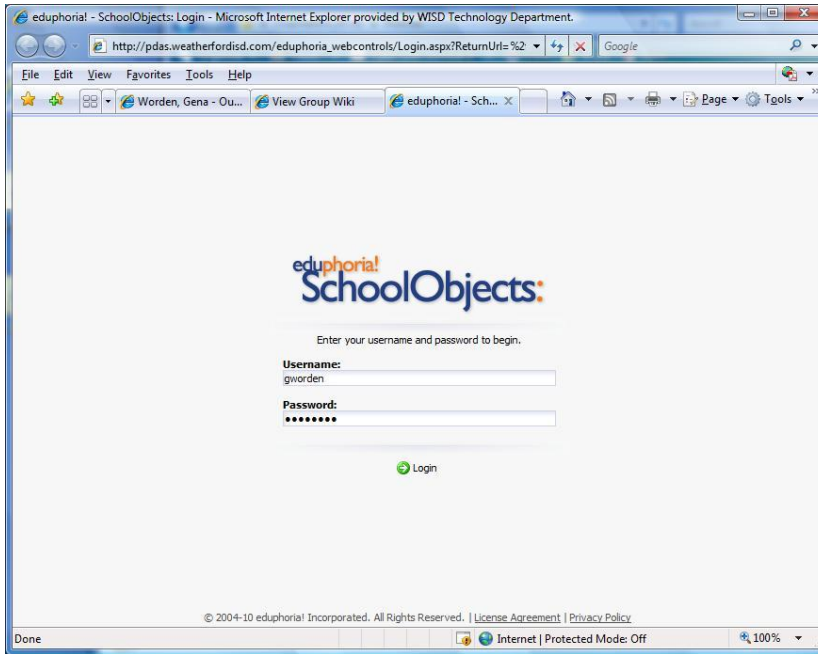
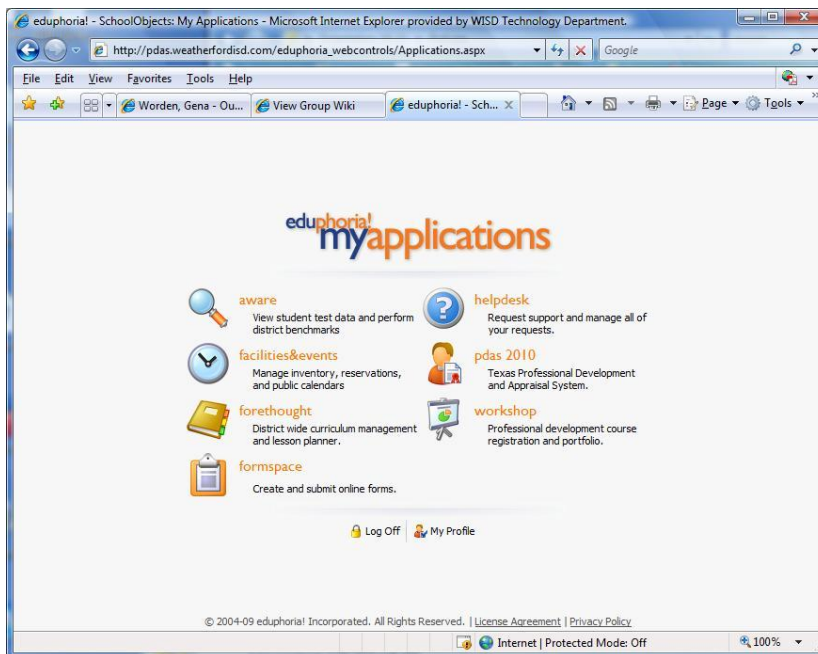


Log in to Eduphoria! located at <http://pdas.weatherfordisd.com> using your network userID and current network password:



Select **'Workshop'** from the list of applications.



Mission:

The mission of WISD is to teach, challenge, and inspire each student in a safe, nurturing environment to succeed in the global community.

