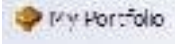
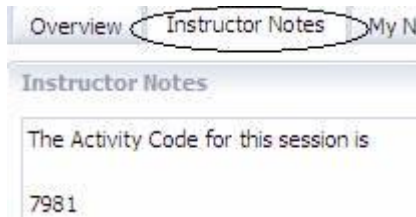


Finding the Activity Code needed to request a substitute so that you can attend a staff development:

- 1 Register for the course in *eduphoria! Workshop*
- 2 After registering, go into MY PORTFOLIO in left column. 
- 3 Double click on the course that you just registered for (in middle column)
- 4 Click on the tab INSTRUCTOR NOTES (found in the right column)
- 5 If the class requires a sub, the activity code for this class will be in INSTRUCTOR NOTES.



(This code was used for demonstration purposes only.)

The actual activity code will be 5 digits.)

Please note: Registration for classes ends 24 hours prior to the actual class session to enable instructors to prepare adequate materials for the class.