



Professional Learning

JOB AID

INTEGRATED TECHNOLOGY DIVISION

SAN DIEGO UNIFIED SCHOOL DISTRICT



Professional Learning

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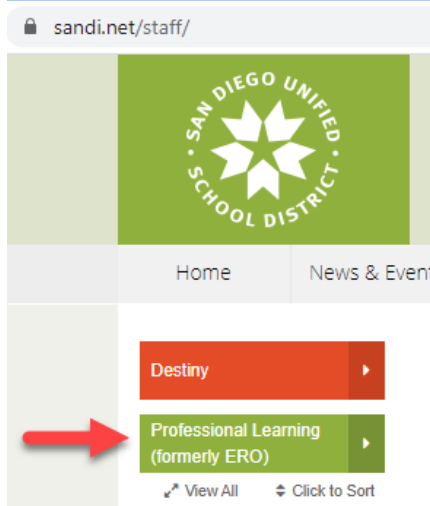


Professional Learning

Professional Learning is a tool for managing your Professional Development activities, including searching for available courses, registering for training, and viewing your transcript.

Getting Started

Log-in: There is a shortcut for Professional Learning found on <https://www.sandi.net/staff/>



Alternatively, in your web browser, go to: <https://sandiegounified.truenorthlogic.com>

If you are already logged into a computer within the San Diego Unified network, the Professional Learning portal will automatically recognize your employee ID and password and take you directly to the Home Page. Some users may need to complete the district's Multi-Factor Authentication process.

If you are accessing the Professional Learning website from home, you will need to sign-in using your Employee ID and network password, in a similar manner to accessing your district email account from home.



Access to this webpage requires an Employee or Student ID. Forgot your password? Try the [Password Self Service](#) or contact the [IT Help Desk](#)

