



Eduphoria

Workshop – Portfolio – FormSpace

<http://corsicana.schoolobjects.com>

Please login Name

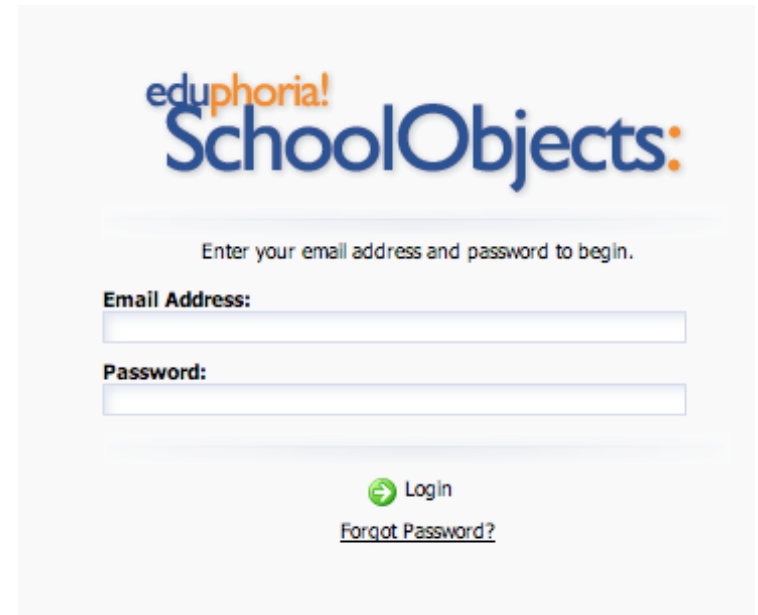
Password

Sign in and set up profile

To use all the features of Eduphoria, you must use [Internet Explorer](#) or [Firefox](#).

The address is:

<http://corsicana.schoolobjects.com>



The screenshot shows the login interface for Eduphoria! SchoolObjects. At the top, the logo "eduphoria! SchoolObjects:" is displayed, with "eduphoria!" in orange and "SchoolObjects:" in blue. Below the logo, a light blue box contains the instruction "Enter your email address and password to begin." There are two input fields: "Email Address:" and "Password:". Below the "Password:" field is a green "Login" button with a right-pointing arrow icon. At the bottom of the form, there is a link for "Forgot Password?".

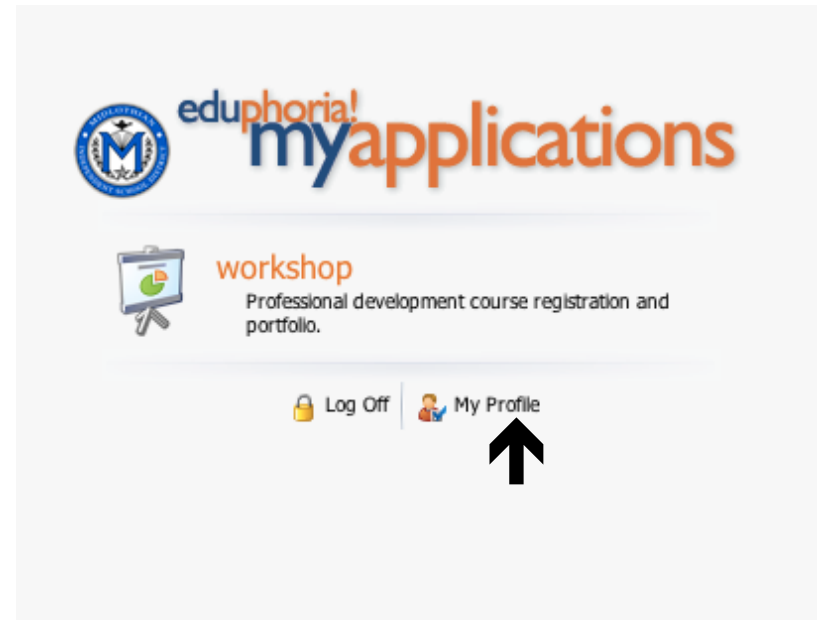
Enter your school email address and your password is corsicana

Example: jyoung@cisd.org

It will immediately ask you to change your password.

1. Edit your profile

Click on My Profile



Profile

- Scroll down and make sure it is correct.
- Click on next

eduphoria!
myprofile

Please verify that the information below is correct.

First Name:
Susan

Last Name:
Bolgiano

Email:
susan_bolgiano@midlothian-lsd.net

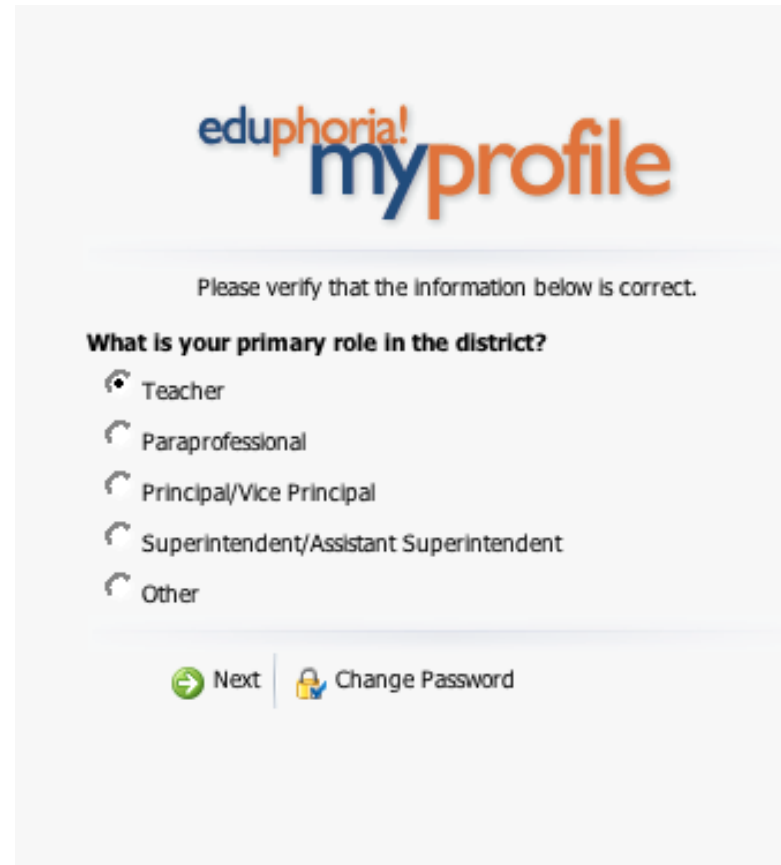
Campus:

- Administration
- AEP
- Baxter
- Frank Seale MS
- High School

[Next](#) | [Change Password](#)

Profile continued

- Click next if correct



eduphoria!
myprofile

Please verify that the information below is correct.

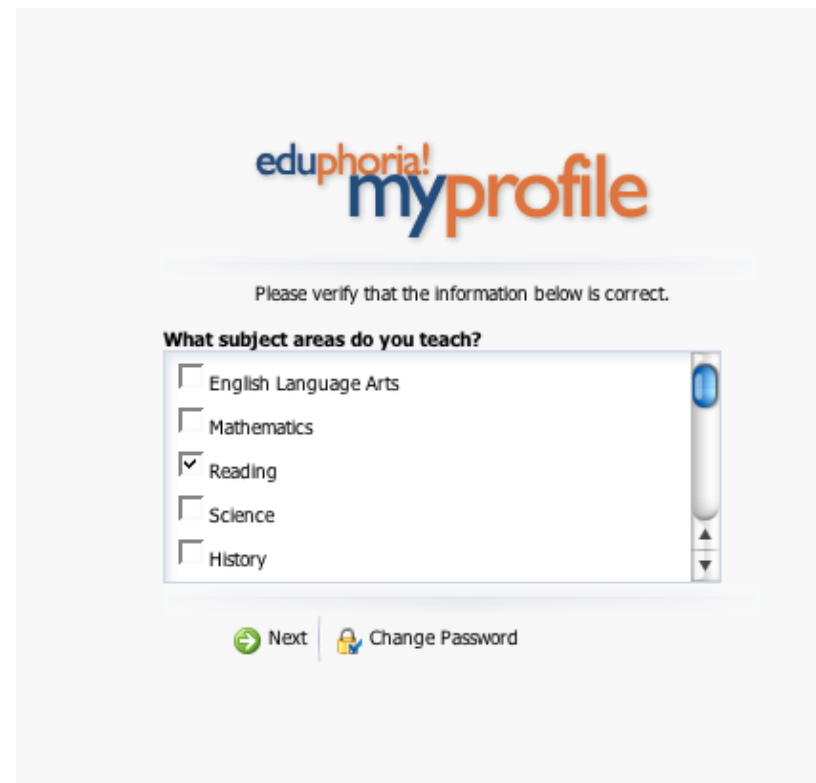
What is your primary role in the district?

- Teacher
- Paraprofessional
- Principal/Vice Principal
- Superintendent/Assistant Superintendent
- Other

[Next](#) | [Change Password](#)

Profile continued

- Select your main subject
- If you teach more than one subject, select all that apply.
- Click next after you have completed this step



eduphoria!
myprofile

Please verify that the information below is correct.

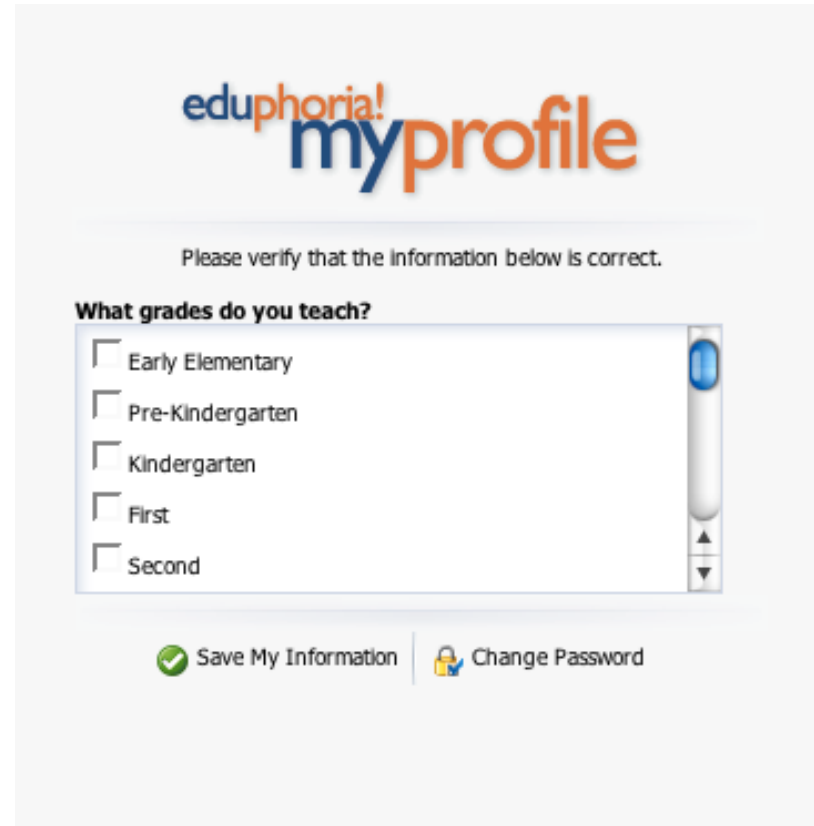
What subject areas do you teach?

- English Language Arts
- Mathematics
- Reading
- Science
- History

[Next](#) [Change Password](#)

Profile continued

- Select your grade
- If you teach more than one grade, select the ones you cover.
- When you are done click on Save My Information



eduphoria!
myprofile

Please verify that the information below is correct.

What grades do you teach?

- Early Elementary
- Pre-Kindergarten
- Kindergarten
- First
- Second

Save My Information | Change Password



Workshop

Workshop

- Allows you to see courses scheduled in a variety of ways based on how you would like to search.



Registration

- Course Registration will automatically pull up a variety of ways to search.



Date and Time Search

View Courses By Date & Time



Up and Coming Courses

List of all courses scheduled in the future.



