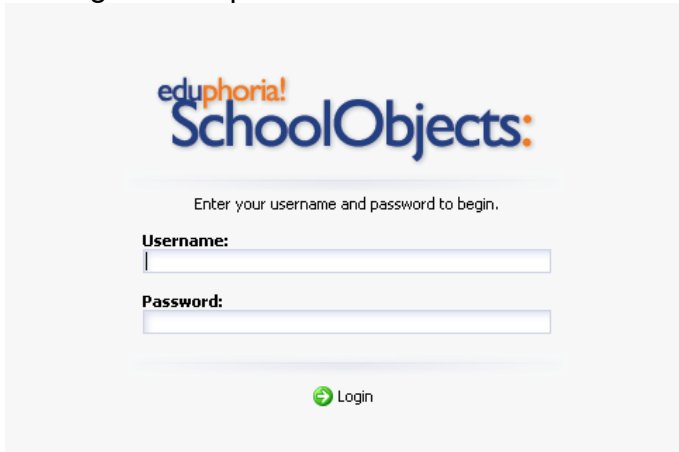


Using Walkthrough Templates in eduphoria

1. Login to eduphoria:



The screenshot shows the login page for 'eduphoria! SchoolObjects'. At the top, the logo 'eduphoria!' is in orange and 'SchoolObjects:' is in blue. Below the logo, there is a prompt: 'Enter your username and password to begin.' There are two input fields: 'Username:' and 'Password:'. At the bottom, there is a green 'Login' button with a right-pointing arrow icon.

