

Instructor Logistics

1. Sign-in Sheets:

Print your sign-in sheet from Eduphoria Workshop for attendees to sign at the beginning of the course. Sign-in sheets are the official record of attendance for all Eduphoria Workshop Courses.

- Participants **MUST** sign the sign-in sheet. (**Staff not signing in will not receive credit**).
- If participants are not on the sign-in sheet, ask them to add the following information to the bottom of the sign-in sheet:
 - PRINT their name.
 - PRINT their home campus.
 - SIGN their name.

NOTE: Only Eduphoria Worksheet sign-in sheets will be accepted (not notebook paper or hand-written sign-in sheets).

2. Attendance:

- Instructors must:
 - Take sign-in sheet attendance.
 - Write Ab for Absent.
 - Write Unenroll for excused absence.
 - Write ½ for 50% credit, left one hour early, or any other notes necessary.
 - **Sign the top of the sign-in sheet.**
 - Return the sign-in sheet to the course creator within **2 days** if the course creator is taking attendance in Eduphoria Workshop and submitting the sign-in sheet to Professional Learning.
 - Return sign-in sheet to Professional Learning within **5 days** if the instructor is taking attendance in Eduphoria Workshop and submitting the sign-in sheet.

3. In-district Instructor Credit:

- Instructor credit is optional. SBEC only allows 15 hours of instructor credit towards re-certification.
- During non-contract days, workshops that teachers conduct for other teachers during non-contract time **CAN** count toward November Trade Credit.
 - Trade day credits must be approved by the coordinating supervisor.
 - Stipends cannot be paid if Trade day credit is received and vice versa.
 - You must register AND sign in as a participant to receive November Trade Credit.

4. Instructor Required Enrollment:

A minimum of 10 attendees is required for all courses. The instructor is not considered an attendee.

Instructors are expected to cancel classes 10 days prior to the start date when less than ten participants are registered. Allowances will only be made for fewer attendees when specialized content areas are involved.

5. Registration Deadline: To allow participants ample time to register and unregister for courses, courses automatically close **at the start date and time of the course, and participants are unable to register or unregister after that time.** In the event of an emergency, participants may contact you after registration closes so you may excuse their absence on the sign-in sheet.

NOTE: Credit will appear for your course after the course has been closed by Professional Learning. Allow at least two weeks. DO NOT MARK THE COURSE COMPLETE.