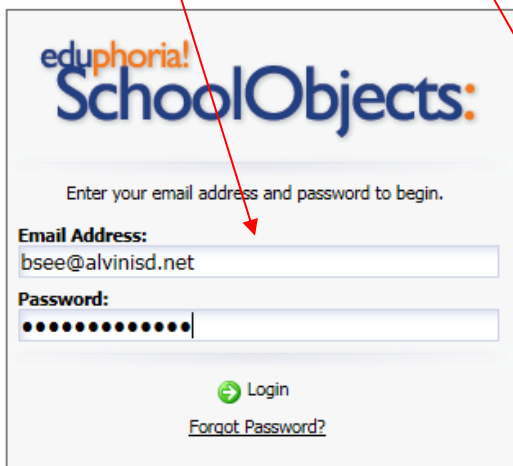


Create a **SCHOOL** Course in **eduphoria!**

1. Access **eduphoria!** on
AISD Intranet - Staff Links
OR
AISD Website - Staff

2. Log in to **Eduphoria** and
click on **workshop**.



eduphoria!
SchoolObjects:

Enter your email address and password to begin.

Email Address:
bsee@alvinisd.net

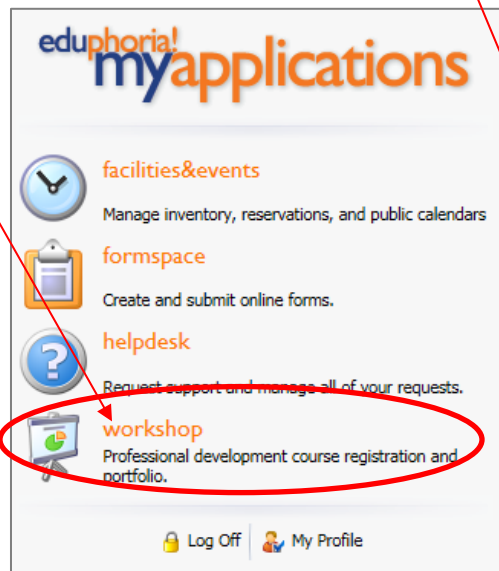
Password:
●●●●●●●●

Login

[Forgot Password?](#)

3. Click on the **Manage** tab, then
Course Management,
and **School Courses**.

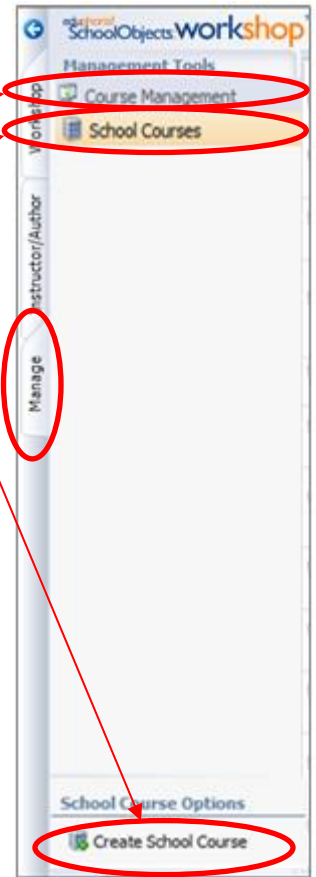
Click on **Create School Course**.



eduphoria!
myapplications

- facilities&events
Manage inventory, reservations, and public calendars
- formspace
Create and submit online forms.
- helpdesk
Request support and manage all of your requests.
- workshop**
Professional development course registration and portfolio.

Log Off My Profile



SchoolObjects workshop

Management Tools

- Course Management
- School Courses**

Workshop

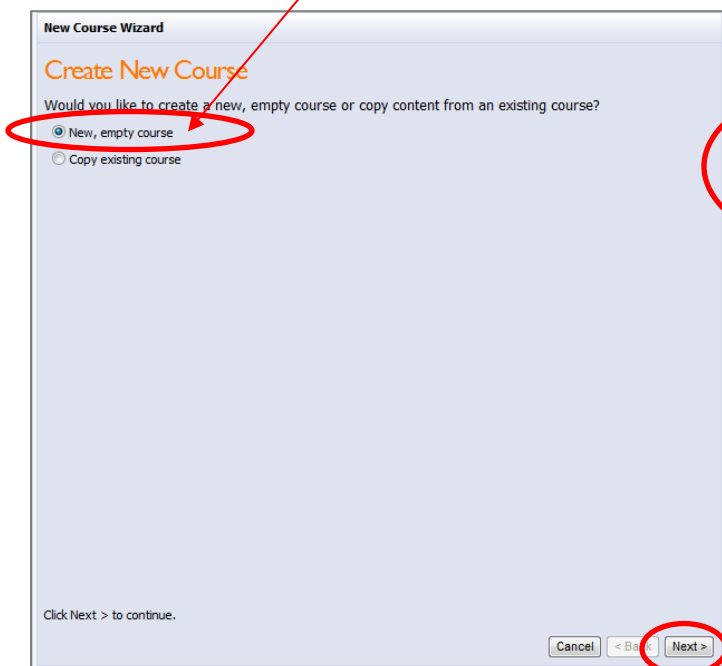
Structure/Author

Manage

School Course Options

Create School Course

Click on create a **New, empty course** or **Copy existing course** and click **Next**.