2. Click on pdas2006

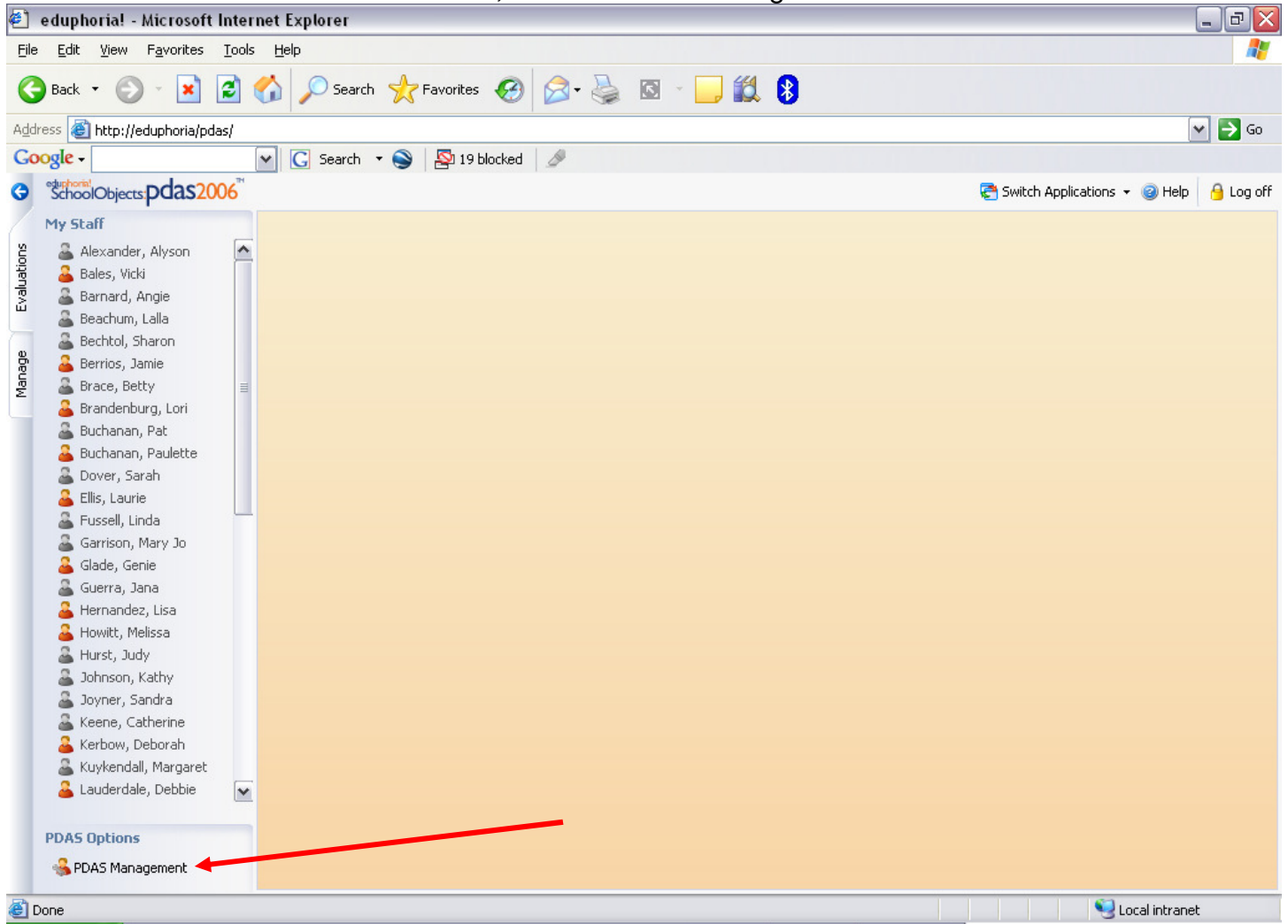


The screenshot shows the 'eduphoria! myapplications' dashboard. The logo 'eduphoria!' is in orange and 'myapplications' is in blue. Below the logo, there are three application cards:

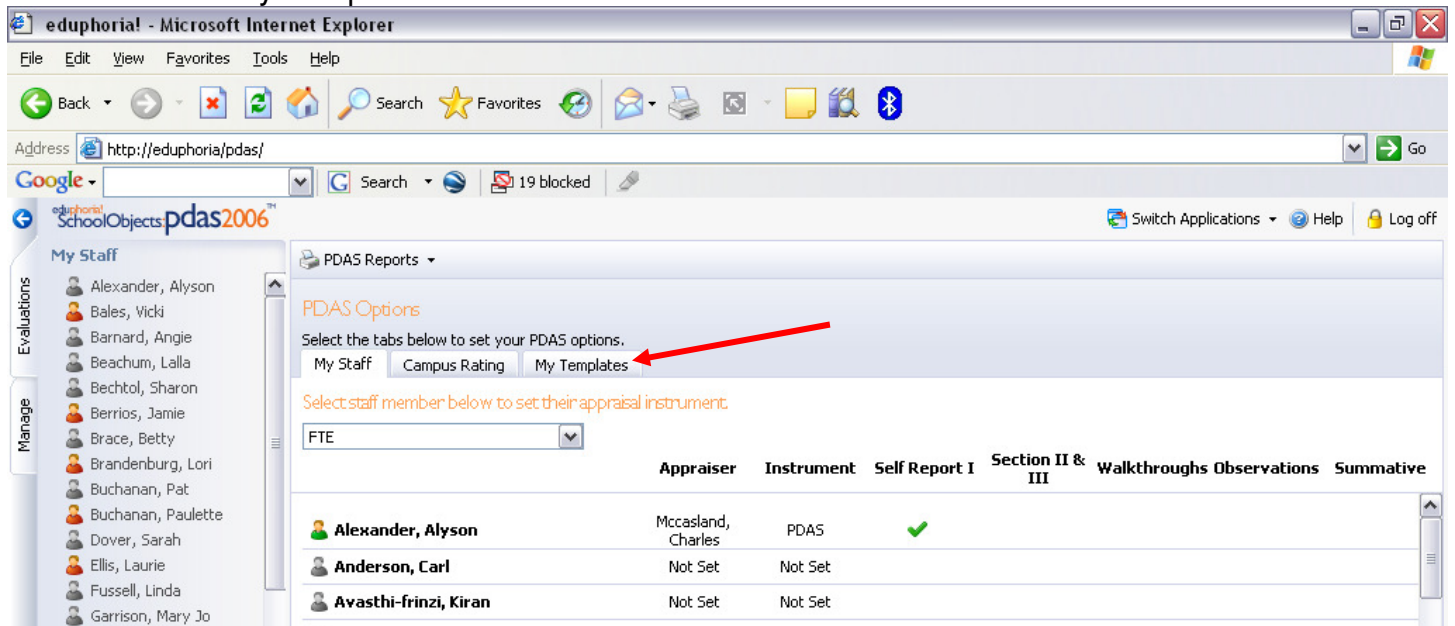
- pdas 2006**: Texas Professional Development and Appraisal System. A red arrow points to this card.
- workshop**: Professional development course registration and portfolio.
- management**: Manage global settings for SchoolObjects.

