






Posting Certificate into Eduphoria with Visuals

Note: Eduphoria is not merged with Academy or Responsive Learning. What does this mean to us? It means that after completing the 30-hour GT Core and/or 6-hour update, it is the educator's responsibility to load the certificate into their Eduphoria profile using Ms. Lorraine's instructions on how to post into Eduphoria. **If the educator does not load the certificate into Eduphoria, the educator will not receive any credit.** The same instructions apply to **educators wanting credit for hours transferred from other districts. Simply post your professional development transcript following these steps:**

Instructions:

1. Log into Eduphoria and click on "Strive" then "My Professional Learning"	 Strive Providing educators the information needed for professional growth.  My Professional Learning				
2. Click on Portfolio	My Professional Learning ENROLLED COURSES COMPLETED COURSES PORTFOLIO				
3 . Then click on "My Portfolio"	Registration & Portfolio  My Portfolio				
4. Next on the bottom of your screen, look for "Portfolio Options" 5. Click on "Add New Portfolio Entry"	Portfolio Options  Add New Portfolio Entry  Add New Certification				
6. Answer the questions. Follow each step including what category you have earned credit for the certificate. Then, click "Next" at the bottom. For Credit type put either GT Core or GT Update.	<div> What type of entry do you want to include in your portfolio? <input checked="" type="radio"/> Outside workshop or conference <input type="radio"/> College course <input type="radio"/> Other </div> <div> Click Next > to continue. <input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Next >"/> </div> <div> Credit Types Value of district credit requested: <table> <tr> <td>GT Core</td> <td>30</td> </tr> <tr> <td>GT Update</td> <td>0</td> </tr> </table> </div>	GT Core	30	GT Update	0
GT Core	30				
GT Update	0				
7. SKIP the screen "FRAMEWORK and DIMENSIONS"	Frameworks and Dimensions Please select the dimensions for this credit request				
8. Click to the next page which will allow you to download your certificate. You may want to add a description or notes then press continue. 9. You will receive a message that says that your request has been submitted.	New Portfolio Entry Wizard Upload Attachments <input type="button" value="Choose File"/> No file chosen ysleta.schoolobjects.com says Your professional development request has been submitted. <input type="button" value="OK"/>				

Ms. Villalobos will analyze your certificate and let us know once credit has been granted. If there is anything that needs clarification, please **your campus GT Coordinator**. Have a magnificent day!