New Course Wizard

Create New Course

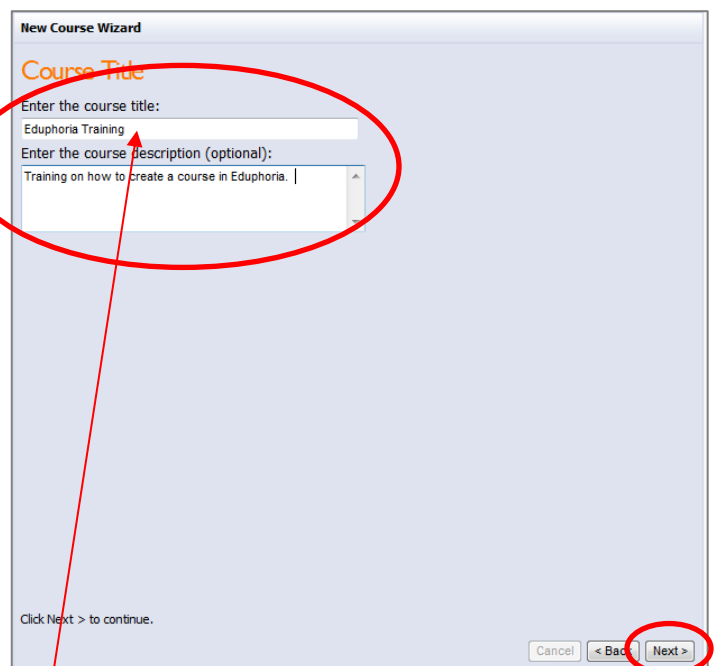
Would you like to create a new, empty course or copy content from an existing course?

☒ New, empty course

☐ Copy existing course

Click Next > to continue.

Cancel < Back **Next >**



New Course Wizard

Course Title

Enter the course title:
Eduphoria Training

Enter the course description (optional):
Training on how to create a course in Eduphoria. |

Click Next > to continue.

Cancel < Back **Next >**

Enter **course title** and **description (optional)** and click **Next**.


New Course Wizard

Course Dates

Select the dates and times for the course. If this course will have multiple sessions, only set the dates for the first session:

Start Date and Time: 8/15/2012 8:00 AM


End Date and Time: 8/15/2012 11:00 AM

Calendar icon: 

Calendar: August 2012

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Time: 8:00 AM


Buttons: 

Click on the **calendar icon** to enter the **Start Date and Time**.

Click on the **date**.

Start Date and Time: 8/15/2012 8:00 AM



End Date and Time: 8/15/2012 11:00 AM

Calendar icon: 

Calendar: August 2012

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Time: 1:00 PM

Buttons:  

Click on the **numbers** to enter the **start time**.

Click on **Set Time**.

Follow the **same steps** for the **End Date and Time**.

When finished, click **Next**.


New Course Wizard

Course Dates

Select the dates and times for the course. If this course will have multiple sessions, only set the dates for the first session:

Start Date and Time: 8/15/2012 1:30 PM



End Date and Time: 8/15/2012 4:30 PM

Calendar icon: 




Calendar: August 2012

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Time: 4:30 PM

Buttons:  

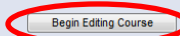
Click Next > to continue.

Buttons:   

New Course Wizard

Course Created

A new course has been created. Click the button below to edit the new course.

Buttons: 

You will get a message that the **course** has been **created**.

Click on **Begin Editing Course**.

The **course** will now be in the **course list** and ready to enter the details. Click on the **Setup** tab.

August 2012

Save

Eduphoria Training

Enrolled: 0

Overview Setup Attendees Survey Notes Discussion

Eduphoria Training

Training on how to create a course in Eduphoria.

Registration for this course is open.

The class starts:
August 15, 2012 at 1:30 PM

The class ends:
August 15, 2012 at 4:30 PM

Course Meetings & Locations:
August 15, 2012 at 1:30 PM to August 15, 2012 at 4:30 PM, To be determined

The following credit is given when the course is completed:

The following goals are given when the course is completed:

Course Instructor(s):
An instructor has not been assigned to this course.