At the bottom of the dashboard, there are two links: 'Log Off' with a lock icon and 'My Profile' with a person icon.

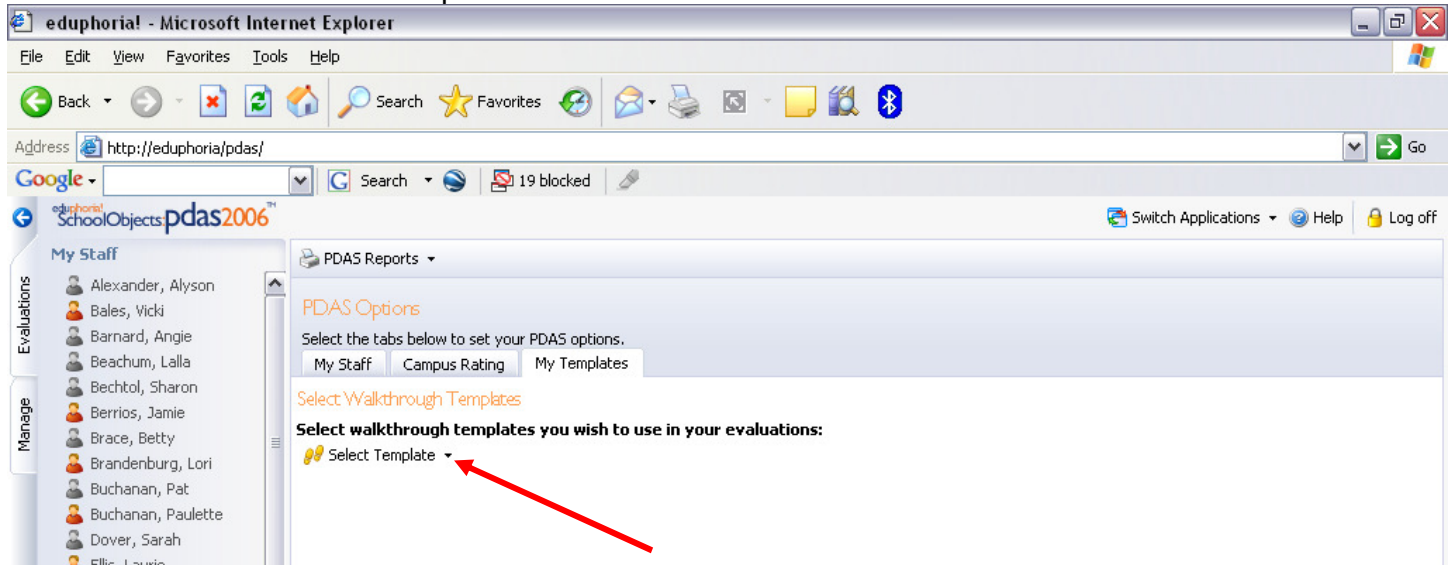
3. At the bottom left side of the screen, click on PDAS Management:



