

Reporting Professional Development Hours In Eduphoria/Strive

- Open the NEISD homepage and click on Launchpad. Open Eduphoria, then Strive.
- Click on My Professional Learning, then Portfolio, then My Portfolio.
- At the bottom right, click **Add New Portfolio Entry**.
- Check Outside Workshop or Conference, then hit Next.
- Enter the title of the event and give a brief description of the event.
- Choose the start and end dates/times. Hit Next.
- On the Credit Types screen:
 - o Put the TC hours you are requesting in the Eligible Teacher Choice Hours row
 - o **Put a 1 in the Fine Arts row** ****IF YOU DON'T DO THIS, YOUR ENTRY WILL BE DENIED***
 - o Put the full amount of hours in the Texas SBEC CPE row
 - o **Note:** your hours may differ between the TC row and the SBEC row. TC hours can only be collected outside of contract hours, but SBEC can be collected any time.
 - o **Example:** If you attend the TAEA conference on Friday and Saturday, anything you do on Friday during your contract time can be put in the SBEC hours, but NOT in the TC hours. On Saturday, the hours can be counted towards both. In this example, you may only have 8 hours for TC, but 16 hours for SBEC.
- Once hours are entered, hit Next.
- For Frameworks and Dimensions, click the + next to T-TESS for a dropdown of items to select. Pick at least one that works with your portfolio event. Hit Next.
- Under Associate Goals, you can leave this blank, or enter a brief synopsis as to how this portfolio entry has helped with your T-TESS goals. Hit Next.
- Upload Attachments:
 - o Your first attachment should be the **pre-authorization form**, signed by the Visual Arts Director. Make sure you have filled everything out appropriately.
 - o Your second attachment should be your **certificate of attendance/completion**.
 - o **Note:** **your certificate must show:**
 - Your name
 - The name of the event
 - The date(s) and times of the event
- Once you hit Next, the system will work to input all of your information. Once it says it's been recorded, hit Finish.

DO NOT WAIT UNTIL APRIL 29TH TO INPUT ANY OUT-OF-DISTRICT HOURS! IT TAKES TIME TO PROCESS, SO TRY TO HAVE EVERYTHING ENTERED BY THE END OF MARCH.