Course Creator:
[See, Beate](#)

*** IMPORTANT:**
You can click on **Save** now or at any time.
You **must** click on **Save** when you are finished.

Click on the **+** by **Course Description** and you will see the **expanded list** for **Course Description**.

Eduphoria Training

Enrolled: 0

Overview Setup Attendees Survey Notes Discussion

Course Description

Credits & Categories

Eduphoria Training

Enrolled: 0

Overview Setup Attendees Survey Notes Discussion

Course Description

- Title & Description
- Sessions & Locations
- Publication Dates
- Instructors
- Course Survey
- Linked Courses
- Course Restrictions
- Credits & Categories

Click on **Title & Description**. Enter the **Course Title**, **Description**, and **Requirements** (if any).

Eduphoria Training

Enrolled: 0

Overview Setup Attendees Survey Notes Discussion

Course Description

Title & Description

Sessions & Locations

Publication Dates

Instructors

Course Survey

Linked Courses

Course Restrictions

Credits & Categories

Course Title:
Eduphoria Training

Description:
Training on how to create a course in Eduphoria.

Prerequisites/Requirements:

Direct URL
Copy the following link for users to enroll directly in a course:
<http://ha2.schoolobjects.com/wshop/default.aspx?cid=1483>

Click on **Sessions & Locations** and click on **Location: To be determined**.

Click on **down arrow** for **Location**.

Choose from the list.

Eduphoria Training
Enrolled: 0

Overview Setup Attendees Survey Notes Discussion

Allowed Absences: 0

Course Description
Title & Description
Sessions & Locations
Publication Dates
Instructors
Course Survey
Linked Courses
Course Restrictions
Credits & Categories

8/15/2012 at 1:30 PM to 8/15/2012 at 4:30 PM
Location: To be determined
Status: Session Pending
Substitute Required: No

Save Delete

Start Date/Time: 8/15/2012 1:30 PM
End Date/Time: 8/15/2012 4:30 PM
Location: To be determined
☒ Keep publication dates aligned to default options.
☐ A substitute teacher is required for this session.

es Survey Note To be determined

Alvin Elementary (Seating: 0)
Alvin High School (Seating: 0)
Alvin ISD Administration Building (Seating: 0)
Alvin ISD Administration C&I Training Room (327) (Seating: 25)
Alvin ISD Board Room (Seating: 50)
Alvin Junior High (Seating: 0)
Alvin Primary (Seating: 0)
ASSETS (Seating: 0)
Child Nutrition (Seating: 0)
Don Jeter Elementary (Seating: 0)
E.C. Mason Elementary (Seating: 0)
Edmodo - online (Seating: 100)
Fairview Junior High (Seating: 0)
Glenn York Elementary (Seating: 25)
Harby Junior High (Seating: 0)
Hood-Case Elementary (Seating: 0)
Laura Ingalls Wilder Elementary (Seating: 0)
Longfellow Elementary (Seating: 0)
Manvel High School (Seating: 0)
Manvel Junior High (Seating: 0)
Mark Twain Primary (Seating: 0)
Mary Marek Elementary (Seating: 0)
Nolan Ryan Junior High (Seating: 0)
Passmore Elementary (Seating: 0)
R.L. Stevenson Primary (Seating: 0)
Rice University (Seating: 0)
Safety and Technology Building (Seating: 21)
Savannah Elementary (Seating: 0)
Transportation Department (Seating: 0)

Save Delete

Start Date/Time: 8/15/2012 1:30 PM
End Date/Time: 8/15/2012 4:30 PM
Location: To be determined
☒ Keep publication dates aligned to default options.
☐ A substitute teacher is required for this session.

VERY IMPORTANT:

After choosing the location,
you must
click on **Save**.

The **Location** will now appear in **Sessions & Locations**.

Save Delete

Start Date/Time: 8/15/2012 1:30 PM
End Date/Time: 8/15/2012 4:30 PM
Location: Safety and Technology Building (Seating: 21)
☒ Keep publication dates aligned to default options.
☐ A substitute teacher is required for this session.

Eduphoria Training
Enrolled: 0

Overview Setup Attendees Survey Notes Discussion

Allowed Absences: 0

Course Description
Title & Description
Sessions & Locations
Publication Dates
Instructors
Course Survey
Linked Courses
Course Restrictions
Credits & Categories

8/15/2012 at 1:30 PM to 8/15/2012 at 4:30 PM
Location: Safety and Technology Building
Status: Session Pending
Substitute Required: No

Click on **Publication Dates**. The **Publish** and **Register** dates are set for several months **earlier**.