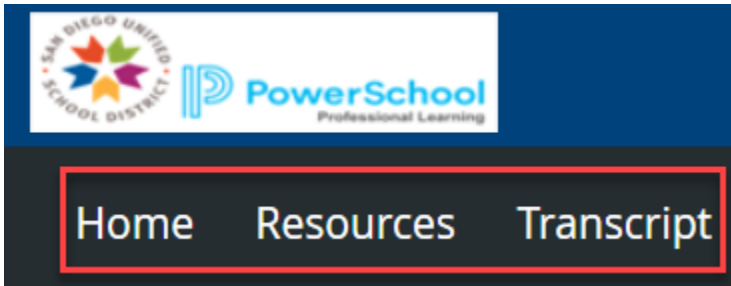
Sign in



Professional Learning

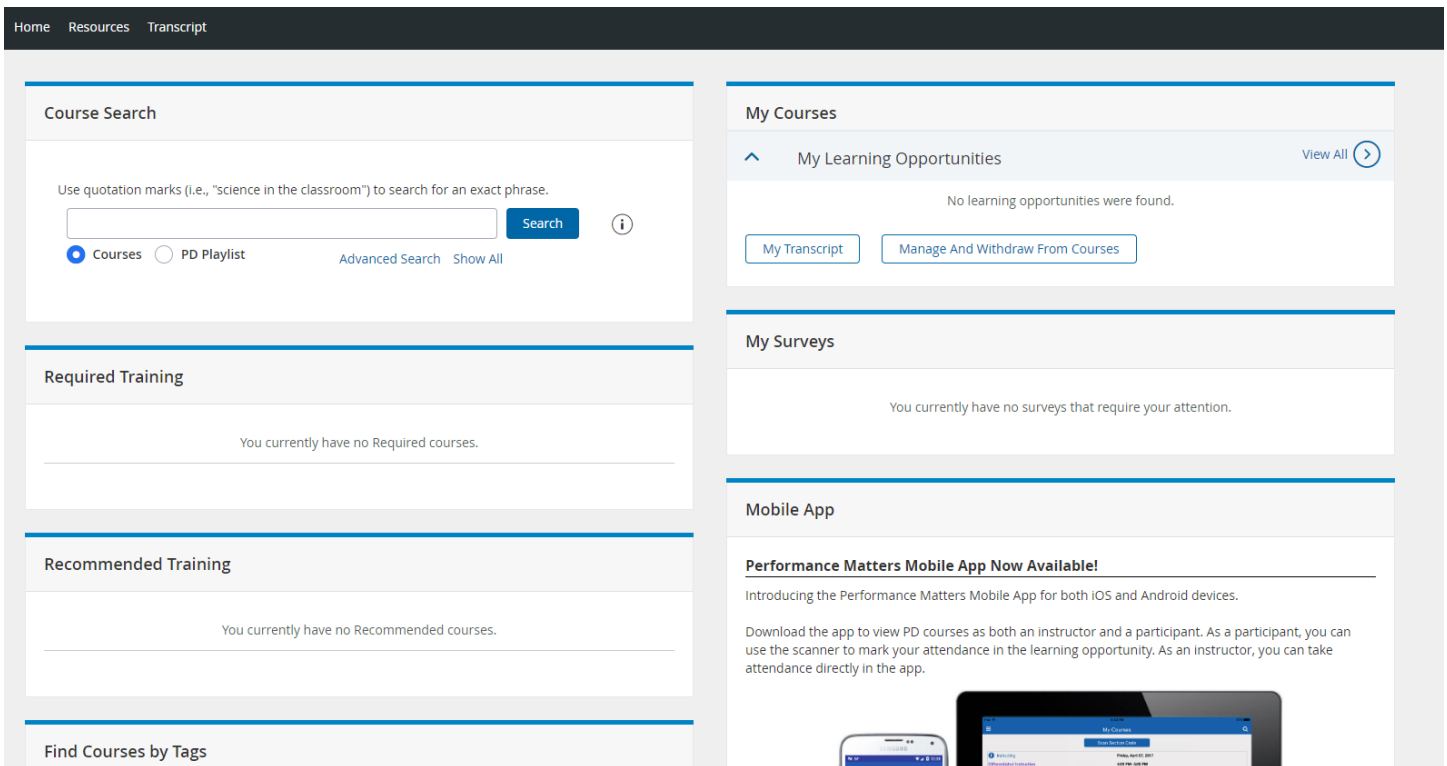
Home Page

The menu at the top left-hand side of the page is determined by your user-access level.



Home: Upon logging in you will be immediately taken to the Home page for access to:

- Search for Courses
- View Required Trainings
- View Recommended Trainings
- View your Registered Courses
- Complete Course Surveys
- Find information on the Mobile App



Resources: Help resources such as instructional aids and videos.

Transcript: The Transcript page displays a record of all your Completed courses.
*Refer to the **View Transcript** section for details.*



Professional Learning

Course Search

The Course Search functions are located on the homepage:

Course Search: Enter a keyword, title, course #, section # or description. Click [Search](#)

Advanced Search: Click [Advanced Search](#) to conduct a more detailed search.

Show All: Click [Show All](#) to display all available courses

Searching using any of the above methods will return a list of courses matching the search criteria which have future sections scheduled. It only displays the courses which are accessible to you based on your site location and job role.



Professional Learning

Find Courses by Tags: Click on the Curriculum Category or Grade Level to find related COURSES

The screenshot shows a 'Find Courses by Tags' section with two columns: 'Curriculum Category' and 'Grade Levels'. The 'Curriculum Category' list includes: Advanced, Assessment, Attendance, Back to School, Budget Reports, and Course Requests. The 'Grade Levels' list includes: PreK, Grade TK, Grade K, Grade 1, Grade 2, Grade 3, and Grade 4. A red double-headed arrow points from the 'Attendance' tag to the 'Grade 1' tag, with the text 'Click on the Course Tag to find applicable courses' written inside the arrow.

Required Training: Required Trainings assigned to you are displayed

The screenshot shows a 'Required Training' section with a single item: 'How to bake a cake'.

Recommended Training: Recommended Trainings targeted to you are displayed

The screenshot shows a 'Recommended Training' section with the message: 'You currently have no Recommended courses.'

Search by Calendar: The calendar is found at the top right corner of the screen. Search for courses offered on a specific date by using the calendar, or click on the month view.

The screenshot shows a user interface with a calendar. At the top right, there is a user profile 'Hello, Test SuperUser'. Below it is a 'Calendar' widget with a 'Calendar Month View' button. A callout box points to the calendar icon with the text 'Access the Calendar'. Another callout box points to the 'Calendar Month View' button with the text 'Calendar Month View displays offerings for the entire month'. The calendar itself shows the month of October 2019. A callout box points to the date '23' with the text 'Click on a specific date to view the course offerings for that day'.



Professional Learning

Register for a Course

Once you have located the desired course using the Search functions on the Home page, you may view the Course and Section details.

