

Adding Entries to your Portfolio

[Click HERE to view a video of how to add to your portfolio.](#)

Outside courses and conferences can be added to your portfolio, enabling you to keep an accurate record of your professional development events and earn credit for attending.

To add an outside entry in your portfolio, click the **Add New Portfolio Entry** button under Portfolio Options at the bottom of your screen.

This will open the **New Portfolio Entry Wizard**.

Portfolio Options

 Add New Portfolio Entry

 Add New Certification

Select one of the following entry types:

Follow the steps in the wizard and click the **Next** button to advance to the next screen. The district may have specific requirements for the professional development level requests which must be met before a level appears in the wizard.

New Portfolio Entry Wizard

What type of entry do you want to include in your portfolio?

- Outside workshop or conference
- Request for district professional development level
- College course
- Other

Enter the workshop details including **Title**, **Description**, **Date & Time**.

New Portfolio Entry Wizard

Basic Entry Information

Title:

Description:

Start Date:

March 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

End Date:

March 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Start Time:

08 : 00 AM

End Time:

04 : 00 PM

Click Next > to continue.

Cancel < Back Next >

Enter the number of **Credit Hours** under the Credit Types. You can enter hours in more than one credit type.

New Portfolio Entry Wizard

Credit Types

Value of district credit requested:

AUP	<input type="text" value="0"/>
ELL	<input type="text" value="0"/>
GT	<input type="text" value="0"/>
GT Update (2014-2015)	<input type="text" value="0"/>
Professional Growth	<input type="text" value="0"/>
Special Education	<input type="text" value="0"/>
TAP Grant	<input type="text" value="0"/>
Technology Credit	<input type="text" value="0"/>
Texas SBEC CPE	<input type="text" value="0"/>

Comments about the credit request:

If you have any files to upload to verify your attendance such as a certificate or reflection document, select **Choose File** and browse to the document to upload.

*You can upload up to three documents within the wizard. If you have additional files to upload, you can do that on the **Notes and Attachments** tab in the details of your workshop before you Submit for Approval.

Click **Finish** to close the Portfolio Wizard.

New Portfolio Entry Wizard

Upload Attachments

No file chosen

Description:

No file chosen

Description:

No file chosen

Description:

Click Finish to close this wizard.

After you finish the wizard, you have the ability to go back to the request under **My Portfolio** to add notes, attach additional documents, select credit type and attach goals (if enabled in your district) before submitting the credit for review.

When your request is complete and your certificate is attached, click on the **Submit for Approval** button.

(The curriculum office will not be able to see your credit request until you submit it for approval.)

My Portfolio

Portfolio Summary

Certifications

- Elementary Mathematics
Expires August 2013
- Secondary Biology
Expires October 2015

June 2015 to May 2016

Test
March 9, 2016

Technology Workshop
February 15, 2016

Bring Your Own Technology
February 10, 2016

June 2014 to May 2015

June 2013 to May 2014

June 2012 to May 2013

Save Submit for Approval Delete Entry

Technology Workshop

Entry Details Notes and Attachments Credit Requested

Credit has not yet been requested for this entry.

Request Details

Request Title:
Technology Workshop

Request Description:

Request Type:
This credit request is for an outside workshop.

Start Date:
2/15/2016 8:00 AM

End Date:
2/15/2016 4:00 PM

Adding Texas Certifications

Workshop will enable you to track your SBEC certifications and CPE credit requirements.

To add a certification to your portfolio

1. Click the **Add New Certification** button under Portfolio Options.
2. The **New Certification Wizard** will appear, prompting you to select your certification.
3. Click **Next** in the wizard.
4. Indicate whether you will need to renew this certification or if you have lifetime status. Check with your professional development manager for the appropriate certification guidelines. Click **Next**.
5. If a renewal is required, select the month and year of the next renewal date. Click **Next**.
6. Select a classification for your certificate. This will set the renewal requirements and time period. Click **Next** and **Finish**.

Your new certification will now appear in your portfolio. Six months prior to renewal an alert will appear in your certification details page.



The screenshot shows the 'New Certification Wizard' interface. At the top, there is a header 'New Certification Wizard' in a light blue bar. Below it, the title 'Add New Certification' is displayed in orange. A prompt reads 'Select a certification below to add to your certification list:'. A list of certification options is shown, each with a small icon and a horizontal line to its right:

- All-Level Art
- All-Level Learning Resources Specialist
- All-Level Music
- All-Level Physical Education
- Assistant Principal