Eduphoria Training
Enrolled: 0

Overview Setup Attendees Survey Notes Discussion

Set Default Dates

Course Description
Title & Description
Publication Dates
Instructors
Course Survey
Linked Courses
Course Restrictions
Credits & Categories

Publication and Registration Dates

Publish in the course catalog on:
4/15/2012 1:30 PM

Enable staff members to register on:
4/15/2012 1:30 PM

Close staff registration on:
8/15/2012 1:30 PM

Hidden Course

Check the box below to hide this course on the registration page
☒ Hide this course

You can edit the **Close Registration date and time** and you have the option to **Hide this course**.

Click on **Instructors**. Put a check by all **instructors**.

Click on **Course Survey**.

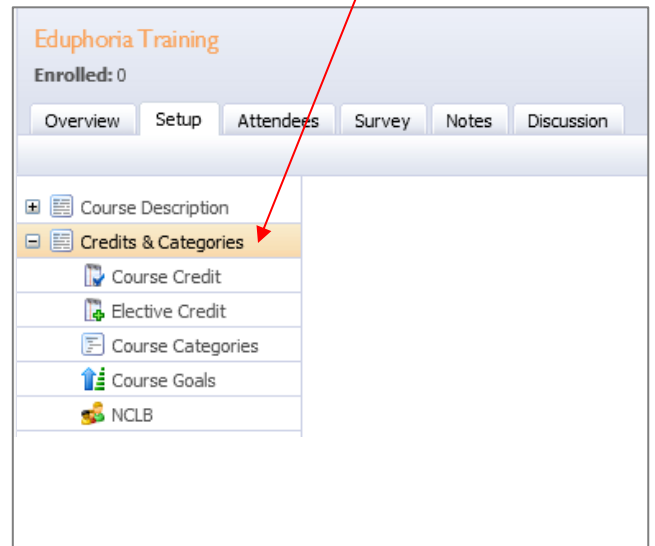
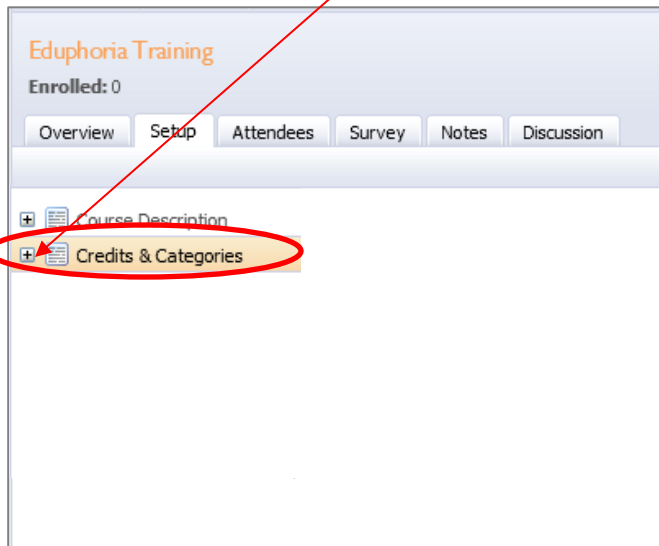
Put a check if a survey is required.

Your only option for **survey** will be - **Alvin ISD Staff Development Survey**.

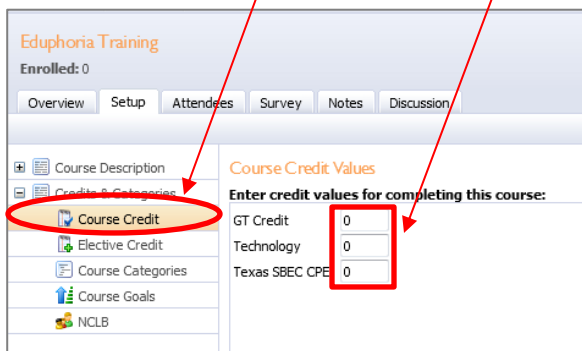
Click on **Linked Courses** and check any **applicable**.

Click on **Course Restrictions**. Put a check by any **criteria** you want to use to **limit enrollment**.

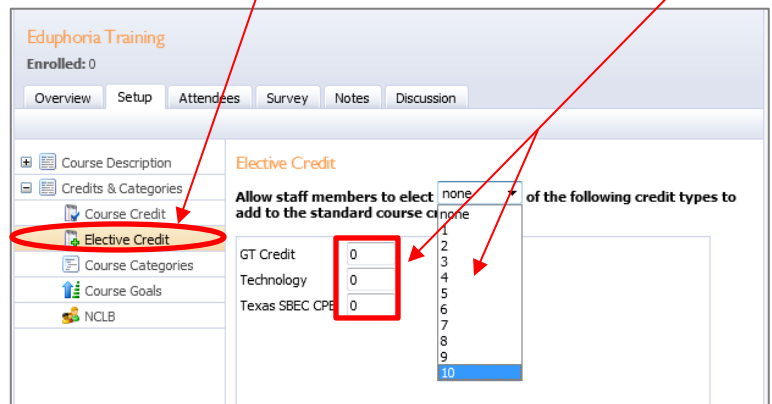
Click on the  by **Credits & Categories** and you will see the **expanded list**.