The screenshot shows a search results page for the term 'cake'. The search bar at the top right contains the text 'cake'. Below the search bar, there are filters for 'Curriculum Category', 'Grade Levels', 'Credit Area', and 'Location'. The search results show one result for '#14264 How to bake a cake' with a '1' next to it. Below this, there is a section titled 'Select a section to register' with three rows of section details. The first row is for '#29020 How to bake a Strawberry upside down cake' with a '2' next to it, a date of '10/28/2019 @ 1:00 pm', and 'Seats:12 left of 12'. The second row is for '#29022 How to bake a Strawberry upside down cake' with a '3' next to it, a date of '10/30/2019 @ 1:00 pm', and 'Full'. The third row is for '#29021 How to bake a Strawberry upside down cake' with a '4' next to it, a date of '11/04/2019 @ 1:00 pm', and 'Seats:10 left of 12'. Each row has a 'Register' button.

- 1 View the Course Details, including its Description, Prerequisites, File Attachments & Notes
- 2 View the Section Details, including the Date/Time, Location, Instructor, Attachments and Notes
- 3 Click on the **Register** button next to the section you wish to register for. Confirm your selection by clicking **Next** - The confirmation page will display and an email confirmation will be sent.

****For Certificated staff requiring a sub**** - The **Create Absence** button will direct you to Smart Find Express to complete your absence request.

The screenshot shows a 'Congratulations' message. The text reads: 'Congratulations', 'Register for How to bake a cake', and 'You have successfully registered for How to bake a cake.' Below the message are three buttons: 'My Course List', 'Course Search', and 'Create Absence'. A red arrow points to the 'Create Absence' button.


The screenshot shows the 'Smart Find Express' login page. It has two input fields: 'SFE Access ID:' with the value 'test.superuser' and 'Pin:' with a masked value '*****'. Below the input fields is a 'Create Absence' button. A red arrow points to the 'Create Absence' button.

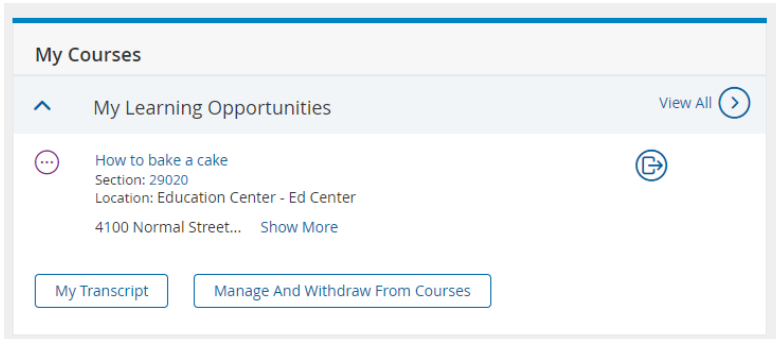
The screenshot shows the 'SmartFind Express' navigation menu. It includes the following items: 'Home', 'Create an Absence', 'Review Absences', 'Reason Balances', 'Create Job', 'Create Absence', and 'Absence Information'. The 'Create Absence' item is highlighted.

- 4 If a desired Section is FULL and a waitlist is available, click **Join Waitlist** to be put on the waitlist



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On the Home page, Registered Courses will appear in the My Courses channel with the  icon beside it.



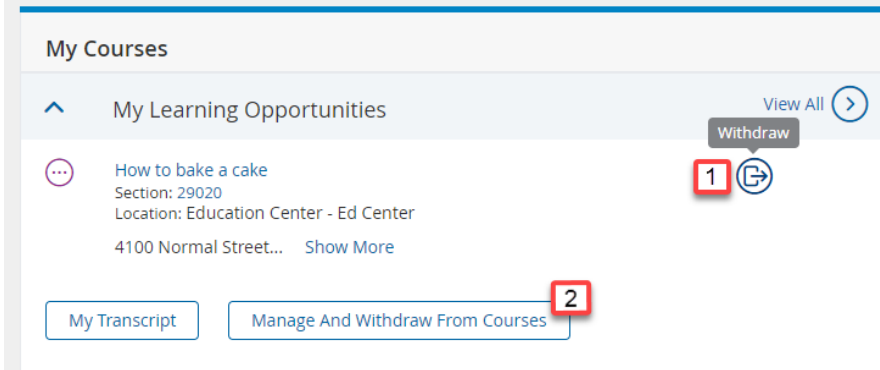
The screenshot shows a user interface for "My Courses". At the top, there is a header "My Courses". Below it is a section titled "My Learning Opportunities" with a "View All" link and a right-pointing arrow. A course entry is displayed with a three-dot menu icon on the left. The course details are: "How to bake a cake", "Section: 29020", "Location: Education Center - Ed Center", and "4100 Normal Street... Show More". To the right of the course entry is a circular icon with a plus sign. At the bottom of the course entry, there are two buttons: "My Transcript" and "Manage And Withdraw From Courses".