Evening and Weekend Courses

List of upcoming courses offered in the evening and weekends.



View Courses by Month

Navigate courses by month.

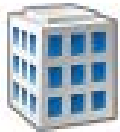
You can select courses...

- By up and coming
- Evening and weekend courses
- By the month

Search by Category

- Search by specific course categories.

View Courses By Category



Campus Courses

View courses for my campus



eCourses

View self-paced eCourses



Technology



Curriculum and Instruction



New Teacher Trainings

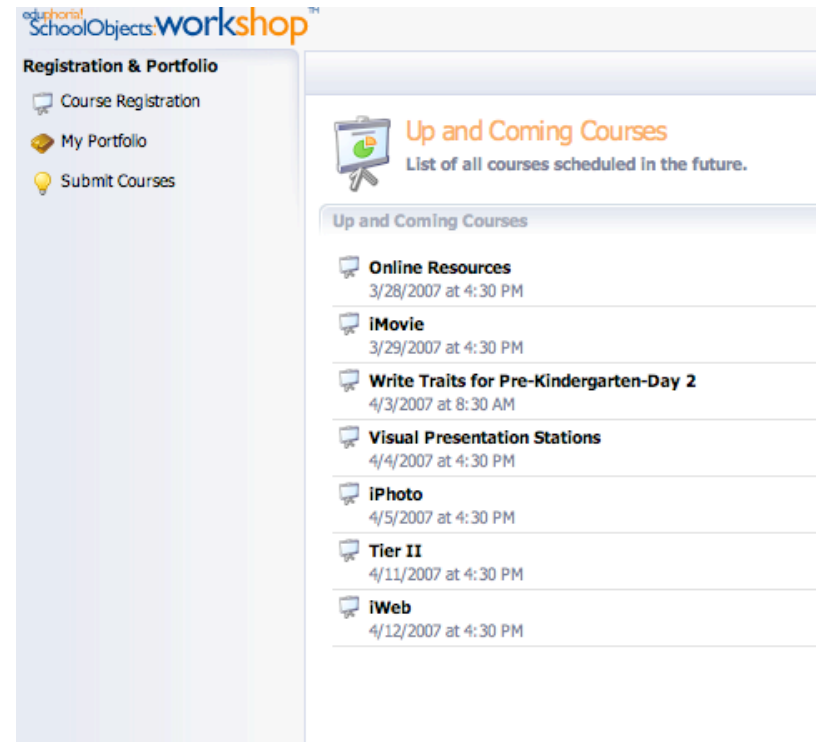
Search by Credit Types

- If you need GT credits, technology credits-- anything specific-- you can search for it here.
- One course could be in several categories and search types

View Courses By Credit Types



To see the specifics about a course, click on the course.

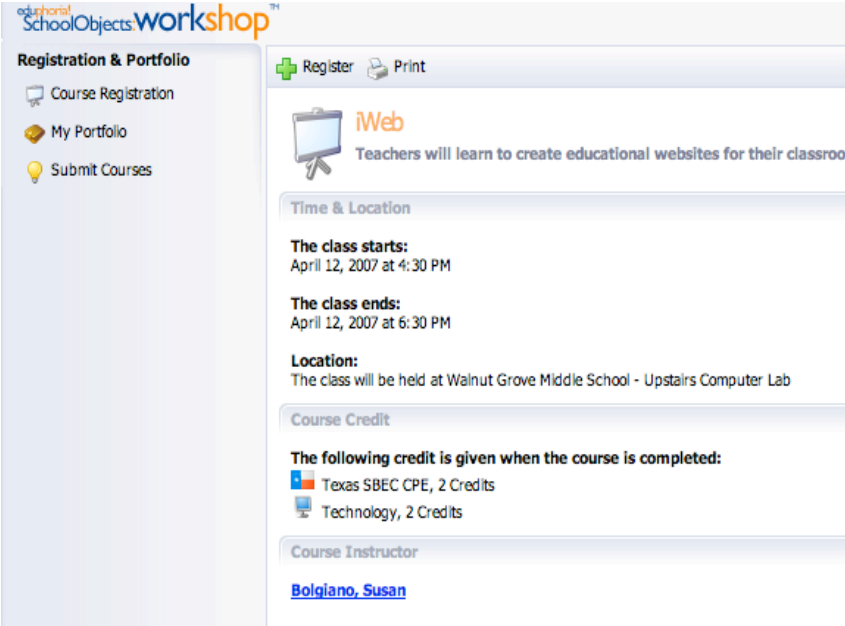


The screenshot shows the 'eduPhoria! SchoolObjects workshop' interface. On the left, a sidebar titled 'Registration & Portfolio' contains three items: 'Course Registration' with a computer icon, 'My Portfolio' with a gold coin icon, and 'Submit Courses' with a lightbulb icon. The main content area features a section titled 'Up and Coming Courses' with a sub-header 'List of all courses scheduled in the future.' Below this is a list of seven courses, each with a computer icon, a title, and a date and time:

Course Title	Date and Time
Online Resources	3/28/2007 at 4:30 PM
iMovie	3/29/2007 at 4:30 PM
Write Traits for Pre-Kindergarten-Day 2	4/3/2007 at 8:30 AM
Visual Presentation Stations	4/4/2007 at 4:30 PM
iPhoto	4/5/2007 at 4:30 PM
Tier II	4/11/2007 at 4:30 PM
iWeb	4/12/2007 at 4:30 PM

Information about the course

- What time it starts
- What time it ends
- Where it is located
(Remember although registering on Eduphoria the session may be held elsewhere.)
- Who is teaching it



The screenshot shows the Eduphoria SchoolObjects workshop registration page. The page is titled "Registration & Portfolio" and includes a sidebar with links for "Course Registration", "My Portfolio", and "Submit Courses". The main content area features a "Register" button and a "Print" icon. Below this, there is a section for "iWeb" with the text "Teachers will learn to create educational websites for their classroom". The "Time & Location" section provides the following details:

- The class starts:** April 12, 2007 at 4:30 PM
- The class ends:** April 12, 2007 at 6:30 PM
- Location:** The class will be held at Walnut Grove Middle School - Upstairs Computer Lab

The "Course Credit" section states: "The following credit is given when the course is completed:"

- Texas SBEC CPE, 2 Credits
- Technology, 2 Credits

The "Course Instructor" section lists: [Bolqiano, Susan](#)

Register for the class



- To register for the class, click on the green plus sign that says “register”

The screenshot shows a user interface for class registration. At the top, there is a header bar with a green plus sign icon and the text "Register", followed by a printer icon and the text "Print". Below this, there is a section with a whiteboard icon and the text "iWeb" in orange, with the subtitle "Teachers will learn to create" in blue. A section titled "Time & Location" contains the following information:

The class starts:
April 12, 2007 at 4:30 PM

The class ends:
April 12, 2007 at 6:30 PM

Confirm registration





The page at <http://corsicana.schoolobjects.com> says:

Do you want to register for this course?

Cancel

OK

Confirmation

 Unregister  Print



iWeb

Teachers will learn to create educational websites for their classroom. Sol



You are enrolled in this course. To unenroll, click the Unregister button above.

Time & Location

The class starts:

April 12, 2007 at 4:30 PM

The class ends:


April 12, 2007 at 6:30 PM

Location:


Now, the course you registered for is listed on the Workshop page above View Courses By Date & Time.




I am registered for...


 **iWeb**
April 12, 2007 at 4:30 PM
Walnut Grove Middle School - Upstairs Computer Lab


View Courses By Date & Time


 **Up and Coming Courses**
List of all courses scheduled in the future.


 **Evening and Weekend Courses**
List of upcoming courses offered in the evening and weekends.

View Courses By Category

 **Campus Courses**
View courses for my campus

 **eCourses**
View self-paced eCourses

 **Curriculum and Instruction**

 **Campus Staff Development**
(One Course)

What happens next?

- You will receive an email confirming your registration from noreply@schoolobjects.com (it will likely go in your junk mail the first time. Remember to utilize your junk mail handling to make sure it appears in your mailbox in the future.
- You will also receive a reminder of the course about 2 or 3 days prior to the date of the course.
- Attend the course and the instructor will take roll and you will be marked as in attendance (or absent) and given appropriate credit if any is awarded.

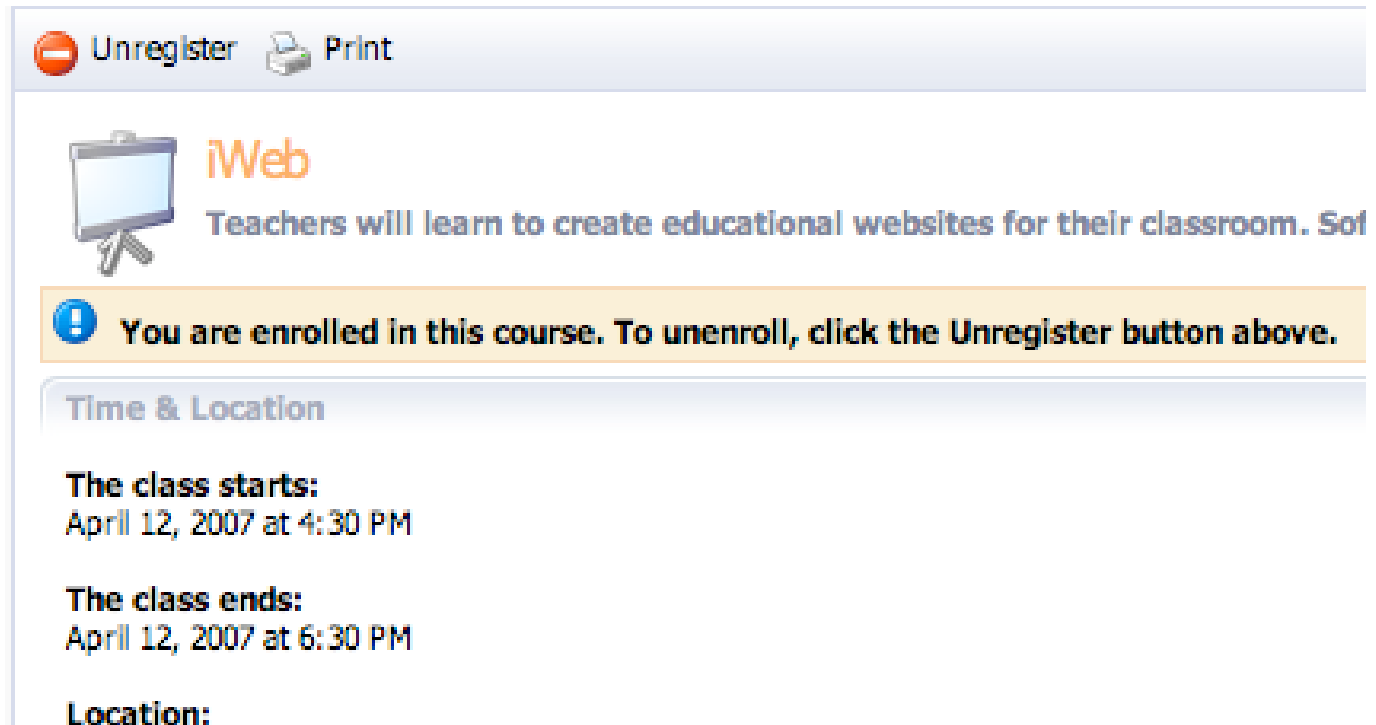
Workshop sessions out of district

Reminder ~

- You will only register for an out of district workshop after your Employee Travel Form (on FormSpace) has been completed and returned back to you via email as approved.
- At that time you will print off your email approval and submit items like your PO request for registration fee and request for hotel check (if applicable), etc. along with the email approval to the Business Office for processing.
- **Important** - Although you have registered for a session held out of district on Eduphoria **you must also register with the entity holding the workshop (like ESC-12).**

How to unregister for a course

Click on unregister



The screenshot shows a course registration interface. At the top, there are two buttons: "Unregister" with a red minus sign icon and "Print" with a printer icon. Below this is a course card for "iWeb". The card features a computer monitor icon, the title "iWeb", and a description: "Teachers will learn to create educational websites for their classroom. Sol". A yellow warning banner with a blue exclamation mark icon contains the text: "You are enrolled in this course. To unenroll, click the Unregister button above." Below the banner is a section titled "Time & Location" with the following details: "The class starts: April 12, 2007 at 4:30 PM", "The class ends: April 12, 2007 at 6:30 PM", and "Location:".