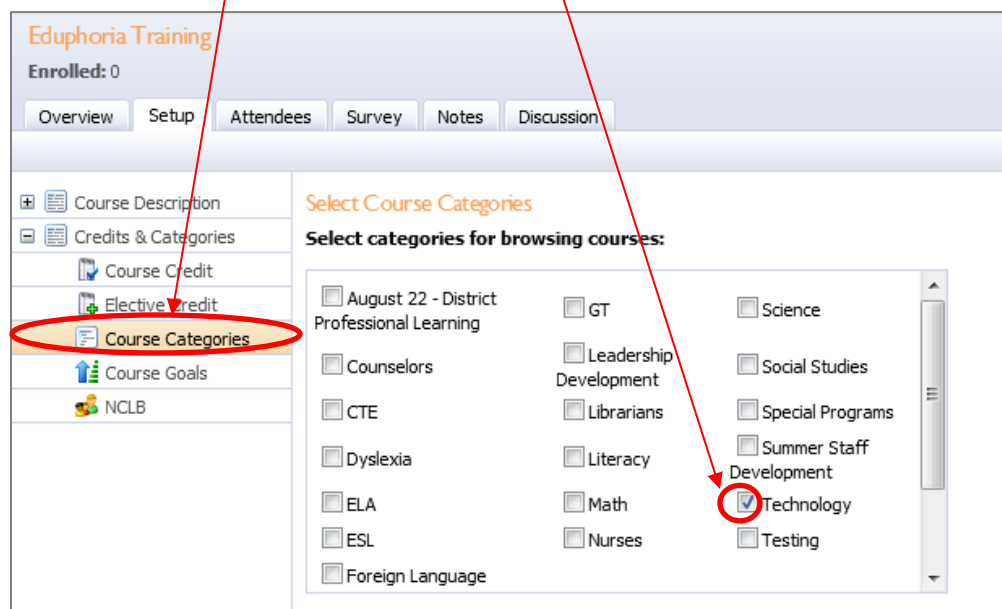
Click on **Course Credit**. Enter values.



Click on **Elective Credit**. If applicable, enter values.



Click on **Course Categories**. Put a check by any **categories** that apply.

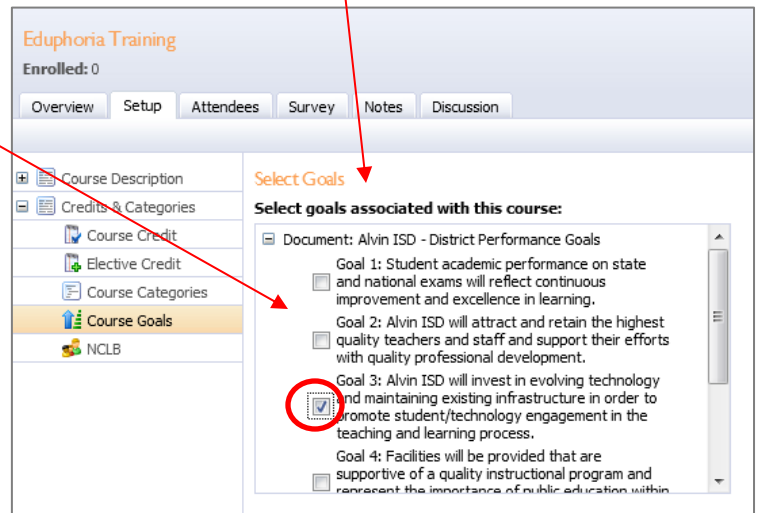
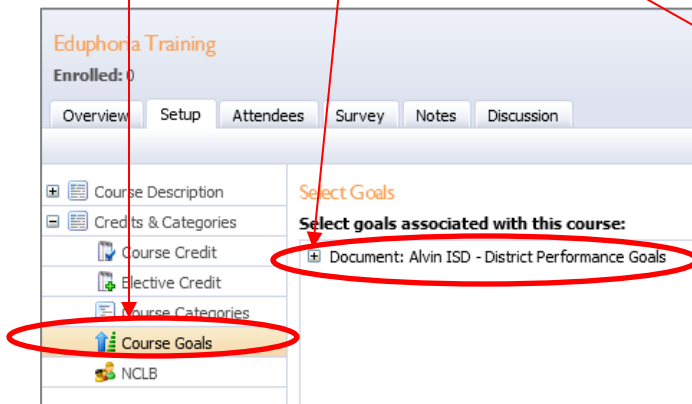


Click on **Course Goals**.

