



Project Share, a TEA initiative, will explore the development and delivery of high quality professional development in an online, interactive learning environment. TEA will utilize Project Share to distribute professional development from the state and Denton ISD will be able to use it as one means of supporting professional development and professional learning communities within our district.

## Logging-in

1. Go to: [www.dentonisd.org/ProjectShare](http://www.dentonisd.org/ProjectShare) for the sign-in link or to [www.projectsharetexas.org/](http://www.projectsharetexas.org/)
2. Enter your assigned username and password found within the welcome email from Epsilon following the creation of your account.  
*\*If you do not have an account or haven't yet received your welcome email, please contact Carolyn Thomson in Instructional Technology [cthompson@dentonisd.org](mailto:cthompson@dentonisd.org)*

## My Portal

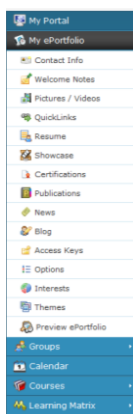
The MY PORTAL page is the gateway to all Epsilon features allowing the connection of mail, courses, groups, networks and ePortfolios.

The MY NETWORK CHANNEL will display all network connections, allow you to connect with other networks and view ePortfolios for ideas in establishing your own.

The SELECTED GADGETS section shows information related to your courses, your networks, your group and the entire Epsilon environment. Gadgets can be personalized as desired.

Before adding any content to your ePortfolio, it is a good idea so to see what others have done. To do this, click on the ePortfolio Examples on the tab in the MY NETWORK CHANNEL section of the page.

## Creating My ePortfolio



Your ePortfolio is the public display seen by visitors. From the My Portal page, click on My ePortfolio located on the left side of the screen. A panel with a collection of tools will appear allowing for the input of content. As the cursor hovers over a specific tool, a tool tip window will appear providing more details about that tool. Use these tools to add information you are comfortable making public. Stay on topic when participating in online discussions, build on what others offer, be tactful with sensitive topics, be respectful on differing views and always professional staying within the district Acceptable Use Policy.

## Epsilon Mail

Epsilon Mail is a way to contact other Epsilon members through a built-in email system specifically designed for the use within the Epsilon system. You may setup your account to have Epsilon messages forwarded to your work email account:

1. Click the Epsilon Mail button on the left.
2. Click on Options under Epsilon Mail.
3. Enter your work email address to receive updates for each desired section.
4. Click Save Changes when complete.

## Groups

Groups allow you to connect to other educators across the state to form your own professional learning communities.

**Joining Groups** - On the My Portal page, click on Groups on the left side of the page. If you have been invited to a group, click on the "Groups I am invited to" tab.

To join the group, click on the Accept button. You may also search for groups you would like to join by clicking on the Search Groups box. All Denton ISD Project Share members are asked to join the **Project Share Support Group**. Simply search Project Share Support and click to join the group. *Be sure to join the correct Support Group by choosing the one created by Carolyn Thomson.* We will use this space beginning in the spring to share more information about Project Share.

**Creating a Group** - You can create and manage your own groups. You may want to make a grade level, team, subject or even committee group online. This can be used to reduce or replace meeting times and allow for more online sharing as a group. From the My Portal page, click on Groups. Choose Create Group.

Based on selected preferences, you can create a private group that is by invitation only, a group that allows users to request to join, a group that is open to all of Denton ISD, or a group that is open to all Epsilon members.

Create your group and then let your colleagues know about it to join. Be mindful of your group's name. It's good practice to add your campus initials in front of your group's title for easy identification. For example, "HMS: 8th Grade Reading, Pecan Creek Counselors," etc.

## Join a Course

TEA is asking all Project Share members to join an introductory online course titled Texas Tour. This course is self-paced and will allow you to learn more about the Epsilon environment.

From the My Portal page, click on Courses on the left side of the page. Choose Search Courses and enter **Texas Tour 1.0**. Follow directions displayed on the screens to join the course as a **STUDENT**.

To access the course, click on the title link under the Course tab from the My Portal page. Once you complete the Texas Tour course, you'll be able to print out a certificate for your records.

## Additional Information

Please visit [www.dentonisd.org/ProjectShare](http://www.dentonisd.org/ProjectShare) for additional information and online resources.