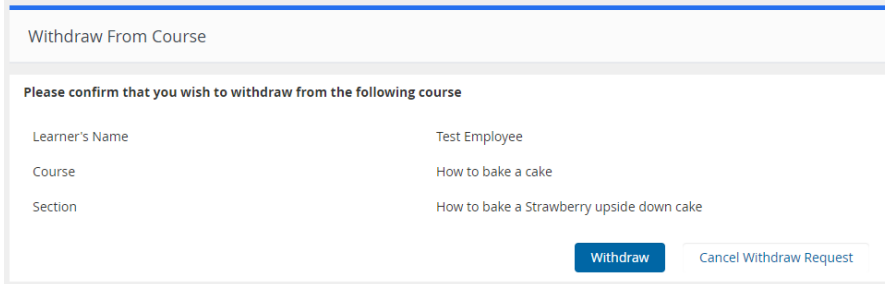
Professional Learning


Withdraw from a Course

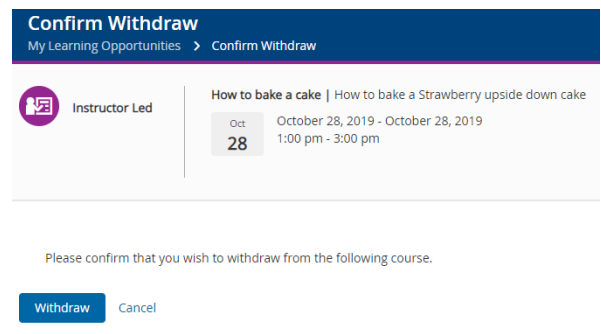
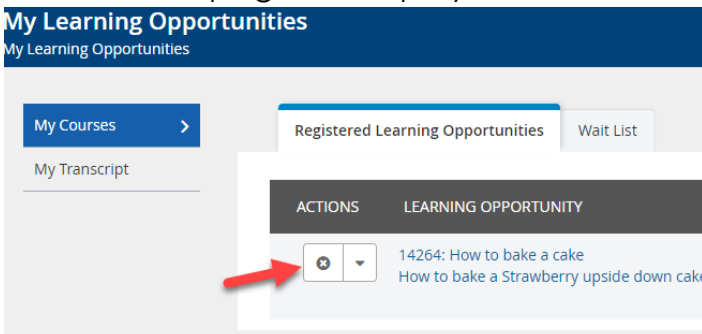
There are two available methods to Withdraw from a Course.



1 From the My Courses channel, click the **Withdraw** icon  to the right of the course title, then click the **Withdraw** button to confirm. An email confirmation will be sent.



2 Alternatively, click the **Manage and Withdraw From Courses** button, click the  icon under the Actions menu to Withdraw, then click the **Withdraw** button to confirm. The confirmation page will display and an email confirmation will be sent.





Professional Learning

View Transcript

To view your Transcript information of completed courses, there two options:

1 Click the Transcript tab on the main menu

2 You may also click the [My Transcript](#) button within the My Courses channel.

Either option directs you to the Search Transcript page. Enter your optional search criteria and click [Search](#)

My Transcript

My Transcript

Search Transcript

Name: Test Employee

Employee ID: 123456789

Sites: - Not Set -

Demographics: Employee: Certificated: Teacher, Classroom - TCL
Employee: Certificated: Teacher, Classroom - TCL: Regular Teacher - 2000

Section Completed Date From:

Section Completed Date To:

Section End Date From:

Section End Date To:

[Search](#)



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Immediately below the Search window, you will find your Transcript information:

#	Course #	Section #	Course Title	Start Date	End Date	Completion Date	Certificate #	Registration Status	Survey	Credit Hours
1.	14264	29023	How to bake a cake	10/24/2019	10/24/2019	10/24/2019	74255672	Completed	Take Survey	2.0 Hours Staff Development

You may click on your Certificate number to view your Certificate of Completion:





Professional Learning


Course Surveys

Navigate to the **My Surveys** channel on the Home page. If a Completed course was setup to request a Survey it will be displayed here. An email reminder may be sent.