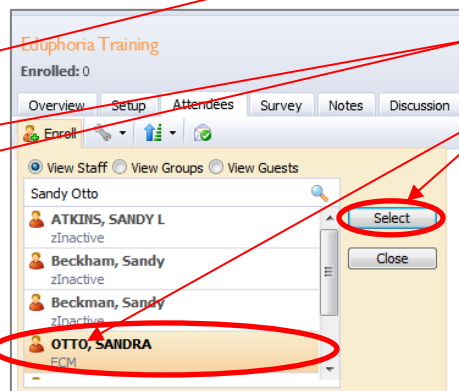
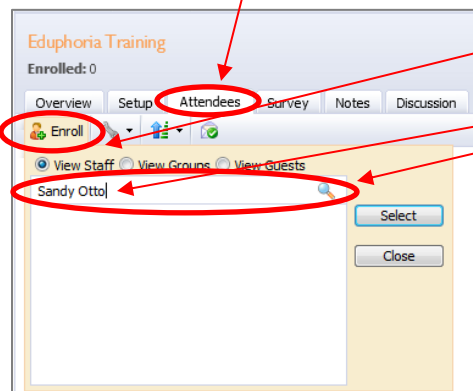
Click on the **+**.


You will see a list of **Alvin ISD – District Performance Goals**.

Put a **check** by the **Goal** that applies to your course.



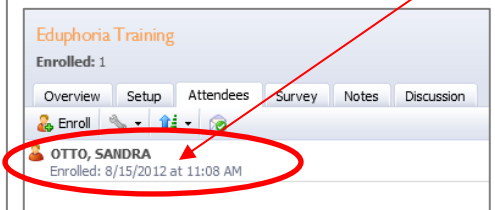
Click on the **Attendees** tab. **Optional:** You can click **Enroll** if you want to **search for staff** to enroll.*



Type the **name** and click on .

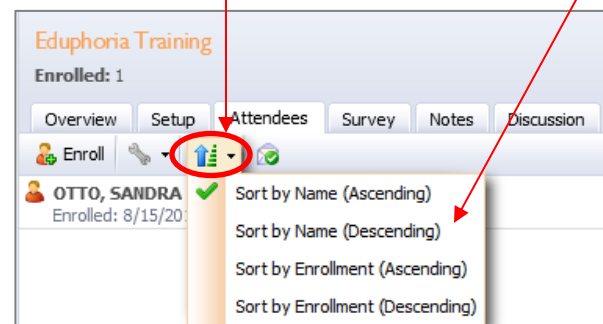
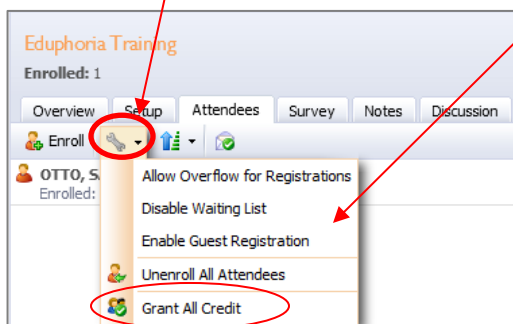
Click the **name** and **Select**.

They will be **enrolled**.

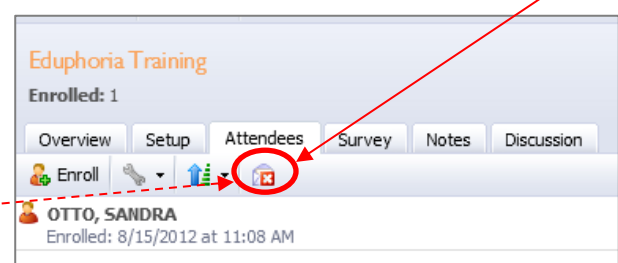
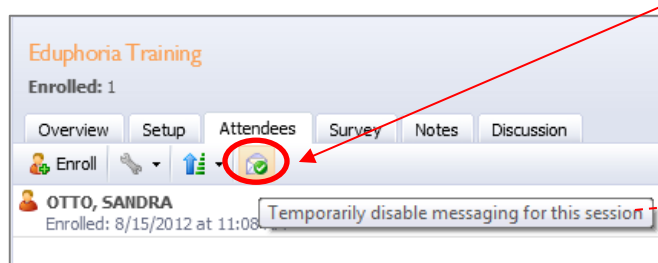