Vision:

WISD will be the world-class district of choice.

Values:

We value and respect all students, employees, parents, partners, and our community.

We demonstrate visionary leadership.

We engage in and promote personal and organizational learning.

We make data-driven decisions.

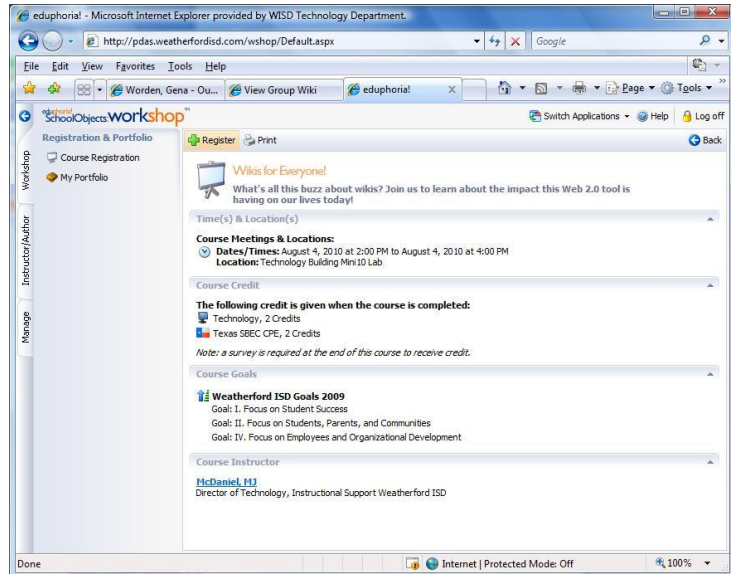
We practice ethical behavior and personal integrity.

To register for a course:

Click any *Workshop* category from the **Course Registration** screen to view available Professional Development events.

Click the event for which you would like to register to view session details.

Click the **'Register'** button above the Course Description.

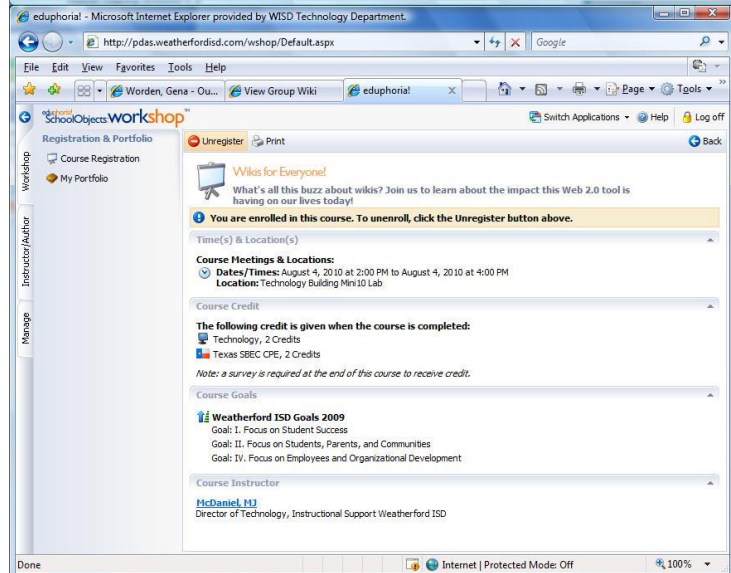


To unregister from a course:

Click the **Course Registration** link to view both available courses and the courses for which you are registered.

Click the event from which you would like to unregister.

Click the **'Unregister'** button above the Course Description.