Note:

This will unregister you for a session held locally, however if it is an out of district session **you must notify** the entity of your cancellation as well so registration fees or other costs may be recovered.



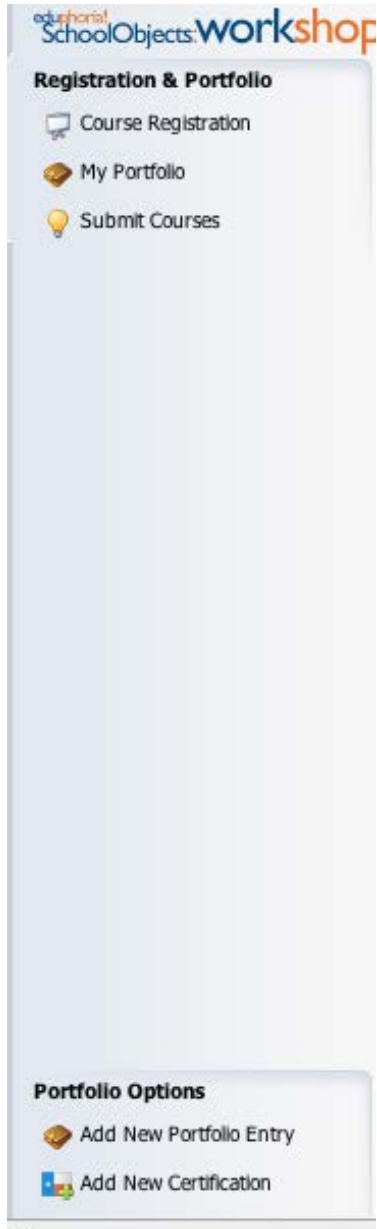
Portfolio

While in Workshop, click on My Portfolio

The screenshot displays the 'My Portfolio' page within the 'educational SchoolObjects workshop' interface. The page is divided into several sections:

- Registration & Portfolio:** A sidebar menu with options: Course Registration, My Portfolio (selected), and Submit Courses.
- My Portfolio:** A central navigation pane with links for Portfolio Summary, My Profile, and Certifications.
- Portfolio Summary:** A main content area showing:
 - Total credits earned to date:**
 - Texas SBEC CPE, 4 Credit(s)
 - Technology, 4 Credit(s)
 - Portfolio Entries from June 2006 to May 2007:**
 - Credit Items:**
 - Texas SBEC CPE, 4 Credit(s)
 - Technology, 4 Credit(s)
 - Professional Development Events:**
 - Web: Developing Teacher Websites, November 16, 2006
 - Digital Cameras and IPhoto, November 9, 2006

It will show you how many credits you have so far this year. It will also show your certificates if you enter them.



Enter your certifications














If you will click on the lower left hand corner on “Add New Certification” you can add your Certifications.

Select your certification

New Certification Wizard

Add New Certification

Select a certification below to add to your certification list:

-  All-Level Art
-  All-Level Learning Resources Specialist
-  All-Level Music
-  All-Level Physical Education
-  Assistant Principal
-  Counselor
-  Driver Education
-  Early Childhood Education
-  Early Childhood Education-Handicapped
-  Educational Diagnostician
-  Elementary Biology
-  Elementary Early Childhood Education
-  Elementary Earth Science

Click Next > to continue.

Follow the steps

- Select Certification
- Click Next
- Select one of the options (if you have a lifetime certificate or if it has to be renewed)
- Enter the renewal date and it will remind you when it is time to renew it

Enter outside courses, workshops and conferences

If you will click on the lower left hand corner on “Add New Portfolio Entry” you can add your out of district workshops.



Add new portfolio entry for approval for credits

The screenshot shows the 'SchoolObjects Workshop' interface. On the left is a navigation menu under 'Registration & Portfolio' with options: 'Course Registration', 'My Portfolio', and 'Submit Courses'. The main content area is split into two panes. The left pane, titled 'My Portfolio', contains a 'Portfolio Summary' section with a 'My Profile' link, a 'Certifications' dropdown menu set to 'June 2006 to May 2007', and two entries: 'iWeb: Developing Teacher Website' (dated November 16, 2006) and 'Digital Cameras and iPhoto' (dated November 9, 2006). The right pane, titled 'New Portfolio Entry Wizard', displays the heading 'New Portfolio Entry' and asks 'What type of entry do you want to include in your portfolio?'. It features four radio button options: 'Outside workshop or conference', 'Request for district professional development level', 'College course', and 'Other'. The 'Outside workshop or conference' option is selected. The top of the interface includes a header with the logo and a utility bar with 'Switch Applications', 'Help', and 'Log off' buttons.

Follow the steps, enter and click next each time.

Enter title of Workshop for Portfolio

New Portfolio Entry Wizard

Entry Title

Enter a title for this entry:

Enter a description:

New Portfolio con't--enter start and end dates

New Portfolio Entry Wizard

Entry Start Date

Enter the date when this entry began:

« February 2007 »

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<u>28</u>	<u>29</u>	<u>30</u>	<u>31</u>	<u>1</u>	<u>2</u>	<u>3</u>
<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>
<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>
<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>1</u>	<u>2</u>	<u>3</u>
<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>

Select the starting time for the entry:

08 : 00 AM

Do you want credit?

New Portfolio Entry Wizard

District Credit

Would you like to request district credit for this entry?

Yes

No

Enter the type of credit you qualify for

New Portfolio Entry Wizard

Credit Types

Enter the value of district credit requested:

Advanced Placement	<input type="text" value="0"/>
Bilingual/ESL	<input type="text" value="0"/>
C.T.E.	<input type="text" value="0"/>
Campus Staff Development	<input type="text" value="0"/>
Comp Time: Summer 2007	<input type="text" value="0"/>
G.T.	<input type="text" value="0"/>
PDAS Training	<input type="text" value="0"/>
Special Education	<input type="text" value="0"/>
Technology	<input type="text" value="0"/>
Technology Proficiency: Tier One	<input type="text" value="0"/>
Technology Proficiency: Tier Two	<input type="text" value="0"/>
Texas SBEC CPE	<input type="text" value="0"/>

Include any comments about the credit request below:

Click Next > to continue.

Choose which goal this addresses

By clicking this plus sign, it will expand the list for you to choose from

New Portfolio Entry Wizard

Associate Goals

To associate goals with this request, expand the items below and check the appropriate goals

Document: CISD Goals

Choose which goal this addresses by clicking in the box

New Portfolio Entry Wizard

Associate Goals

To associate goals with this request, expand the items below and check the appropriate goals

Document: CISD Goals

- Goal I.:**
Corsicana ISD will strive to be a "Recognized" district and meet all Adequate Yearly Progress requirements.

New Portfolio continued

New Portfolio Entry Wizard

Submit Request for Credit

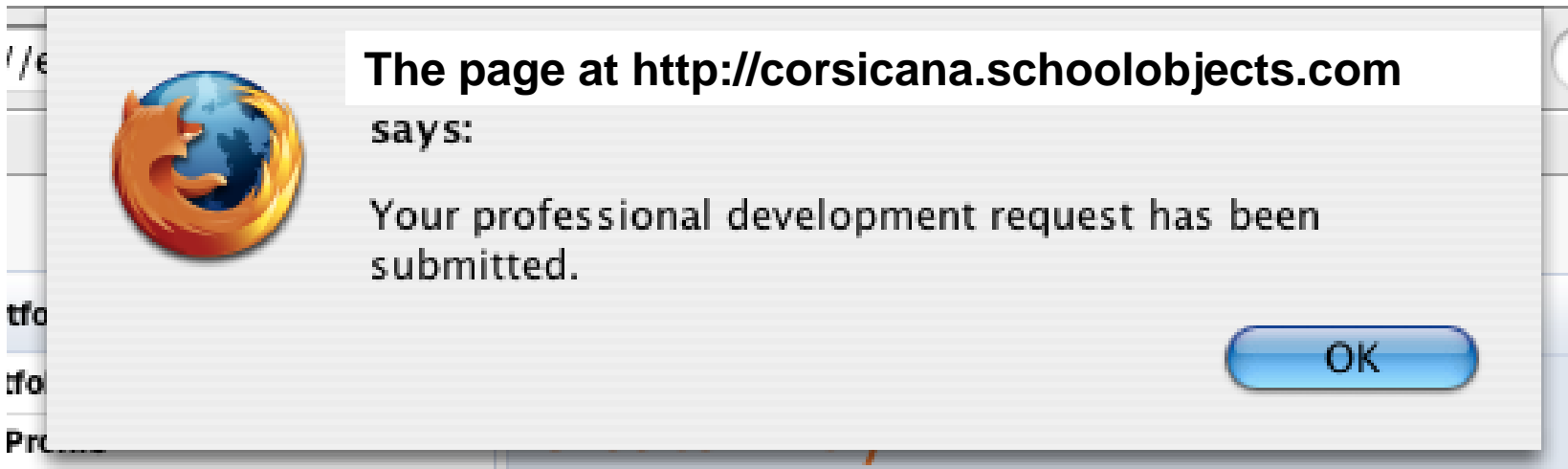
Would you like to submit your request for credit now or at a later time? Submitting at later time will allow you to modify the information supplied in this wizard and add file attachments.

Now

At a later time, after I modify the entry

Credit request Now

- If you select Now per the previous slide you will see the following dialog window:



- Click OK

Credit request AT A LATER TIME (uploading certificates)

- In this instance select “At a later time”. This will enable you to go back into your request and upload your certificate.
- You must click finish to submit in both “Now” and “At a later time”.

See next slide for example.

Click finish to submit

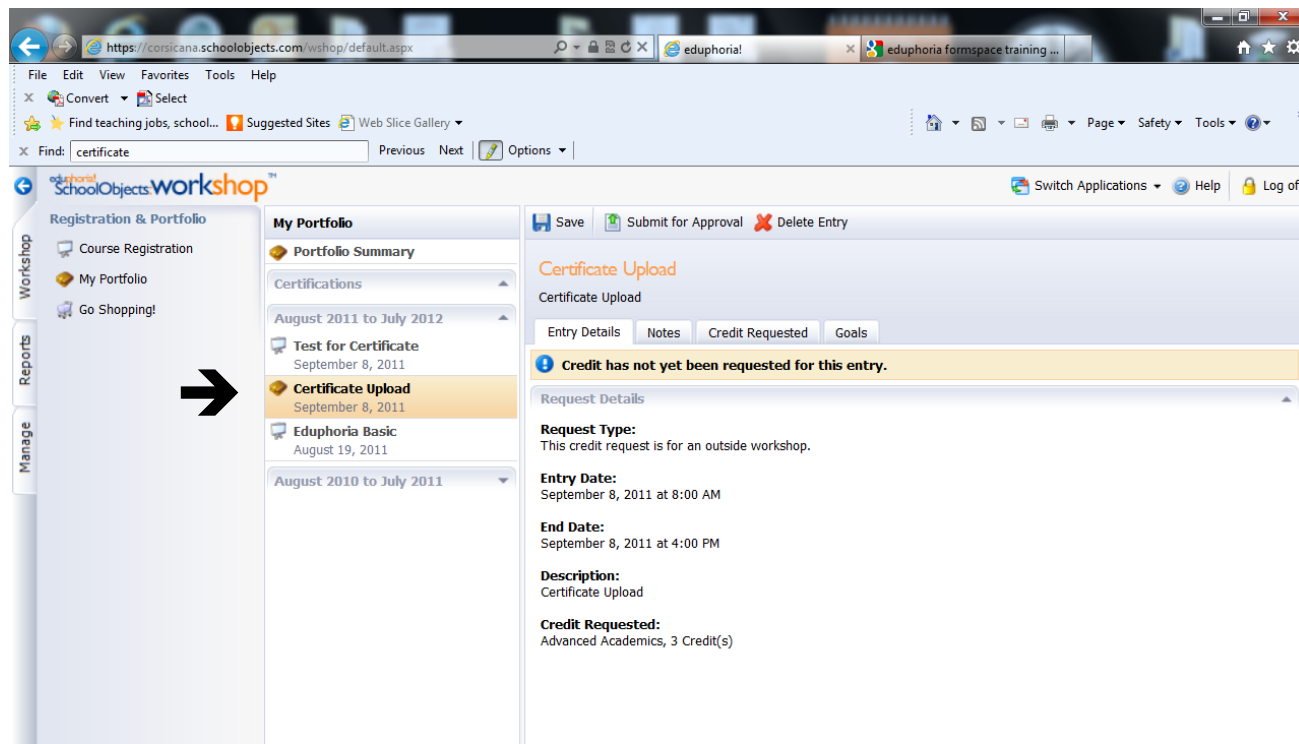
New Portfolio Entry Wizard

Create Entry

Click the finish button below to create your portfolio entry.