***Most staff will enroll themselves, so this is *only done when necessary*.**

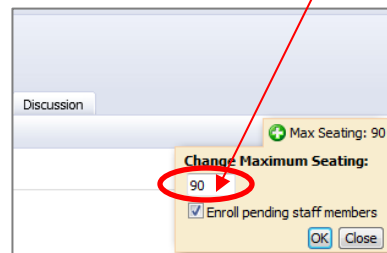
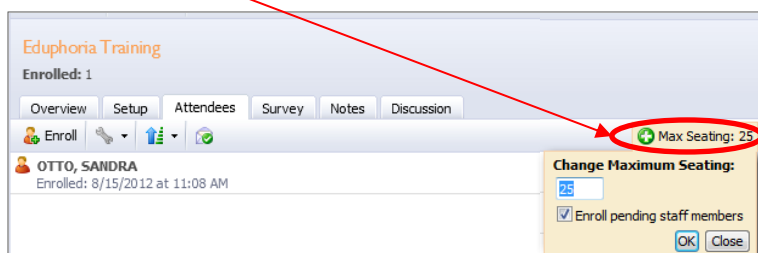
Click on the **Tool** down arrow for a list of **options** and the **Sort** down arrow for **sort options**.



Messaging is enabled. If you click on the **envelope** with a **green check**, it will be **disabled**.

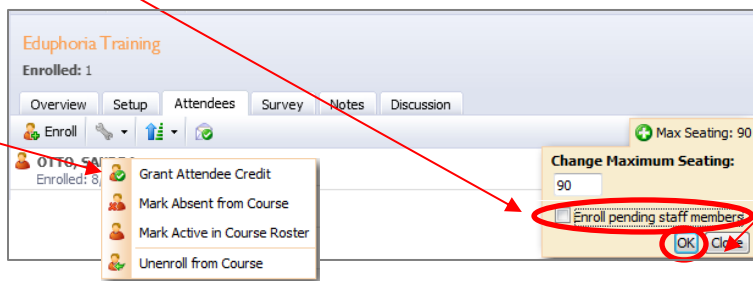


Click on the  to **edit** the **Max. Seating** amount. Click in the box and enter the **new amount**.

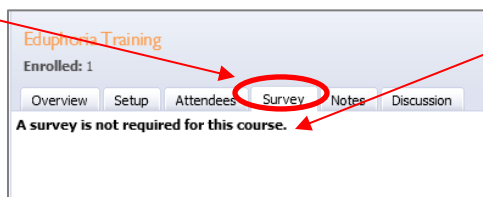


You can also uncheck **Enroll pending staff members**. To **save** your changes, click on **OK**.

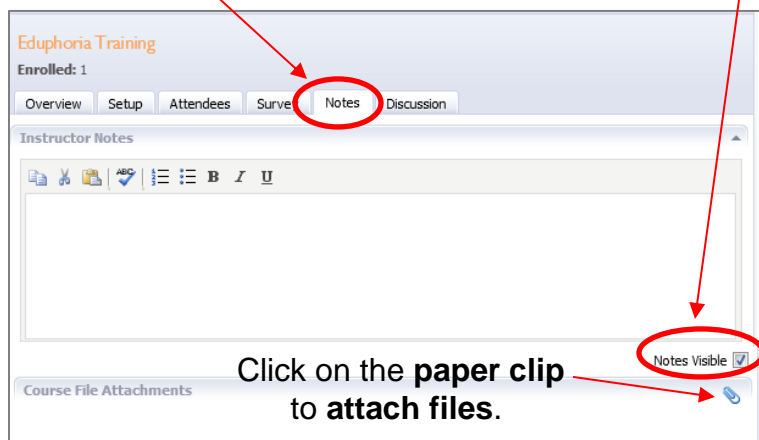
Right-click on any **Attendee** and you will have a **list of options**.



Click on the **Survey** tab. Until you **finish** and **save** the course, it will say a **survey is not required**.

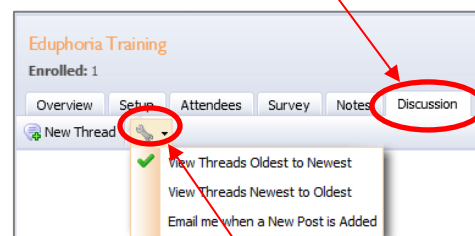


Click on the **Notes** tab and put a **check** to make **Notes Visible**.



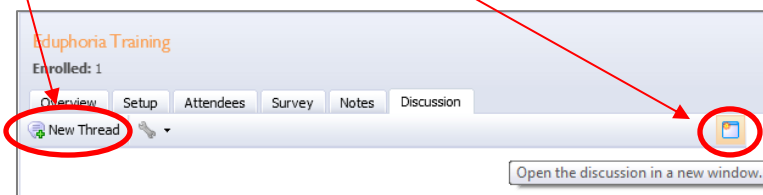
Click on the **paper clip** to **attach files**.

Click on the **Discussion** tab.