My Surveys

How to bake a cake - Professional Learning Survey

[Start Survey](#) [Details](#)



Click **Start Survey** to complete the survey.

You are currently viewing - **Professional Learning Survey**

Section Title: How to bake a Strawberry upside down cake
Section #: 29023
Section Start Date: 10/24/2019
Notes:
Please park in designated yellow spots only.

Question 1: Before training, how would you rate your experience with this content?

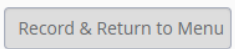
* Select One

- 5= Expert: You can provide guidance, troubleshoot and answer questions in this area.
- 4= Advanced: You can successfully perform tasks without assistance.
- 3=Intermediate: You may complete tasks as requested, but help from an expert may be required from time to time.
- 2= Novice: You have some experience and will need help with performing most tasks.
- 1= None: You are new to the position.

Question 2: After taking this training, do you feel confident about performing your job? 5 =Extremely Confident 1 =No Confidence

* Select One

- 1
- 2

Once all of the required * questions have been answered, click  at the bottom of the page.



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Course Creation

Course Creation is restricted to users who have been granted an Office Administrator role within Professional Learning. An Office signifies the department or site offering the course. Office Admins may create a course only for the office(s) to which they have been granted access.

Navigate to the Administration tab > Select [Course Administration](#) > Select Create [New Learning Opportunity](#) > Select [Instructor Led Course](#).

Create Instructor Led Course

Details

Course #: *(Will be auto generated.)*

* Course Title:

* Course Description:

Paragraph Font Family Font Size

B I U | | | | | | | | | | | | | |

How to bake a Strawberry Upside Down cake

Office:

		Hours
<input checked="" type="checkbox"/>	Staff Development	<input type="text" value="2"/>
<input type="checkbox"/>	Salary Advancement	<input type="text"/>

Notes: *(Limited to 1024 characters)*

Paragraph Font Family Font Size

B I U | | | | | | | | | | | | | |

Settings

Required Demographics
- No Targets Set -

Recommended Demographics
- No Targets Set -

Restricted To Demographics
- No Demographics Set -

Course Tags
- Not Set -

Enter the required fields: **Course Title**, **Description** and **Credit Type/Hours**. If you have been granted access to multiple **Offices**, please ensure the correct option is selected from the dropdown list.



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Optionally, select any **Required Prerequisites**, communicate any **Recommended Prerequisites**, attach **Files**, assign a **Course Survey** and choose whether or not to **Allow participants to enroll in multiple sections** of this course.

Enforced Prerequisites: *- No Choices Available -* Add

Recommended Prerequisites:

File Attachments Attach File ?

Course Survey:

Allow participant to enroll in multiple sections of same course:

Archived:

* Required

Create Instructor Led Course Save Draft Cancel

Click [Create Instructor Led Course](#), then navigate to **Settings** on the right side of the screen.



Professional Learning

Course Settings

Course Settings define which users will be able to view and register for courses.

Settings	
Target Audience	Set Target Audience Location
San Diego	
Required Demographics	Set Required
- No Targets Set -	
Recommended Demographics	Set Recommended
- No Targets Set -	
Restricted To Demographics	Set Restricted
- No Demographics Set -	
Course Tags	Set Course Tags
- Not Set -	

Target Audience determines which users will be able to Find/View a course in the Course Search. **Only users in the specified locations will have the ability to view the course.**

Target Audience defaults to the broadest level, Region = **San Diego**, which includes all active SDUSD employees, as well as Non-District Employees such as Charter school personnel and Guest Instructors.

To restrict visibility of your course to a lower level, you may select a specific Facility Group, Facility Type or a specific School Site/Administrative Department:

Select type: (Region,District,Facility Group,Facility Type,Site Name)

Region:

District:

Facility Group:

Facility Type:

Site Name:

Select type: (Region,District,Facility Group,Facility Type,Site Name)

Region:

District:

Facility Group:

Facility Type:

Site Name:



Professional Learning

Setting Demographics:

Demographic settings are optional. This feature may be used to **Require**, **Recommend** or **Restrict** a course to a subset of users based on their job role.

The Home page displays sections for Required Trainings and Recommended Trainings.

Required Training

You currently have no Required courses.

Recommended Training

You currently have no Recommended courses.

These are controlled by the Course Settings.