To add your certificate

- Go into your portfolio
- Find the credit you have awaiting for you to upload and click on it.

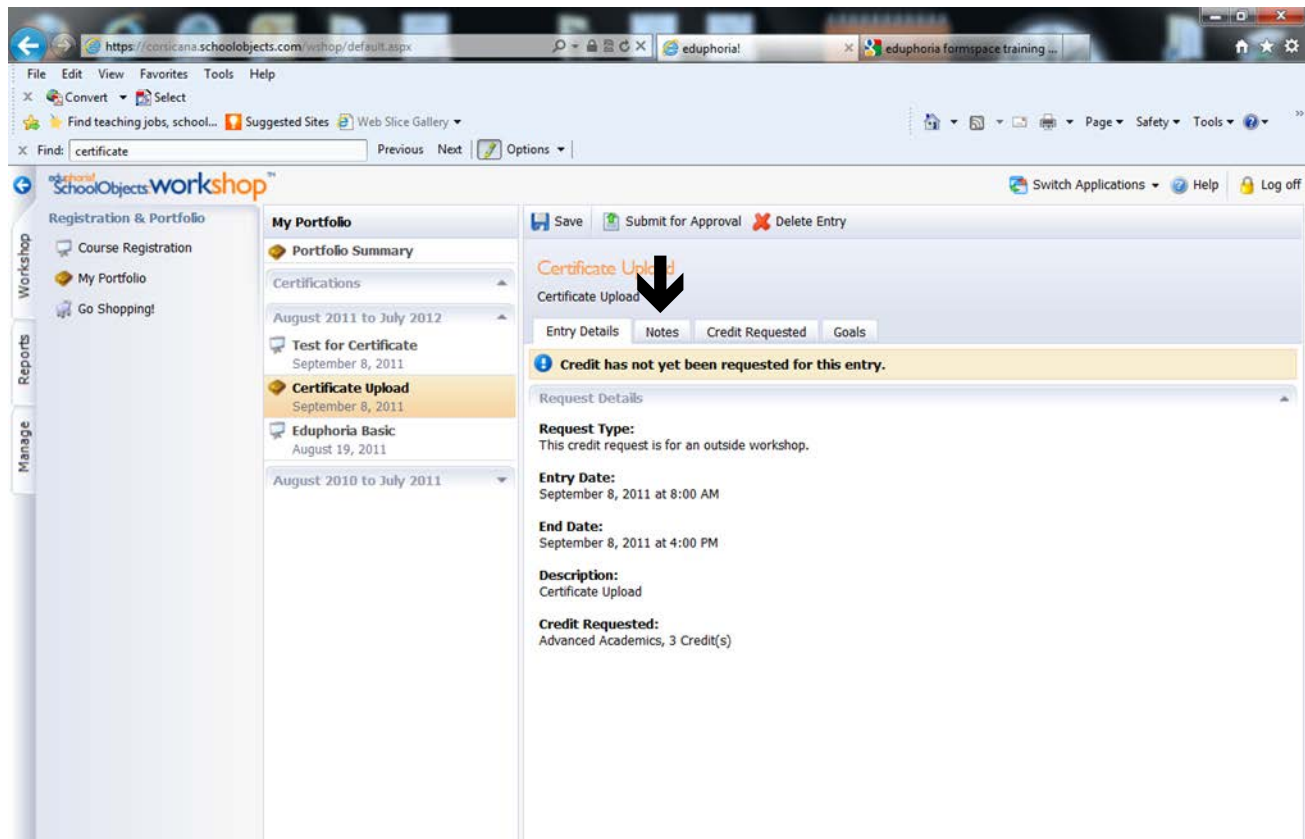


The screenshot shows a web browser window displaying the Eduphoria SchoolObjects workshop interface. The browser's address bar shows the URL <https://corsicana.schoolobjects.com/wshop/default.aspx>. The interface is divided into several sections:

- Left Sidebar:** Contains navigation options: Workshop, Reports, and Manage.
- Registration & Portfolio:** A menu with options: Course Registration, My Portfolio, and Go Shopping!.
- My Portfolio:** The main content area, which is further divided into:
 - Portfolio Summary:** A dropdown menu showing the current period: August 2011 to July 2012.
 - Certifications:** A list of entries:
 - Test for Certificate (September 8, 2011)
 - Certificate Upload (September 8, 2011)** - This entry is highlighted in orange.
 - Eduphoria Basic (August 19, 2011)
 - Another dropdown menu for the period: August 2010 to July 2011.
- Right Panel:** Displays details for the selected 'Certificate Upload' entry. It includes:
 - Buttons: Save, Submit for Approval, Delete Entry.
 - Section: Certificate Upload
 - Sub-section: Certificate Upload
 - Buttons: Entry Details, Notes, Credit Requested, Goals.
 - Message: Credit has not yet been requested for this entry.
 - Section: Request Details
 - Request Type: This credit request is for an outside workshop.
 - Entry Date: September 8, 2011 at 8:00 AM
 - End Date: September 8, 2011 at 4:00 PM
 - Description: Certificate Upload
 - Credit Requested: Advanced Academics, 3 Credit(s)

To add your certificate cont.

- Click on the tab marked Notes

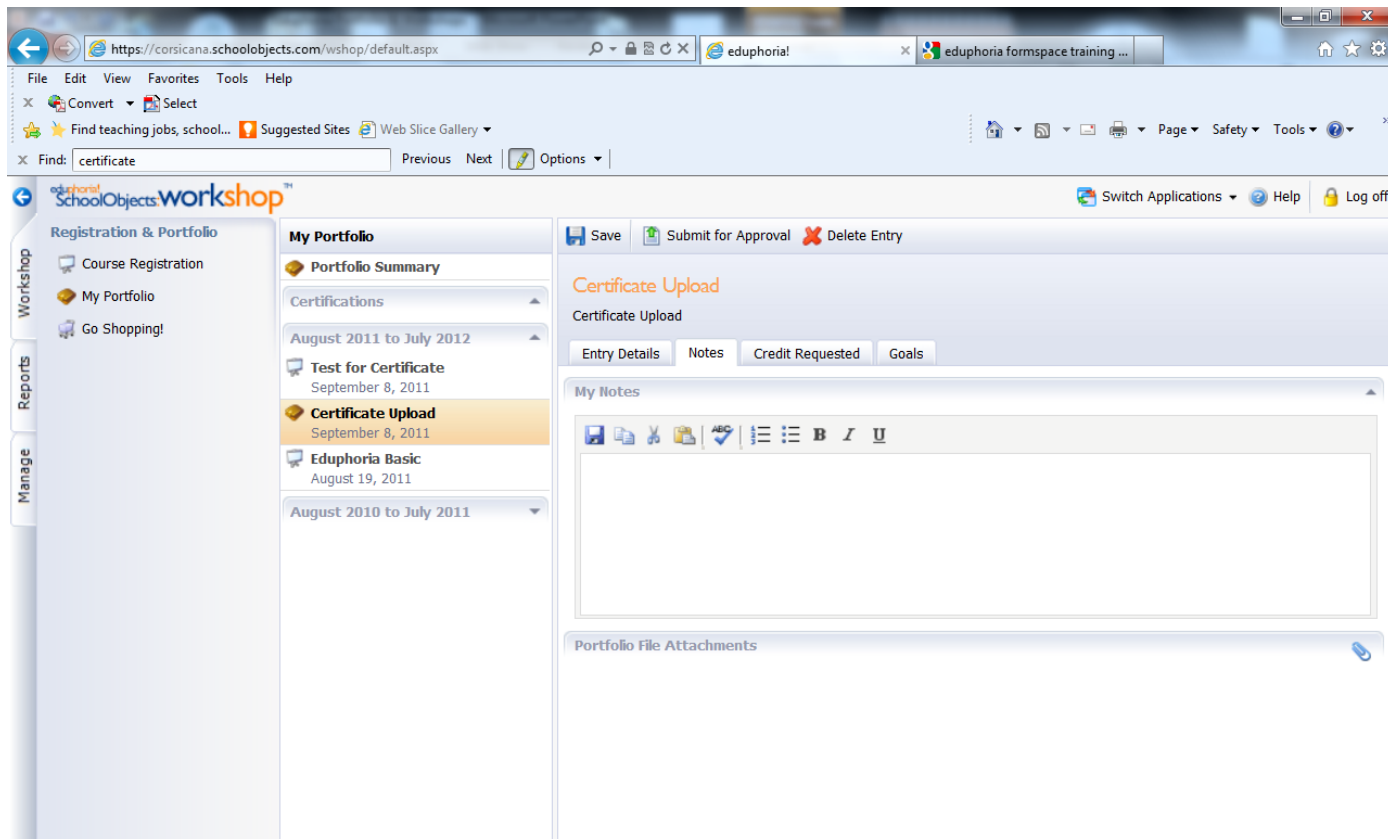


The screenshot displays the SchoolObjects Workshop web application. The browser address bar shows the URL <https://corsicana.schoolobjects.com/whop/default.aspx>. The page title is "SchoolObjects workshop™". The left sidebar contains navigation options: "Registration & Portfolio", "Workshop", "Reports", and "Manage". The main content area is titled "My Portfolio" and shows a list of "Certifications" for the period "August 2011 to July 2012". The selected entry is "Certificate Upload" dated "September 8, 2011". The right-hand pane shows the details for this entry, with the "Notes" tab selected. A black arrow points to the "Notes" tab. The "Request Details" section includes the following information:

- Request Type:** This credit request is for an outside workshop.
- Entry Date:** September 8, 2011 at 8:00 AM
- End Date:** September 8, 2011 at 4:00 PM
- Description:** Certificate Upload
- Credit Requested:** Advanced Academics, 3 Credit(s)

To add your certificate cont.

