Creating Campus Courses in Eduphoria

1. Open **Internet Explorer**
2. Type **http://www.abileneisd.org** in the address bar
3. Scroll down to bottom left hand corner and click Eduphoria
4. Sign in with district username and password
5. Click on **Workshop** at menu
6. On Left task pane click the **School Courses** tab. [To see past events click on **Edit School Courses**]
7. At bottom left hand corner of Left task pane click **Create School Course**
8. Click **New, Empty Course** then click **Next** located in bottom right hand corner
9. Enter the Course Title
    a. Example- 153:Instructional Strategies for RTI
    b. Example- 002:Math Data Analysis
    c. Enter a short description of the course
10. Under **Select a campus to associate this course:** choose the campus where training will occur. (Only employees associated with the campus will be able to enroll.)
11. Click **Next**
12. Select the starting date for the course. (Ensure the correct AM/PM is selected)
13. Select the starting time for the course. (Ensure the correct AM/PM is selected)
14. Click **Next**
15. Click **Begin Editing Course**
16. Click the **Setup** tab
    a. Click the + sign by **Course Description**, click **Title and Description** to see if the information is correct
    b. Click **Sessions & Locations** to double check information. If incorrect, then click on the information and edit at the bottom of the screen. Don't forget to click **Save** next to your edits.
    c. Click **Publication Dates**
        i. **Publish in the course catalog on:** – choose month, day and time for course to appear on calendar for registration purposes (Using the default setting is best)
        ii. **Enable staff members to register on:** – choose month, day and time for the participants to register for the course (Using the default setting is best)
        iii. **Close staff registration on:** – choose month, day and set the time for 15 minutes before the course begins for those who might want to register up until the course almost begins.
        iv. Leave **Hidden Course** as is. (unchecked)
        v. Click **Save**
    d. Click **Instructors**
        i. Scroll to find instructor and click on the check box left of the instructor's name. If the instructor isn't listed, then choose the campus principal or call Georgette Sharp.
        ii. Enter the hours earned by the instructor [Instructor credit earned for teaching this course will be the same as the number of SBEC hours earned for the course]
        iii. **Allow the instructor to take attendance** box needs to be UNCHECKED.
        iv. Click **Save** button
    e. Click **Course Survey**
        i. Ensure "A survey is required to receive course credit" is **UNCHECKED.**
        ii. Click **Save.**
    f. Click the + sign by **Credits and Categories**, click **Course Credit**
        i. Enter credit values to be given to staff members completing this course. Campuses can only use the following two categories:

ii. Click the **Save** button located in the upper left hand corner.

g. Click **Course Categories** (Optional)
   i. Select categories for browsing courses
   ii. Click the **Save** button located in the upper left hand corner.

h. Click **Course Goals** (Optional)
   i. Click the + sign by **AISD Goals**
   ii. Select goals associated with this course
   iii. Click the **Save** button located in the upper left hand corner.

j. Leave the **NCLB** as is.