Required Demographics [Set Required](#)

- No Targets Set -

Recommended Demographics [Set Recommended](#)

- No Targets Set -

To set a Course as **Required** for a specific Demographic, click [Set Required](#). To **Recommend** a course to a specific demographic, click [Set Recommended](#). To set a course as Required (or Recommended) for ALL employees, simply check the box next to Employee and click [Enable](#) at the bottom of the screen.

Demographics
View Course > Demographics

Demographics Required for How to bake a cake

Click on the role below to edit its demographics. Only enabled roles will be considered a requirement.

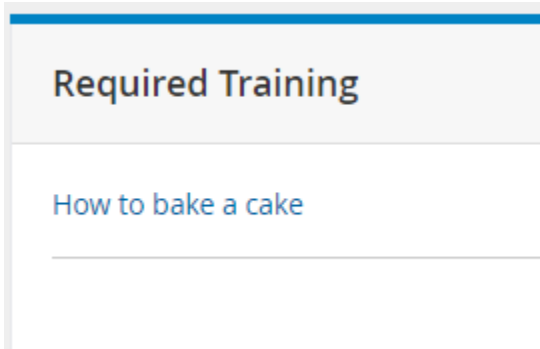
Demographics User Groups

ENABLED	ROLE
<input checked="" type="checkbox"/>	Employee

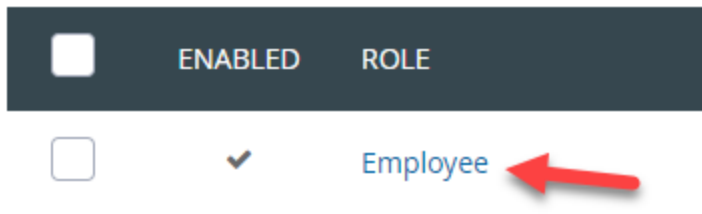
At this level, the course will be set as Required (or Recommended) for **ALL** employees, as seen on the Home page.



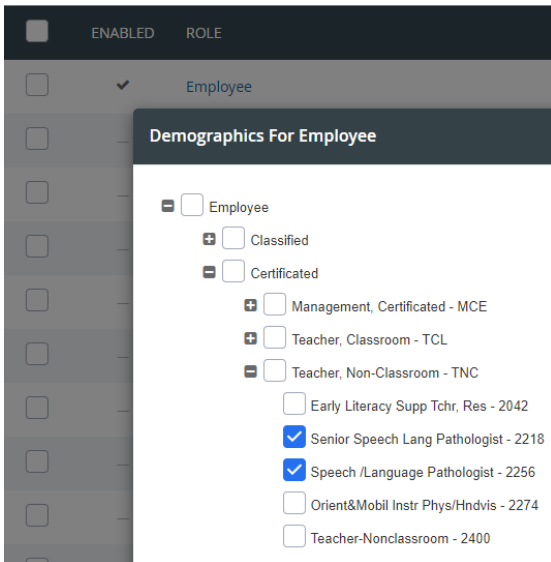
Professional Learning



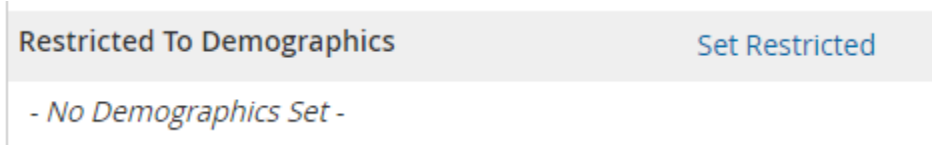
To set the demographics to a more restrictive level, once you have enabled Employee, go back and click on its link.



Drill down the tree as needed and select the desired group(s) and/or specific job codes.



Restricted To Demographics allows you to filter specific demographic groups or job roles using the same tree as seen above. Using this feature will restrict the visibility of a course, similar to Target Audience, but based on demographic criteria rather than site location.





Professional Learning

Setting Course Tags:

The Home page contains a channel for users to Search by Course Tag simply by clicking on its link.

This is helpful when browsing for course offerings in a specific category. To include your course in the search results, click [Set Course Tags](#)

Select the Curriculum Categories and/Grade Levels. [Save](#)



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Section Creation

Once you have completed the Course creation process, next you must schedule a Section to define the details such as the meeting time, location, etc. Please note, a course will not be visible in the course catalog unless there is a Section scheduled for a present or future date.

