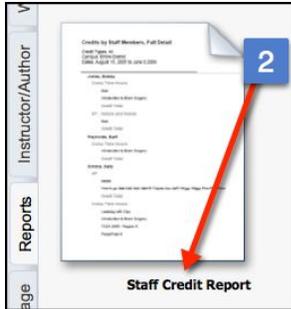


Running a November Trade Credit Report in Eduphoria Workshop

1. Once in Eduphoria Workshop, click on the **Reports** tab on the left side.
2. Scroll down in the first column and select **Staff Credit Report**.



3. Select how you want to view your document. All three views work.
4. Select **August 2017** or **November 2017 Trade Credit**.
5. The Start Date needs to be the day before credit can be earned. You **MUST** use the calendar icon and select **5/31/2017**. Use the calendar icon to select the End Date: **3/31/2018**.
6. Select your **campus** in the drop down.
7. **Submit Report**.

Staff Credit Report

The staff credit report displays earned credits by staff member or credit type.

Document View:

- View credits by staff member
- View credits by staff member, including event titles
- View staff members by credit type

Credit Types: (Selecting no credit types will include all in the report)

<input type="checkbox"/> 2015-2016 LISD Required Compliance Training	<input type="checkbox"/> August 2015 Required Curriculum Professional Learning	<input type="checkbox"/> Elementary Science Safety Compliance Training
<input type="checkbox"/> G/T Initial credit (only used by G/T department)	<input type="checkbox"/> G/T Update credit (credit type must be PRE-APPROVED by G/T department)	<input checked="" type="checkbox"/> November 2015 Trade Credit
<input type="checkbox"/> Sheltered Instruction Credit	<input type="checkbox"/> Texas SBEC CPE	

Start Date:
5/31/2015

End Date:
3/31/2016

Filter School:
Arbor Creek MS

 **Submit Report**