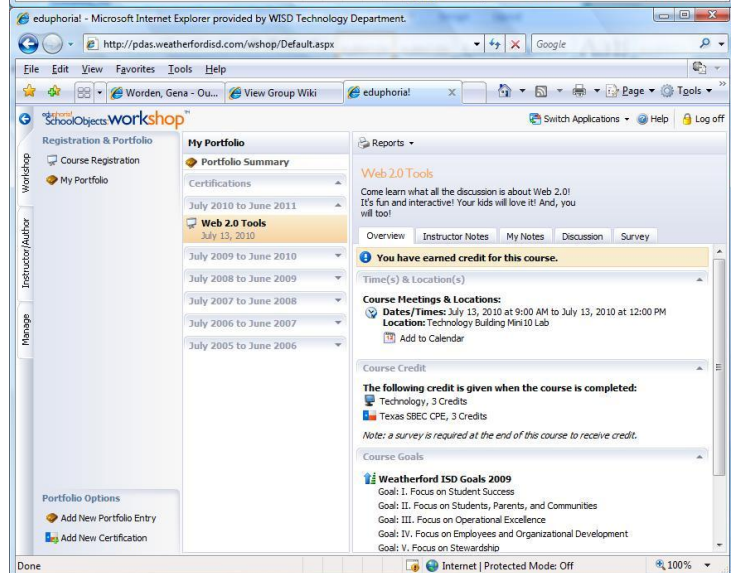


Active Courses: Using the Tabs

Overview: Displays the course description, date, time, and location of the session.

Instructor Notes: Instructors may add text notes or file uploads for the session here. Notes will appear in the upper section and files available to the participant will appear in the lower section.

My Notes: Participants may choose to take notes within Workshop instead of using traditional pen and paper.



Discussion: Instructors and participants may participate in forum-style discussions as long as the course is available in Workshop. The discussion may continue after the date of the actual session. Users may opt to have the course send them an email if new entries are made.

Survey: Participants will not receive credit for the course until they have completed the survey. The survey will not be accessible until after the course has taken place.

To complete a course survey:

Log in to *Workshop* at <http://pdas.weatherfordisd.com>

Select the **My Portfolio** link.

Select the completed session in the *center* column.

Select the **Survey** tab.

Complete the survey.

Printing (or saving a copy of) your course Certificate:

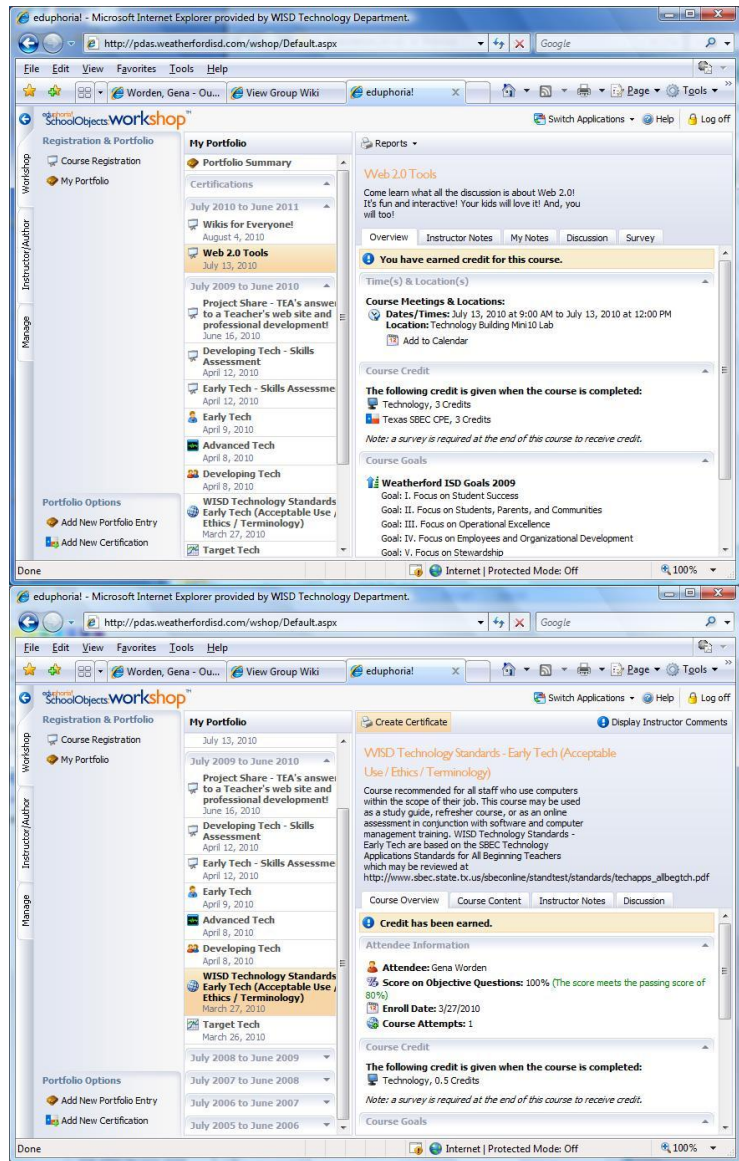
Log in to *Workshop* at <http://pdas.weatherfordisd.com>