To schedule a Section, scroll down to the bottom of the Manage Instructor Led Course page and click [New Section](#)

Sections

[New Section](#)

	TITLE	SECTION #	START DATE	TIME	SEATS	WAIT LIST	STATUS
⊙	How to bake a Strawberry upside down cake	29021	November 4, 2019 - November 4, 2019	1:00 pm - 3:00 pm	2/12	0	Released
⊙	How to bake a Strawberry upside down cake	29022	October 30, 2019 - October 30, 2019	1:00 pm - 3:00 pm	12/12	0	Released

Enter the section details. When finished, click [Create](#)

Create Section

Course Title: *How to bake a cake*

Section #: *(Will be auto generated.)*

*Section Title:

*Location:

Room:

Location/Street Address:

City:

State:

Zip:

Attendance:

Contact Person:

Maximum Number of Participants:
(Numbers only)

Minimum # Registrants:
(Numbers only)



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*Section Title:	Section Number is auto-generated, therefore you may want to consider a standard naming convention for Section Title within your department's offerings.
*Location:	The Location field contains a drop down list of the most commonly used locations. If your location does not exist in the list, select Other .
Room, Location, Street Address:	Enter the complete address so the registrants will be able to use the Map feature.
Attendance:	Choose to take attendance Once a Day or Twice a Day, the default is Once.
Contact Person:	Enter the contact details for the Course Coordinator, the Instructor or both.
*Maximum Number of Participants:	Once this value is reached, the course will display as FULL
Minimum # Registrants:	The minimum # registrants required to hold the training
Allow Waitlist:	Enable if you wish to offer a waitlist
Maximum waitlist size:	Enter a numeric value if you choose Allow Waitlist
*Section Start Date:	Enter the section start date
*Section End Date:	Enter the section end date
*End of Registration Date:	Enter the desired date
Minimum Registrants Deadline:	If the Minimum # Registrants value is not reached by this date, the course will be automatically cancelled and email notifications will be sent.
Waitlist cutoff Date:	Enter the desired date
Classtime Default (Start Time):	Enter the default start time of the section **



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Classime Default (End Time):	Enter the default end time of the section **
Release Section Now:	Enabled by default. The section will be available to accept registrants immediately upon creation.
Release Section At:	If you do not want to release the section immediately, set a date for its release.
Instructor:	Instructor is assigned after the section has been created, under Manage Sections.
Allow Creation of SFE Absence:	Enabled by default. This provides optional quick access to SmartFindExpress (formerly SAMS), which is the tool used by the district to request a substitute as required by the registrant's job role.
Absence Reason:	Please select the only available option "26 Professional Development". This reason code is used by SFE and will default as the employee creates their absence/sub request.
Budget Code:	This field is specific to SFE absences and does not apply to SDUSD at this time. If you wish to communicate a budget code, please use the Notes section.
Notes:	Enter in any section specific notes such as where to park, what to bring, etc.
File Attachments:	Size limitation is 20MB per file.

***Please note, you still must navigate to Manage Section to set class times once you have created the section.*



Professional Learning

Manage Sections

Once a Section has been created, from the Manage Section page, scroll down to Actions to complete the process.

Actions:

Manage Instructors: [Instructors](#)

Manage Class Times: [Class Times](#)

Manage Roster: [View Roster](#)

Course: [Manage Course](#)

Manage Instructors: Click [Instructors](#) to search for the Instructor by name and Add User.

Manage Instructors

Add Instructor Search

Enter first and last name of person you wish to add as an instructor.

First Name:

Last Name:

[Find User](#)

Instructors for section: Copy of: How to bake a Strawberry upside down cake

Name	School/District
<input type="checkbox"/> Test Instructor1	Test Department 1, Test District

[Remove Selected](#) [Done](#)

The Instructor will be able to view the course information from the menu tab Courses I am Teaching.

Home Resources Transcript PD Playlists **Courses I Am Teaching**



Professional Learning

Manage Class Times: Click [Class Times](#). Click [Add a New Class Time](#). This will default the value previously entered in the Section setup. If this single section's class time spans over multiple dates, clicking the button again will add the following day. Dates can be manually updated.

Section Time Details

Alter the Class Times for this section. No Changes will be saved to the system until you click the "Save" or "Save & Exit" button.