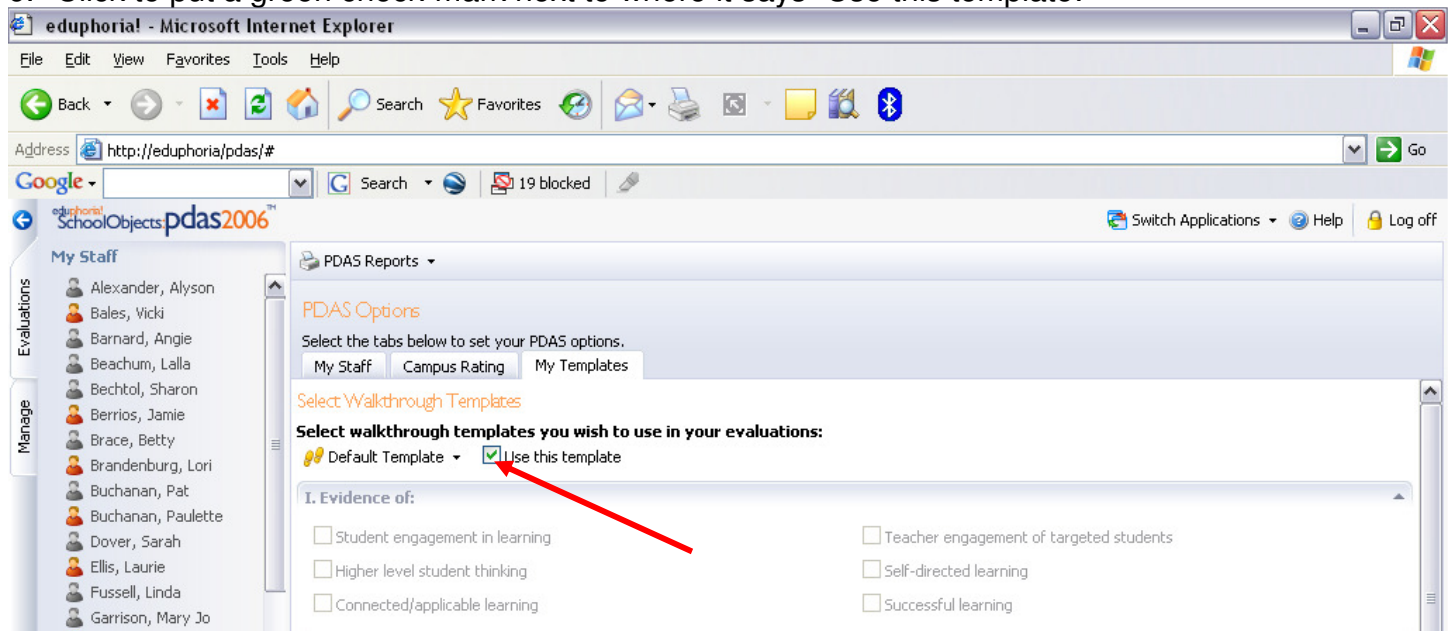
4. Click on the My Templates tab:



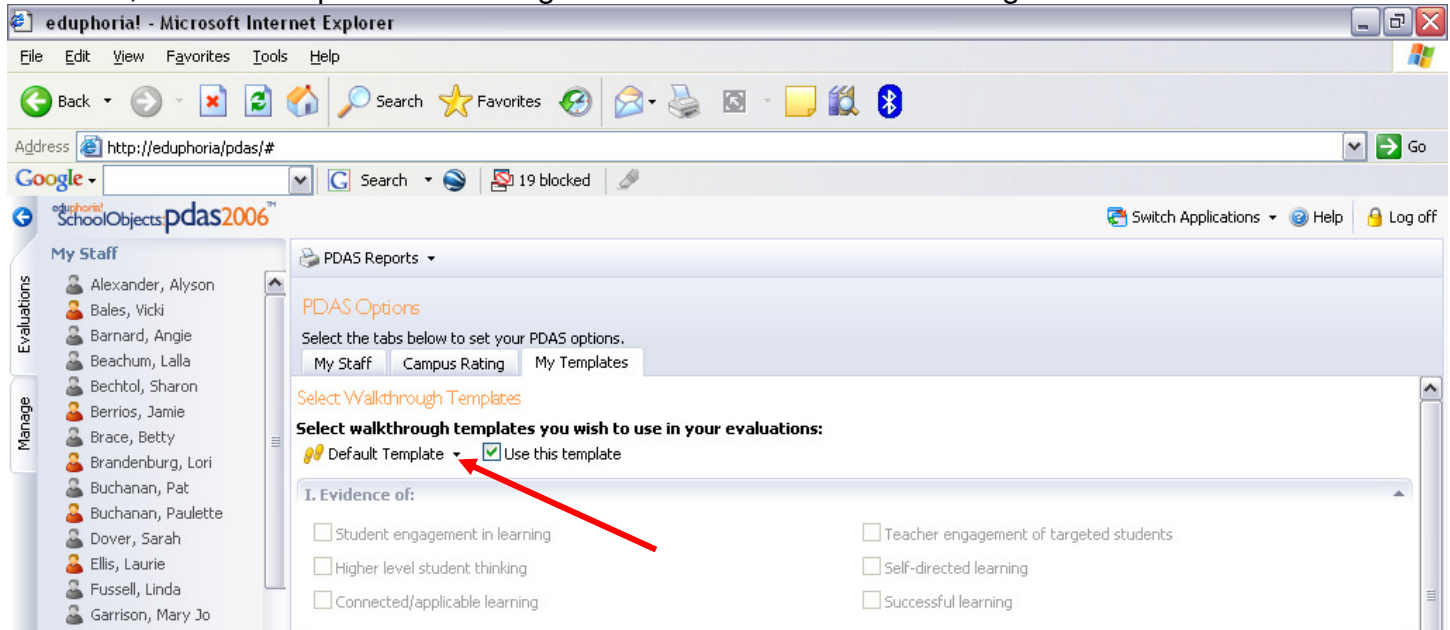
- Click the black drop-down arrow to select a Walk-through Template to use.
 - When the drop-down menu appears, click on the first template you wish to use.
 - The two that you will most likely want to consider at the elementary level are: Default Template (which is based on the PDAS objectives), and FTE Walkthrough Form (which is just a template I made to document what was happening in the classroom during a walk-through). The EISD Walk-through Template is one designed for WHS based on some training they did.
 - Select the Default Template first.