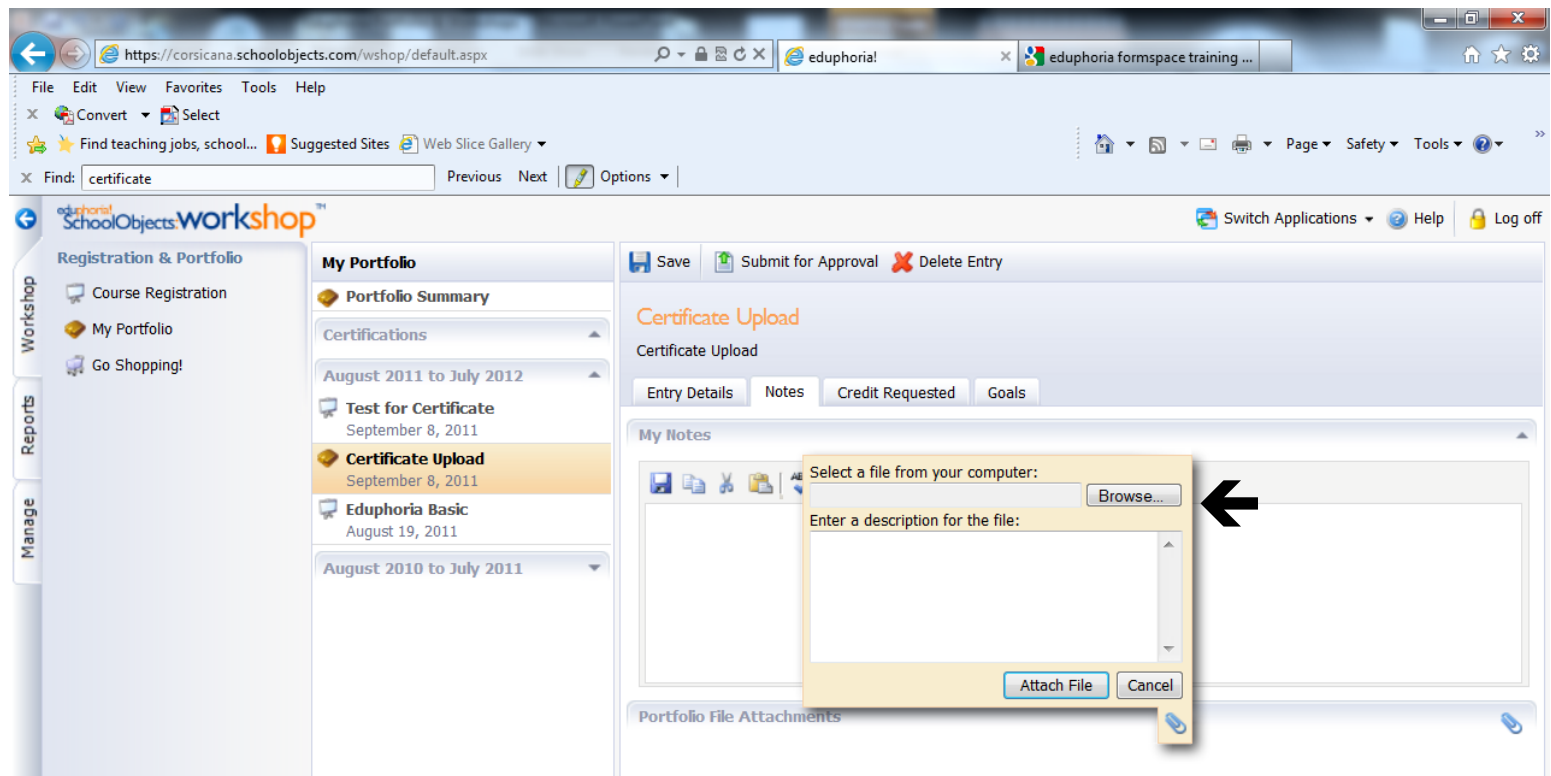
- Click on the paperclip to the right



The screenshot shows a web browser window with the URL <https://corsicana.schoolobjects.com/wshop/default.aspx>. The page title is "SchoolObjects Workshop". The main content area is titled "Certificate Upload" and includes a "My Notes" section with a rich text editor. Below the notes is a "Portfolio File Attachments" section with a paperclip icon. A black arrow points to this icon. The left sidebar contains navigation options: "Registration & Portfolio", "My Portfolio", "Go Shopping!", "Reports", and "Manage". The "My Portfolio" section is expanded to show a list of entries: "Portfolio Summary", "Certifications", "August 2011 to July 2012", "Test for Certificate" (September 8, 2011), "Certificate Upload" (September 8, 2011), and "Eduphoria Basic" (August 19, 2011). The "Certificate Upload" entry is highlighted. The top of the page has a navigation bar with "Save", "Submit for Approval", and "Delete Entry" buttons. The bottom of the page has a "Switch Applications" dropdown, "Help", and "Log off" buttons.

To add your certificate cont.

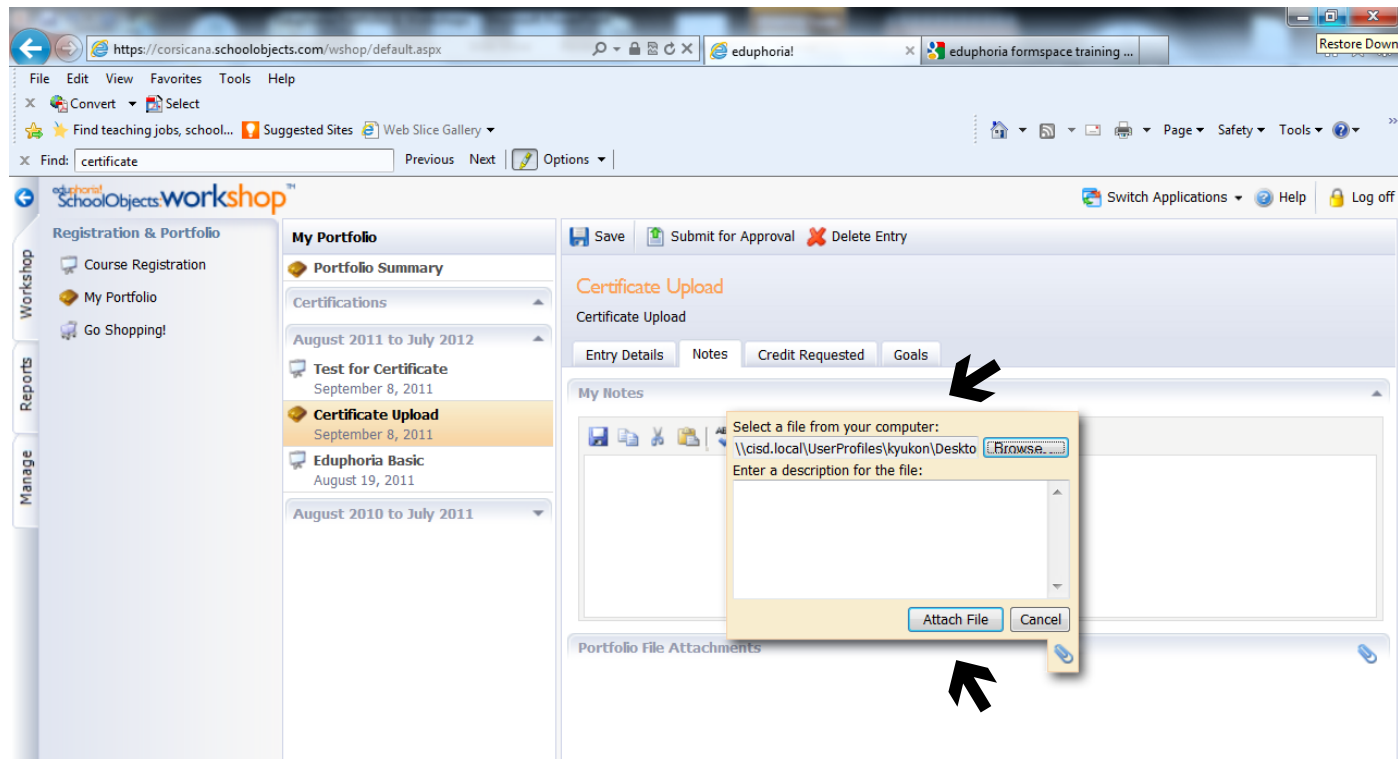
- Click browse to find the location of the pdf of your certificate .



The screenshot displays a web browser window with the URL <https://corsicana.schoolobjects.com/wshop/default.aspx>. The browser's address bar shows two tabs: 'eduphoria!' and 'eduphoria formspace training ...'. The browser's search bar contains the text 'certificate'. The main content area of the browser shows the 'SchoolObjects workshop' interface. On the left, there is a navigation menu with 'Workshop' selected, containing 'Registration & Portfolio', 'My Portfolio', and 'Go Shopping!'. The 'My Portfolio' section is active, showing a list of entries: 'Portfolio Summary', 'Certifications', 'August 2011 to July 2012', 'Test for Certificate' (September 8, 2011), 'Certificate Upload' (September 8, 2011), and 'Eduphoria Basic' (August 19, 2011). The 'Certificate Upload' entry is highlighted. The main content area shows the 'Certificate Upload' form with buttons for 'Save', 'Submit for Approval', and 'Delete Entry'. Below these are tabs for 'Entry Details', 'Notes', 'Credit Requested', and 'Goals'. A 'My Notes' section is visible, and a file selection dialog box is open over it. The dialog box has the title 'Select a file from your computer:' and a 'Browse...' button. Below the title is a text input field for 'Enter a description for the file:'. At the bottom of the dialog are 'Attach File' and 'Cancel' buttons. A black arrow points to the 'Browse...' button in the dialog box.

To add your certificate cont.

- Your pdf document name will appear in the window
- Click Attach File



To add your certificate cont.

The screenshot shows a web browser window with the URL <https://corsicana.schoolobjects.com/wshop/default.aspx>. The browser's search bar contains the word "certificate". The application interface includes a sidebar with "Workshop", "Reports", and "Manage" sections. The main content area is titled "My Portfolio" and lists several entries under "Certifications": "Test for Certificate" (September 8, 2011), "Certificate Upload" (September 8, 2011), and "Eduphoria Basic" (August 19, 2011). The "Certificate Upload" entry is selected, and its details are shown in the main panel. The "Certificate Upload" panel has tabs for "Entry Details", "Notes", "Credit Requested", and "Goals". The "Notes" tab is active, showing a rich text editor with a toolbar containing icons for save, copy, paste, undo, redo, bulleted list, numbered list, bold, italic, and underline. Below the notes editor is a "Portfolio File Attachments" section. A single attachment is listed: "Certificate for Credit.pdf". A large black arrow points from the text "Your uploaded file appears here." to this attachment.

Registration & Portfolio

- Course Registration
- My Portfolio
- Go Shopping!

Workshop

Reports

Manage

My Portfolio

- Portfolio Summary
- Certifications
 - August 2011 to July 2012
 - Test for Certificate
September 8, 2011
 - Certificate Upload**
September 8, 2011
 - Eduphoria Basic
August 19, 2011
 - August 2010 to July 2011

Save Submit for Approval Delete Entry

Certificate Upload

Certificate Upload

Entry Details Notes Credit Requested Goals

My Notes

Portfolio File Attachments

- Certificate for Credit.pdf

← Your uploaded file appears here.

To add your certificate cont.

- You may now select save
- Then select Submit for Approval.

The screenshot displays a web browser window with the URL <https://corsicana.schoolobjects.com/wshop/default.aspx>. The browser's address bar shows the page title "eduphoria!" and the page content includes "eduphoria formspace training ...". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar shows various icons for navigation and search. The browser's search bar contains the text "certificate".