Select the **My Portfolio** link.

Select the completed session in the *center* column.

Click the **Create Certificate** button located above the course description (this will create an Adobe Acrobat Reader document which you may choose to save or print).

Save or print your document as desired.



Certificates remain in Workshop as long as the course is available.

Viewing your Portfolio:

Click the link in the left column of Workshop named My Portfolio.

The center column lists all Staff Development courses you have taken which required registration in *Workshop* as well as any certifications you currently hold. You may view detailed information about any of these items by clicking its title in the center column.

To view your collective portfolio, click the **Portfolio Summary** link at the top of the center column. Clicking the **Print** button above the course description will create an Adobe Acrobat Reader document which you may choose to save or print.

Things to Know about Workshop:

Availability:

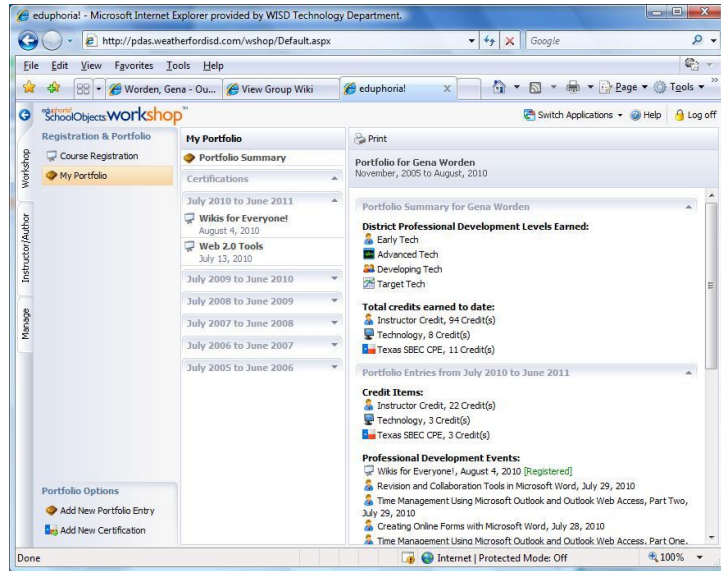
Workshop is a Web-based application available 24 hours a day.

If the course is full:

Repeat courses are usually available. Check Workshop for additional times and locations.

If additional courses are not available in Workshop, **please contact the instructor.**

Who to contact:



You may click the arrows beside individual calendar years to expand and view the courses you took during that time.

Time limit for course surveys:

Course surveys will be available following the course for no more than 14 days. If a participant fails to complete the survey within that time they will not receive credit for the course and must contact their instructor.

If you have not received credit:

Verify that you have completed your course survey. Credit will not be 'officially' documented in Workshop until the instructor closes the course (maximum 14 days following the course to allow participants to complete the survey).

If you have completed your survey and the course was completed longer than 14 days prior, please contact your instructor.

Credit issues:

Instructor, then Kim James or Paula Mower

eCourse questions:

Technology eCourses – MJ McDaniel or Gena Worden

Other eCourses – Instructor, then Kim James or Paula Mower