Navigate My Portfolio in Eduphoria!

Overview

Eduphoria! allows teachers, staff, and administration to manage and verify Professional Development courses they have registered for using the app. The purpose of this Quick Reference Guide (QRG) is to help participants view their current portfolio entries and how to print a Certificate of Achievement.

Getting Started

1. Navigate to the **My FWISD ClassLink Portal**.

   http://fwisd.org/myfwisd

2. Click **Sign in** with Microsoft.
3. Click the icon for **Eduphoria!** from the ClassLink Launchpad.

4. Click the **Strive** icon.

You will be directed to the course overview page.

View Your Portfolio

1. Click **My Professional Learning** from the left side menu.
2. Click the **PORTFOLIO** tab from the top menu.
3. Click the **My Portfolio icon** in the lower left corner of the Portfolio section to view entries.

From this screen you can view courses you are currently enrolled in, or have received credit for.
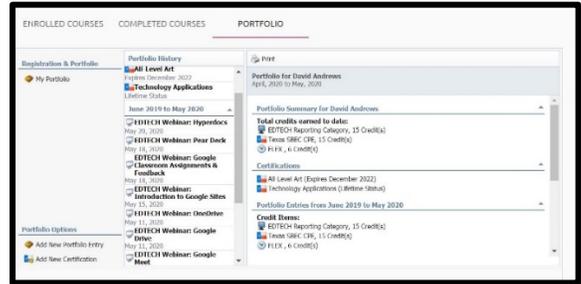
Print Your Certificates

1. Click **My Professional Learning** from the left side menu.
2. Click the **COMPLETED COURSES** tab.
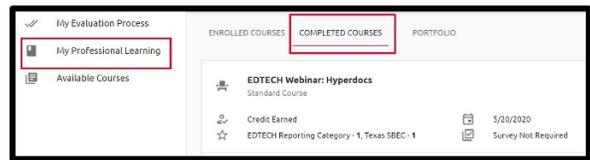
This will generate a list of courses you have completed sorted numerically by the most recent date.

3. Select the **course you need to print a certificate for**.
4. Click **Reports** in upper left corner of the Course Details description.
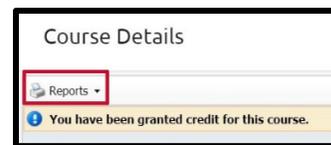
5. Select **Create Certificate**.

A PDF copy of your **Certificate of Achievement** will download and be available for you to print for verification.