- 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.

Document View:       3         View credits by staff member, including event titles       3         View credits by staff member, including event titles       3         View staff members by credit type       3         Credit Types: (Selecting no credit types will include all in the report)       1         2015-2016 LISD Required       August 2015 Required Curriculum Professional         Compliance Training       Learning         G/T Initial credit (only used by       G/T Update credit (credit type must be         G/T department)       PRE-APRROVED by G/T department)         Sheltered Instruction Credit       Texas SBEC CPE	4 Elence Safety ng
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