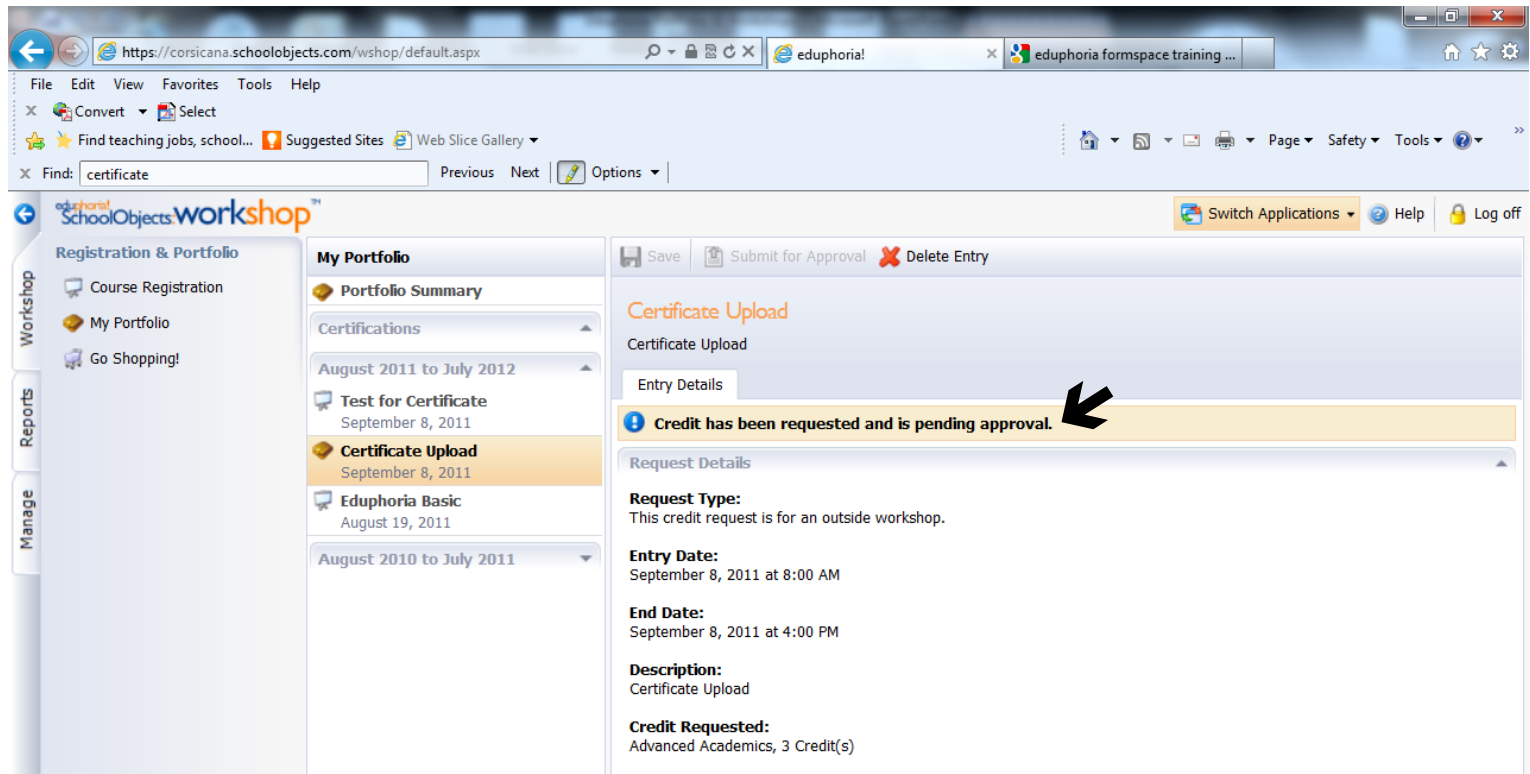
The main content area of the browser displays the "SchoolObjects workshop" interface. The interface is divided into several sections:

- Registration & Portfolio:** A sidebar menu with options for Course Registration, My Portfolio, and Go Shopping!
- My Portfolio:** A central panel showing a list of portfolio items. The "Certificate Upload" item, dated September 8, 2011, is highlighted. Other items include "Test for Certificate" (September 8, 2011) and "Eduphoria Basic" (August 19, 2011).
- Certificate Upload:** A detailed view of the selected "Certificate Upload" item. It features a toolbar with "Save", "Submit for Approval", and "Delete Entry" buttons. Below the toolbar, there are tabs for "Entry Details", "Notes", "Credit Requested", and "Goals". The "Notes" tab is active, showing a text area with a rich text editor toolbar (including icons for bold, italic, underline, and other formatting options).
- Portfolio File Attachments:** A section at the bottom showing a file attachment named "Certificate for Credit.pdf".

Two black arrows point to the "Save" and "Submit for Approval" buttons in the Certificate Upload section.

Certificate Awaiting for Approval

- Now your certificate is pending approval.



The screenshot shows a web browser window with the URL <https://corsicana.schoolobjects.com/wshop/default.aspx>. The page title is "SchoolObjects workshop". The left sidebar contains navigation links: "Registration & Portfolio", "My Portfolio", "Go Shopping!", "Reports", and "Manage". The main content area is titled "My Portfolio" and shows a list of "Certifications". The selected certification is "Certificate Upload" (September 8, 2011). The "Entry Details" section shows a status message: "Credit has been requested and is pending approval." (indicated by a black arrow). Below this, the "Request Details" section provides the following information:

- Request Type:** This credit request is for an outside workshop.
- Entry Date:** September 8, 2011 at 8:00 AM
- End Date:** September 8, 2011 at 4:00 PM
- Description:** Certificate Upload
- Credit Requested:** Advanced Academics, 3 Credit(s)


Portfolio updated

My Portfolio

 **Portfolio Summary**

 **My Profile**

Certifications ▲

 **Learning Resources Endorsement**
Expires October 2007


 **Elementary Self-Contained**
Lifetime Status

June 2006 to May 2007 ▲

 **TCEA Annual Conference**
February 7, 2007



 **IWeb: Developing Teacher Website:**
October 25, 2006

Portfolio will be updated now



 Print

Portfolio Summary

Total credits earned to date:



-  Texas SBEC CPE, 2 Credit(s)
-  Technology, 2 Credit(s)

Certifications



-  Learning Resources Endorsement (Expires October 2007)
-  Elementary Self-Contained (Lifetime Status)

Portfolio Entries from June 2006 to May 2007

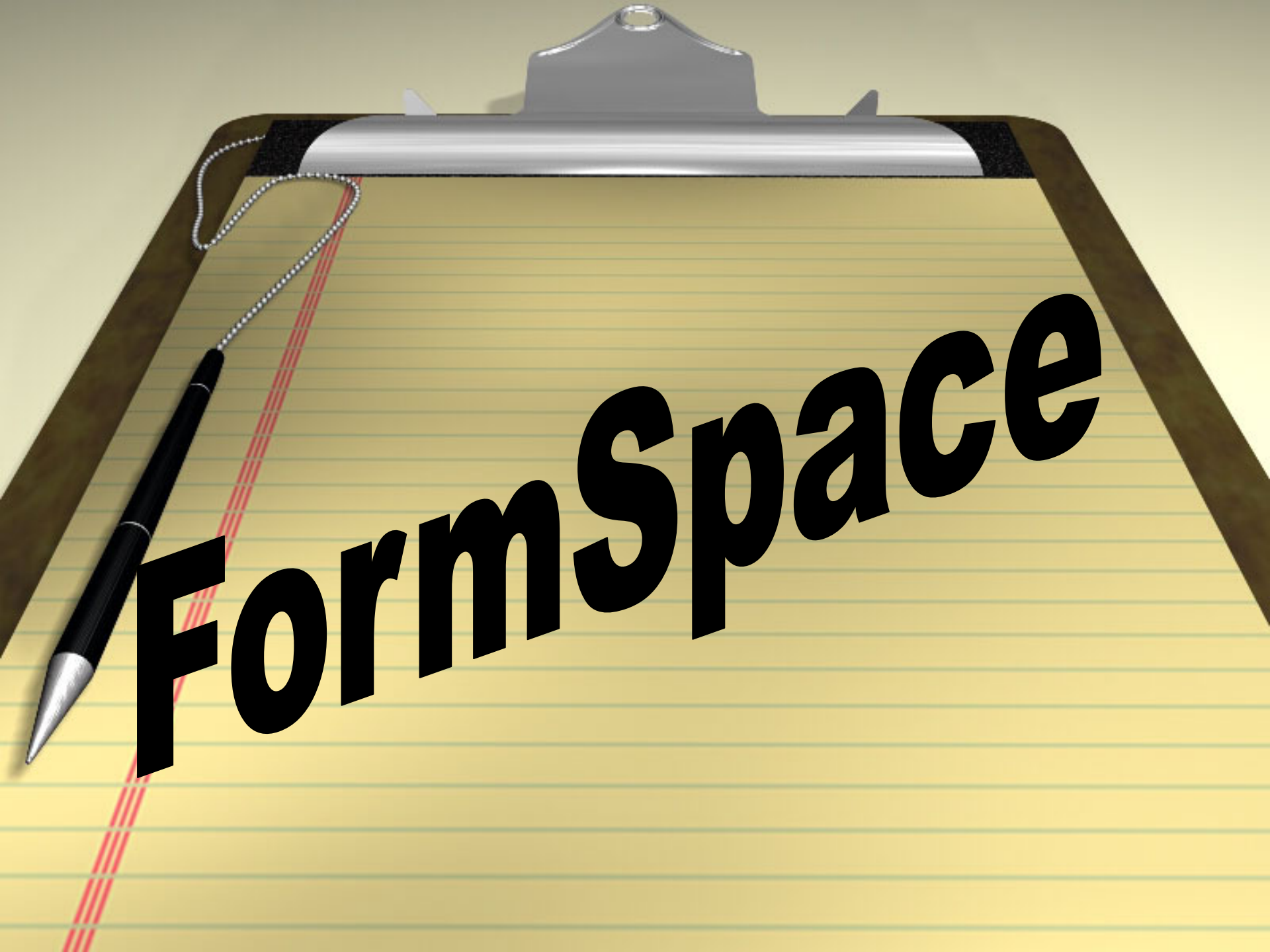
Credit Items:

-  Texas SBEC CPE, 2 Credit(s)
-  Technology, 2 Credit(s)

Professional Development Events:

-  TCEA Annual Conference, February 7, 2007 [Pending Approval]
-  Web: Developing Teacher Websites, October 25, 2006

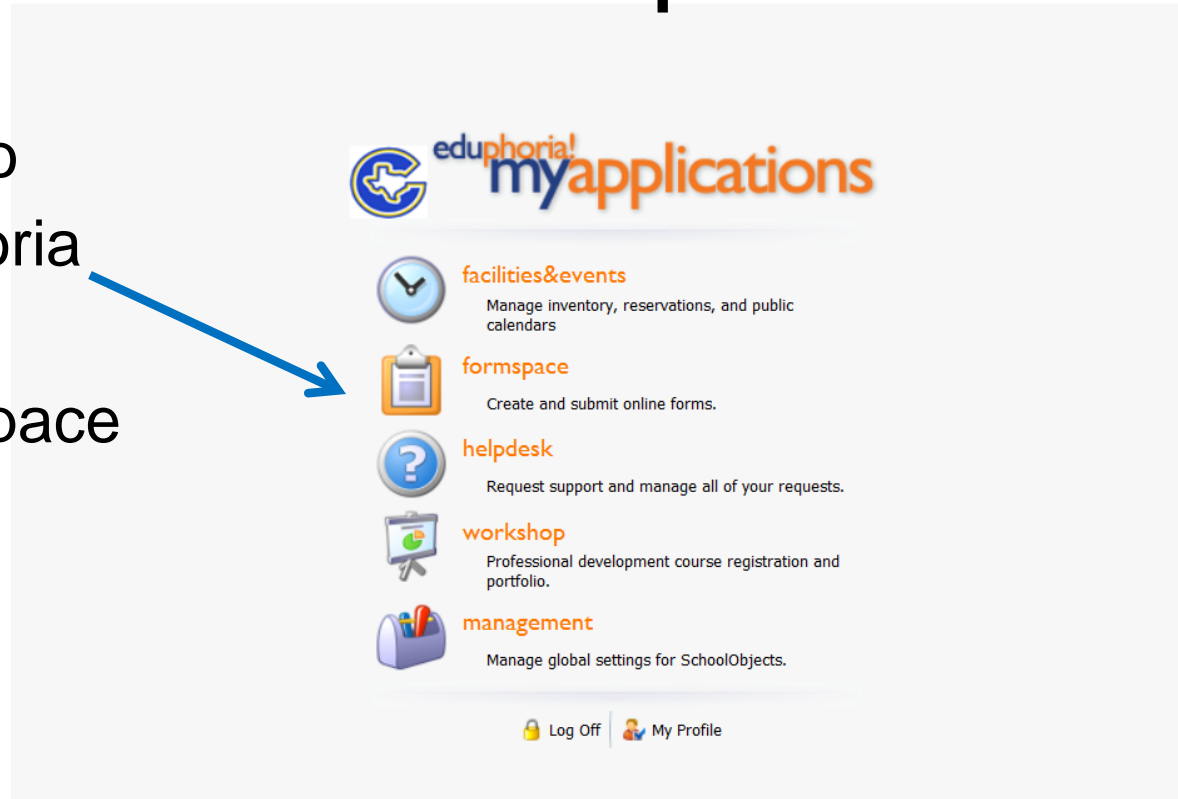
I will have to wait on approval now.