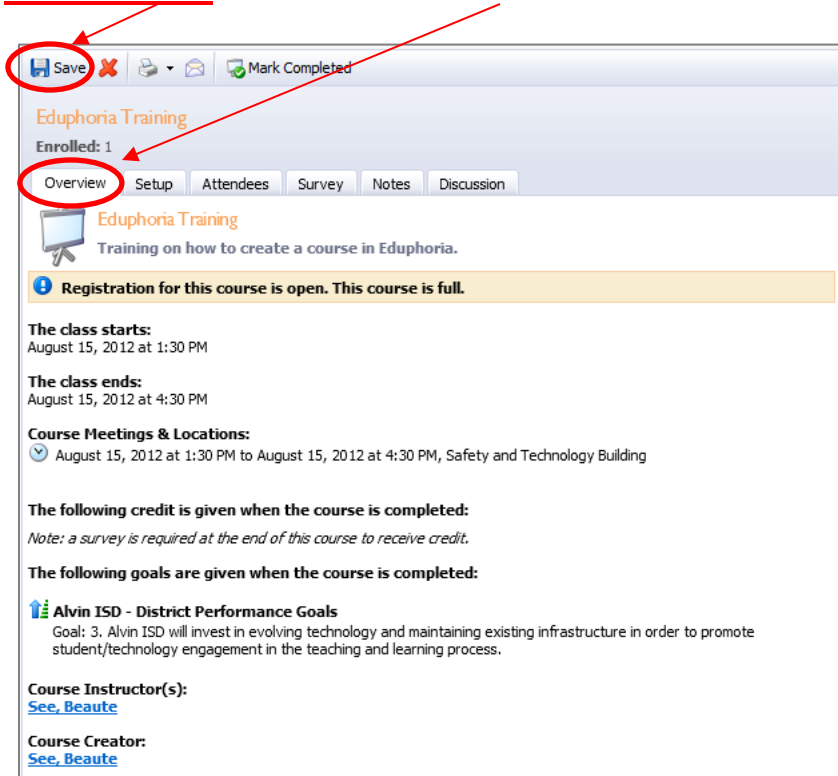


Click on the **Tool** down arrow for a list of **options**.

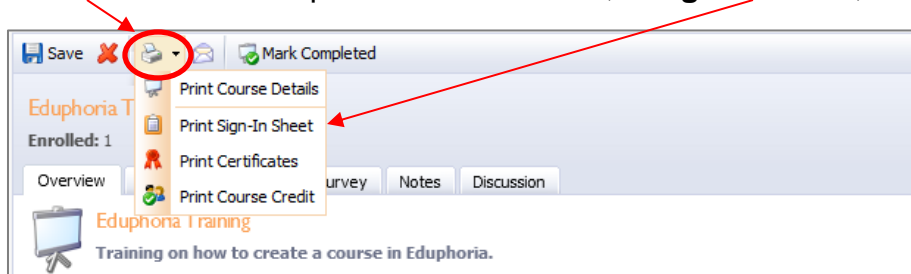
You can open a **new thread** and/or click on the  to **open the discussion in a new window**.



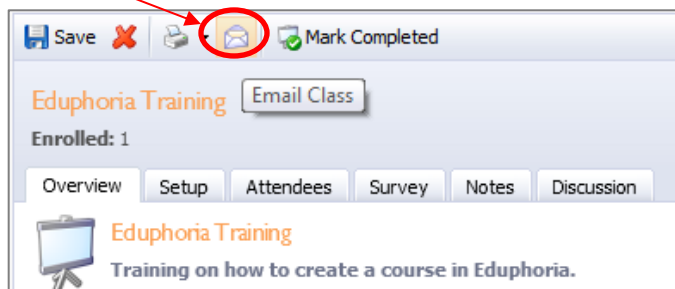
IMPORTANT: Click on **Save**. Click on the **Overview** tab to see the **course information**.



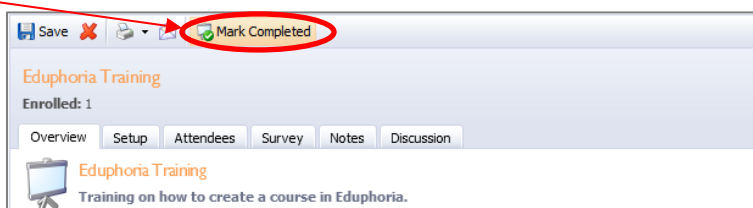
Click on the **printer** down arrow to print **Course Details**, a **Sign-In Sheet**, **Certificates**, etc.



Click on the  to send an **email** to all of the **class** attendees.



Click **Mark Completed** **ONLY AFTER** the **class** is over, surveys are done, and **credit** is given.



Attendees will not be able to print their certificates until you click Mark Completed.