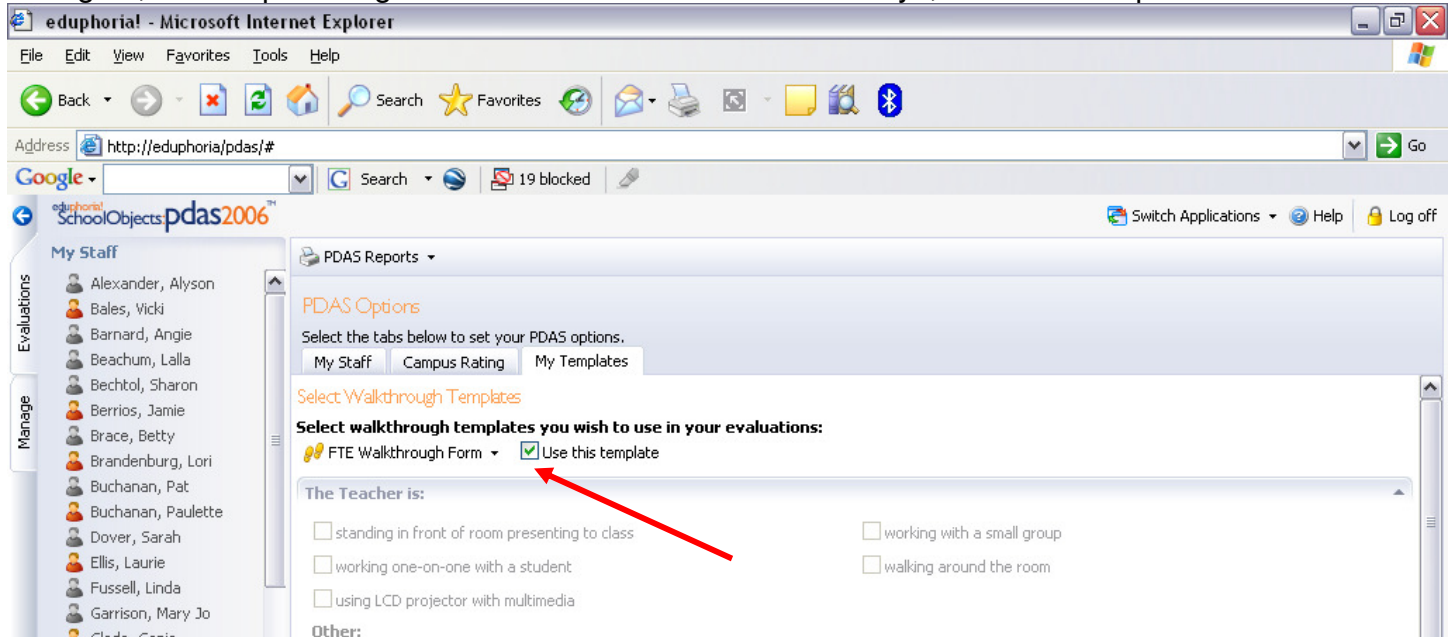
- Click to put a green check-mark next to where it says "Use this template:"



7. Then, click the drop-down arrow again to select the FTE Walkthrough Form:



8. Again, click to place a green check mark next to where it says, "Use this template:"



9. Now, when you add a new walk-through for a staff member, you will have the option of using the Default Template or the FTE Walk-through Form.

10. Complete steps 5-9 for each template you wish to use.

11. If you would like to add a custom walk-through template to the list of available templates, contact Paula Murray.

12. In order to get these templates onto your Palm, you will need to HotSync.