FormSpace

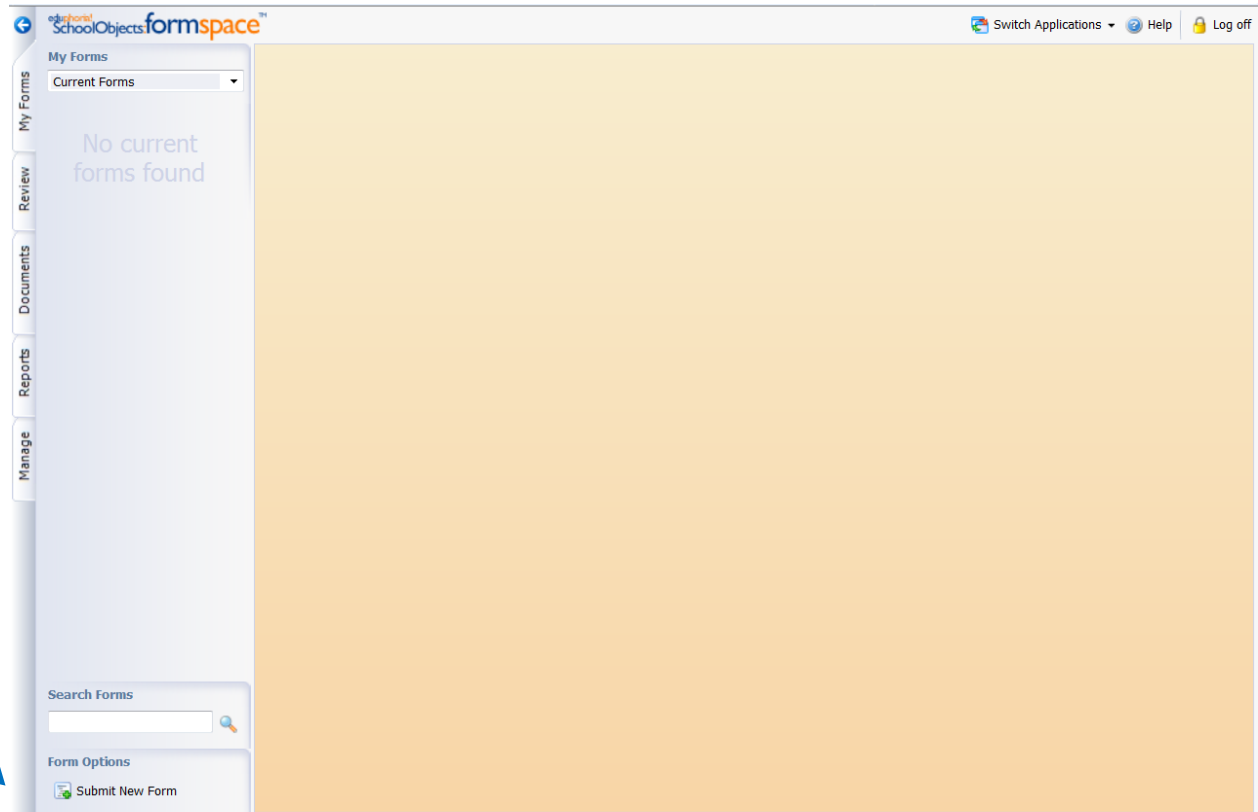
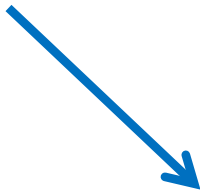
Submitting Forms Via FormSpace

- Log into Eduphoria
- Select FormSpace



Begin to Submit New Form

- Select Submit New Form



Form Selection

The screenshot displays the 'SchoolObjects formspace' application. On the left, a vertical navigation menu includes 'My Forms', 'Review', 'Documents', 'Reports', and 'Manage'. The 'My Forms' section shows a dropdown for 'Current Forms' and the message 'No current forms found'. The main area is titled 'Select a Category' and lists three categories: 'General Forms', 'Staff Travel', and 'Human Resources'. The 'Human Resources' category is further divided into 'Human Resources' and 'Gifted and Talented Program'. A search bar and 'Form Options' section are visible at the bottom left. A 'Click Next > to continue.' message is at the bottom center. The browser window title bar shows 'Switch Applications', 'Help', and 'Log off'.

- Select Staff Travel for the Employee Travel Form

- Select Human Resources for the Request for Personal Leave Form

Employee Travel Form

- If you selected the Employee Travel form now you must make your campus selection. This will enable the proper workflow for approvals.

The screenshot shows the 'SchoolObjects formspace' interface. The top navigation bar includes 'Switch Applications', 'Help', and 'Log off'. The main content area is titled 'Select a Workflow' and displays a list of workflow options under the heading 'Workflow'. The options are:

- Collins Middle School: Faculty and staff travel for CMS.
- Carroll Elementary: Faculty and staff travel for CES.
- Fannin Elementary: Faculty and staff travel for FES.
- Navarro Elementary: Navarro ES.
- Central Office and Campus Principal Travel: Administrators and campus principals.
- Bowie Elementary: Faculty and staff travel for BES.
- Drane Intermediate: Faculty and staff travel for DIS.
- Corsicana High School: Faculty and staff travel for CHS.
- Sam Houston Elementary: Faculty and staff travel for SHES.

The interface also features a 'My Forms' section on the left with a dropdown menu set to 'Current Forms' and a message stating 'No current forms found'. A 'Search Forms' input field and a 'Form Options' section with a 'Submit New Form' button are located at the bottom left. At the bottom right, there are 'Cancel', '< Back', and 'Next >' buttons. A 'Click Next > to continue.' instruction is centered at the bottom.

Complete the Form

- Complete every section of the form. If you don't know the acct. number it will be added by your principal or another administrator as the form goes through the workflow.

The screenshot displays the 'SchoolObjects formspace' interface for a form titled 'Corsicana ISD Employee Travel'. The form is currently in a 'Draft' state. The main content area contains the following sections:

- Request for approval:** A text box stating: "Request for approval for out of district (and in district) travel should be at least one week prior to departure. Your principal or supervisor must approve this request in order for your request to be processed."
- Name of Employee *:** A text input field.
- Event Title *:** A text input field.
- Date(s) of trip *:** Two date pickers labeled 'Start Date' and 'End Date', both currently set to 'Not Set'.
- Location *:** A text input field.
- Expenses:** A section titled 'Check all that apply' with the following options:
 - \$.45 per mile - according to online directions for for MapQuest, Google Maps (from 601 N. 13th to destination)
 - Cost of meals for overnight trips (as shown by receipts up to \$30 for three meals)
 - ++Registration
 - ++Hotel
 - I will not request any reimbursement for costs.

On the right side of the interface, a 'History' panel shows the workflow steps:

- Remaining
- Approval (Debbie Cottar)
- Freeflow (Central Office Travel Distribution)
- Approval (Central Office Travel Approval)
- Notification (Central Office Travel Notifications)
- Notification (Requestor)

Three blue arrows point from the text on the left to the 'Request for approval' text box, the 'Name of Employee' field, and the 'Location' field.

Submit Your Form

- Once all of the information necessary has been entered click Submit Form.
- After the workflow for this form is complete you will receive notification of approval or denial for this request in your email.

The screenshot displays the 'SchoolObjects formspace' interface. The main content area shows a form titled 'Employee Travel' dated 9/15/2011. The form includes several sections with checkboxes and text input fields:

- Cost of meals for overnight trips (as shown by receipts up to \$30 for three meals)
- ++Registration
- ++Hotel
- I will not request any reimbursement for costs.
- Other:

Below these is a text box: ++ If these items are to be paid directly rather than reimbursement, a separate request for check and/or P.O. must be submitted. After receiving e-mailed approval notification, attach a copy of your approval to your check and/or P.O. request and submit to the business office.

Next is a section: **If there is a registration fee, how much is it?** with a text input field.

Then: **Workshop Session Number**
If you are attending a workshop at a Region Service Center (example: ESC-12) please indicate which center and the session number below.

Then: **Account Numbers to be charged: (Admin use only)**
List each number to be used - indicate what it is for = sub, meals, hotel, registration *****
Only one budget code per line - You may add up to 3 budget codes*****

At the bottom, a text box states: Upon return from your trip you must attach all of your original/itemized & signed receipts to your district travel approval email. Sign the front of the email and submit all to the business office for processing.

At the bottom center of the form is a yellow 'Submit Form' button. To the right of the form is a 'History' panel showing a workflow: Remaining, Freeflow (Central Office Travel Distribution), Approval (Central Office Travel Approval), Notification (Central Office Travel Notifications), and Notification (Requestor).

Two blue arrows point from the text on the left to the 'Submit Form' button and the 'History' panel.

- **IMPORTANT** - Check your junk mail as the first time you get a confirmation it will appear there. The email address will be: "NOREPLY" NOREPLY@schoolobjects.com

Your Email Response

- The email you receive will look like this. Next slide will show the last part of the email.


Mail Properties Personalize Message Source Discussion Thread

From: "NOREPLY" <NOREPLY@schoolobjects.com> 9/7/2011 11:32:26 AM

To: John Smith
Subject: Form Update Notification District Travel

Form Response

Submitted by Herbert O'Neil 9/1/2011 8:41:50 AM
Submitted by John Smith 9/1/2011 8:41:50 AM

 District Travel

Name of Employee
John Smith

Event Title
CSCOPE Writing Lessons

Date(s) of trip
Start Date: Friday, September 30, 2011
End Date: Friday, September 30, 2011

Location
Waco, TX

District Goals
Which district goal does this travel apply to?
Goal 1 - Corsicana ISD will be a "Recognized" district within one year and meet all Adequate Yearly Progress requirements.

Detailed explanation if requested.
If requested, please provide a detail of how this travel applies to the district goal you have selected above.
No Response

It is further requested that he/she be refunded for the following expenses:
Check all that apply
\$.45 per mile - according to online directions for for MapQuest, Google Maps (from 601 N. 13th to destination) , ++Registration, Substitute

No reimbursement requested.
Please select below if you will not be requesting reimbursement of any kind for this travel.
No Response

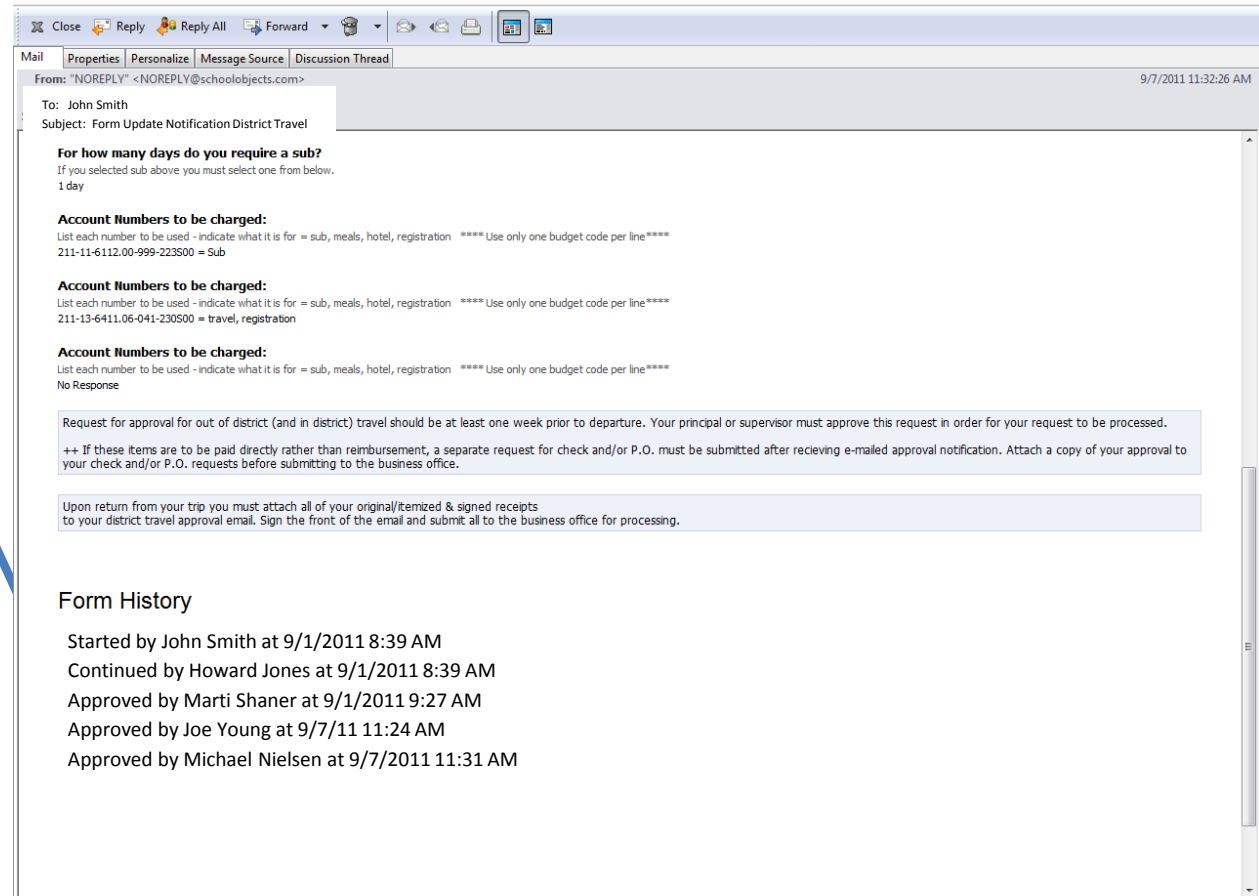
What is the registration fee?
70.00

For how many days do you require a sub?
If you selected sub above you must select one from below.
1 day

