact Janice Constantine at 730-7016 (Internal - 12276) to troubleshoot the problem.

Directions for Registering for Staff Development using Eduphoria:Workshop

BISD has transitioned away from ERO to a new product within Eduphoria called Workshop to manage our staff development registration.

- To access Workshop, you will login to Eduphoria using your standard username and password (same as your email and computer login).
- To get to the Eduphoria server, click on the appropriate link above.
- Before you begin using Workshop, ensure that your Eduphoria Profile is up-to-date.
 1. Click on the **My Profile** button found at the bottom of the list of applications.
 2. Check that your email address is correct (this must be your BISD email address) and that your campus assignment(s) are accurate. If you are assigned to more than one school, please check all apply. Hit the **Next** button.
 3. Indicate your primary role and click **Next**.
 4. *****If you indicated you are a Teacher**, you will be prompted to enter the subjects you teach then the grade levels you teach. In order to see all the sessions that have been setup for your subject area and grade level, it is very important to have this information accurate. For example, certain sessions are set to only “display” to 2nd grade reading teachers. If you teach 2nd grade reading but this is not marked on your profile, you will not see them in Workshop.

5. When you're done going through the Profile update, click **Save My Information**.

- Select the **Workshop** module from the list of applications.
- The main Workshop screen is divided into four sections:
 1. Top panel will show courses you are currently registered for;
 2. Second panel allows options for you to view upcoming workshops by Date and Time;
 3. Third panel allows you to view upcoming courses by Category; and
 4. The last panel allows you to view upcoming workshop by credit type. Select the method of your choice to view upcoming workshops.
- When you see a class you are interested in, click on the course name to view all the details of the workshop.
- If you want to register for one of the classes (while viewing the class details) click on the Register button (found above the course description) then click OK to confirm the registration.
- You can click on the **Back** button found with a blue arrow on the upper right side of the window to return to the Workshop main menu.
- You can use the link to **My Portfolio** to see the sessions you are registered for and later to see the workshops you have completed.
- A short video demonstrating the basic uses of Workshop and how to register for a course can be viewed by clicking on this link:
<http://10.2.1.142/sotrain/default.aspx?topic=e21d1d49-7b9b-4a7e-9e28-4babae06968f> . Click on the **Play Video** button in the upper right corner.

The Workshop program will send you an email reminder 3 days prior to the workshop start date.

Workshop has many other features we will implement over the next school year including the ability to track teacher certifications and when they expire. This is a great management tool so teachers can track when they need to renew certifications with SBEC. If you are interested in learning about this or other features of Workshop, click the **Help** icon (found in the upper right corner next to the Log Off option), select **Workshop**, then **Workshop for Teachers**. A list of topics is available for your selection. Each of these also has a short video with it. To exit the Help section, you will need to use the **Switch Applications** feature to return to Workshop or to the Applications Home Page of Eduphoria.