Account Numbers to be charged:

Your Email Response –

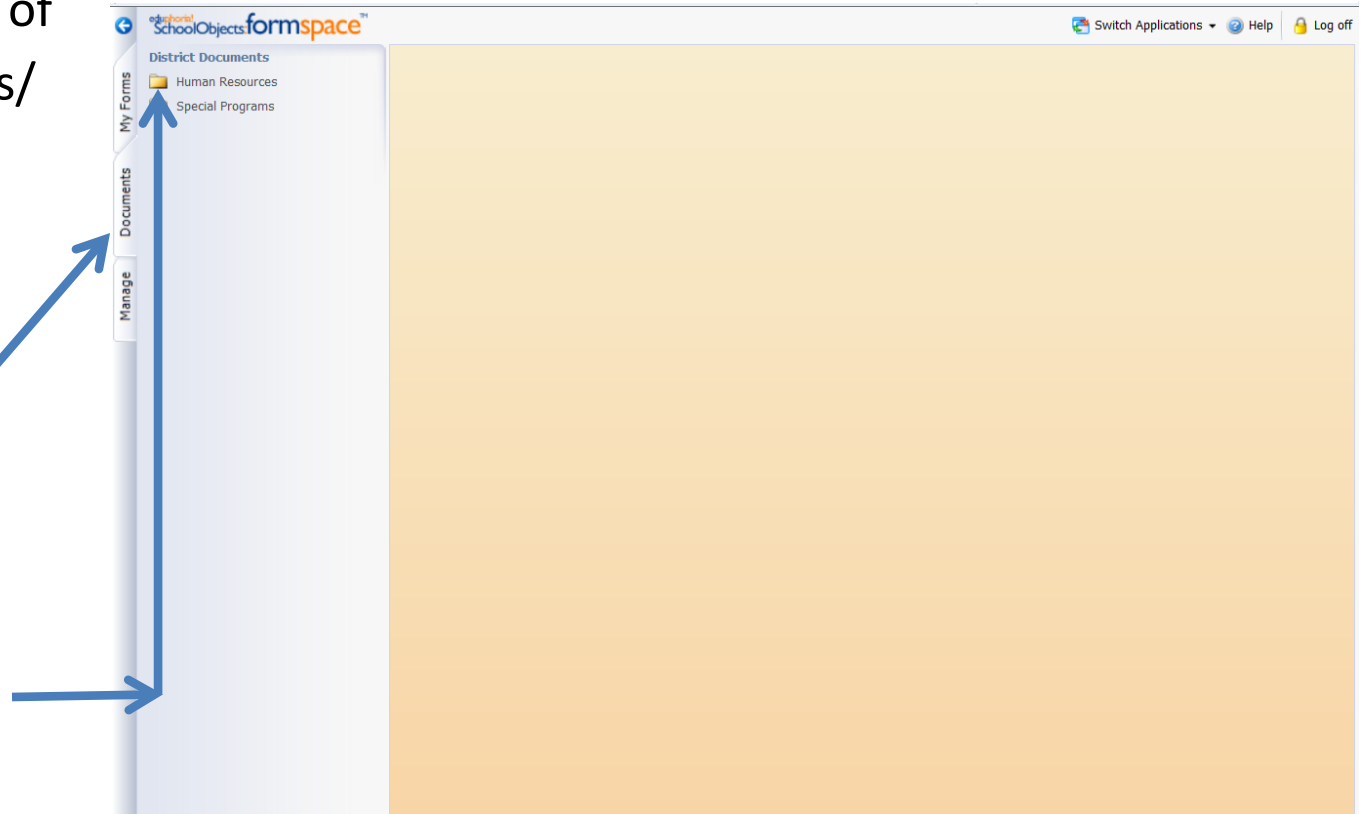
- This is the bottom half of the email. Notice the approvals.
- Now you may register for your workshop and process paperwork with the Business Office for registration, etc.



View Flow Charts for Travel Process

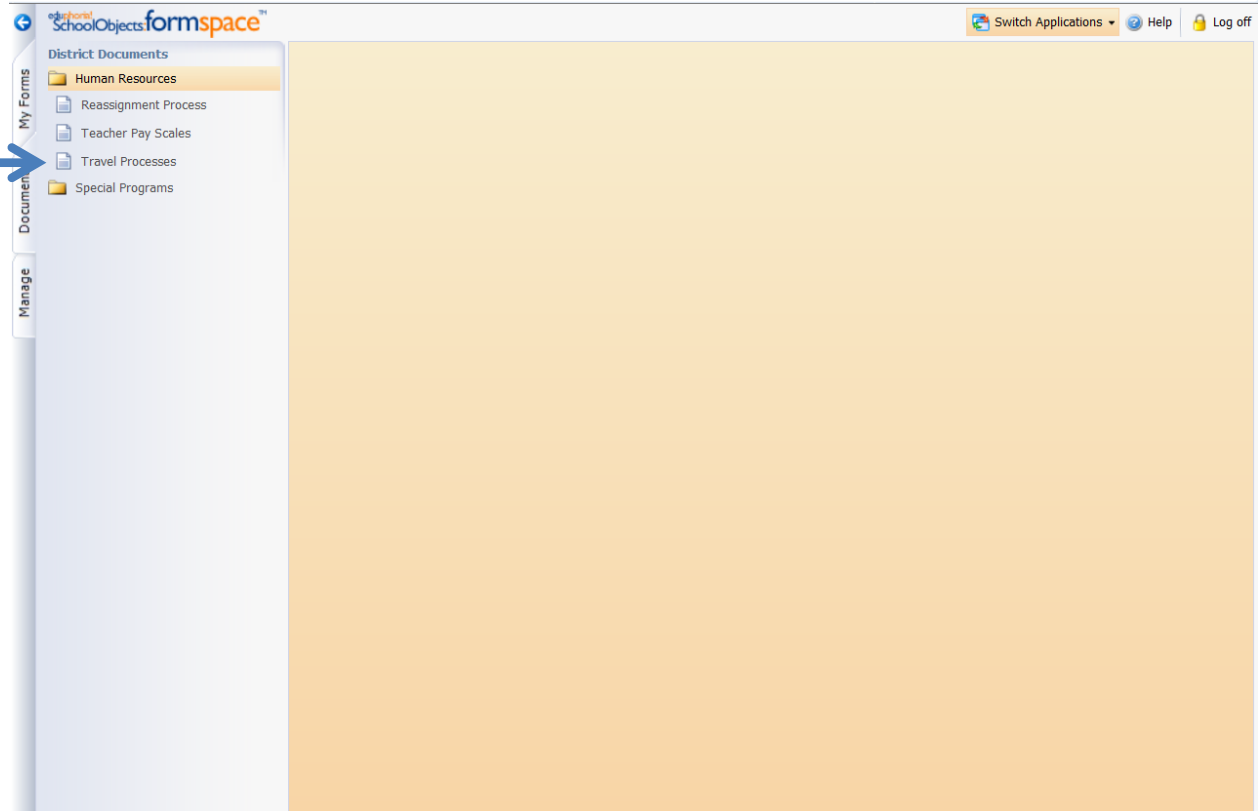
If you are unsure of the travel process/ procedures

- Click on the Documents tab.
- Click on the Human Resources folder.



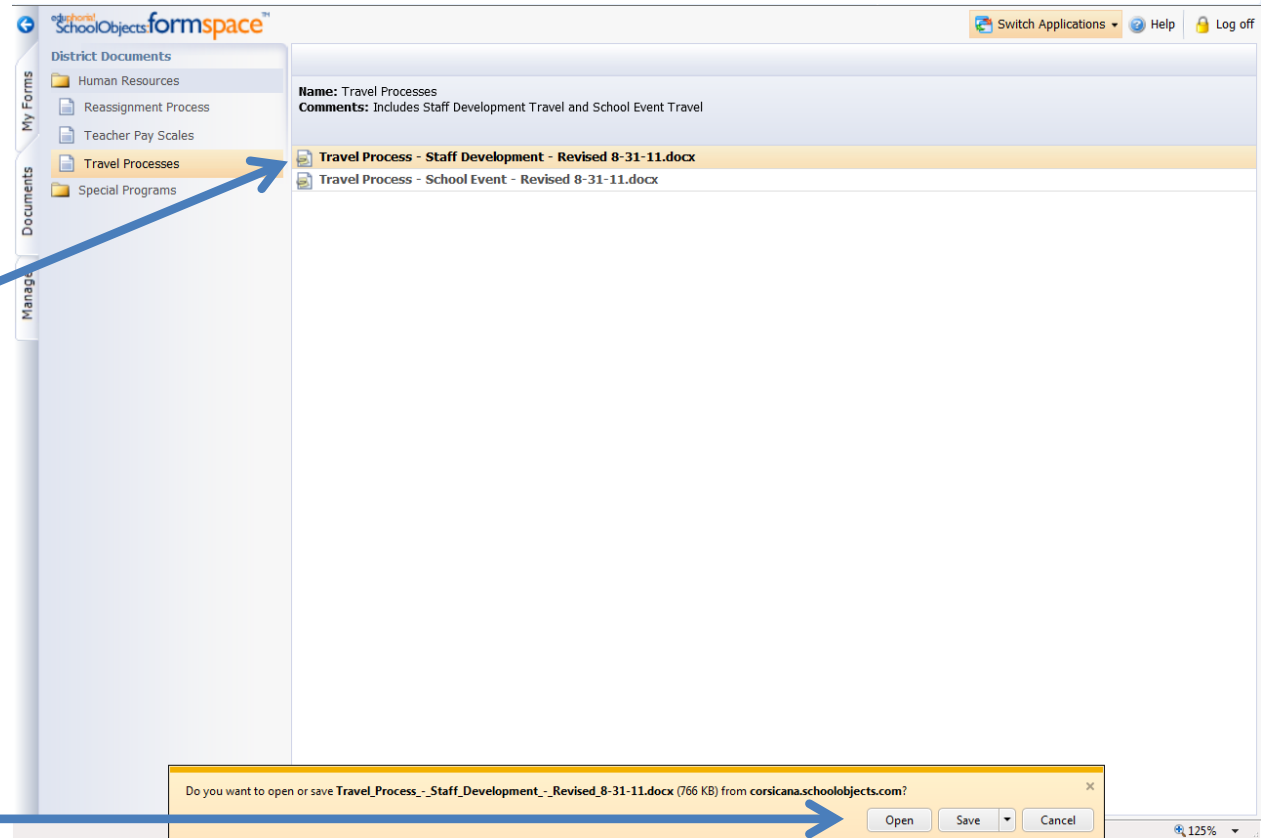
Locate the Document

- Click on the Travel Processes document.



Viewing the Document

- Double click on the document you would like to view.
- This yellow box will appear. Make your desired selection.



Follow the Procedures

- View procedure. Save to your computer for future reference.
- Be certain to follow these procedures in order to ensure your travel is approved by all parties necessary.