[Add A New Class Time](#)

DATE	START TIME	END TIME	HAS ATTENDANCE	SECTION CONFLICTS	Remove All
11/04/2019	1 : 00 : PM	3 : 00 : PM	No		X

[Save & Exit](#) [Save](#) [Cancel](#)

****Important:** This process schedules the class times for **one** single section of a course. If you wish to offer multiple sections, you must create multiple sections by navigating back to Sections, and either click **New Section** and repeating the above process, or choose **Copy** and modify only the necessary fields.

Sections

	TITLE	SECTION #
⌵	How to bake a Strawberry upside down cake	29021
	How to bake a Strawberry upside down cake	29029
	How to bake a Strawberry upside down cake	29028
	How to bake a Strawberry upside down cake	29022
	How to bake a Strawberry upside down cake	29020
	How to bake a Strawberry upside down cake	29023

- Edit
- Manage
- View
- View Status
- View Roster
- Cancel Section
- Copy**
- Delete



Professional Learning

Manage Roster

The section roster gives the instructor the ability to complete various tasks for a section such as attendance and roster modifications.

Manage Roster can be accessed from Administration > Course Administration > Search > Click on the Course name, Scroll down to Sections > Click on the arrow ⌵ to View Roster.

Alternatively, the Instructor may also access the roster from the **Courses I am Teaching** tab on the main menu, locate the course, then click the View Roster icon ☰

Show Only Active Users

#	Name	District / School	Registration Status	Attendance	Registration Details	Credit Hours
1.	Principal1, Test noreply@truenorthlogic.com Demographics: PM_Principal PM_Principal: PM_Training	Test District, Test School 1	Registered	0/1	Enrolled On: October 30, 2019 Last Status Change: October 30, 2019	2.0 Hours Staff Development
2.	Principal2, Test noreply@truenorthlogic.com Demographics: PM_Principal PM_Principal: PM_Training	Test District, Test School 2	Registered	0/1	Enrolled On: October 30, 2019 Last Status Change: October 30, 2019	2.0 Hours Staff Development
3.	Teacher1, Test noreply@truenorthlogic.com Demographics: PM_Teacher PM_Teacher: PM_Training	Test District, Test School 1	Registered	0/1	Enrolled On: October 24, 2019 Last Status Change: October 24, 2019	2.0 Hours Staff Development
4.	Teacher2, Test noreply@truenorthlogic.com Demographics: PM_Teacher PM_Teacher: PM_Training	Test District, Test School 1	Registered	0/1	Enrolled On: October 24, 2019 Last Status Change: October 24, 2019	2.0 Hours Staff Development
5.	Teacher3, Test	Test District, Test	Registered	0/1	Enrolled On: October	2.0 Hours

1

 2
 3
 4

5

Add Learner - Add attendees to the section – search based on location, demographics, or registrants of other courses



Professional Learning

Sign In Sheet – Print the sign in sheet

#14264How to bake a cake
 Section: 29021 | How to bake a Strawberry upside down cake
 Current Date: Monday November 4, 2019
 Credit Hours:

	Hours	General
Staff Development	2.0	-

Start Date: 11/04/2019
 End Date: 11/04/2019
 Maximum Number of Participants: 12

Print Print Section Code Showing only active users

#	Name	Employee Id	Position	District / School	1:00 pm - 3:00 pm
1.	Principal1, Test	- Not Set -	PM_Administrative	Test District, Test School 1	_____
2.	Principal2, Test	- Not Set -	PM_Administrative	Test District, Test School 2	_____
3.	Teacher1, Test	- Not Set -	PM_Instructional	Test District, Test School 1	_____
4.	Teacher2, Test	- Not Set -	PM_Instructional	Test District, Test School 1	_____
5.	Teacher3, Test	- Not Set -	PM_Instructional	Test District, Test School 1	_____
6.	Teacher4, Test	- Not Set -	PM_Instructional	Test District, Test School 1	_____

Name Tags and Table Tents - Include the QR codes and use the Performance Matters App to quickly scan to take attendance.

Roster for How to bake a Strawberry upside down cake

Print Table Tents Include QR Codes

Print Name Tags:
 Avery 5095/5395/42395/45395 (8 Labels/Page)
 Avery 74552/74558 (10 Labels/Page)
 Avery 74459 (6 Labels/Page)

Export for Mail Merge

Test Principal1



Test Principal2



Test Teacher1



Test Teacher2



Test Teacher3



Test Teacher4





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Attendance - The Attendance page is another method to take attendance. You may mark attendance individually, or enter a Bulk Update. Using Bulk Update, it is typically recommended to set all registrants to Attended, then go back and manually set the Absentees.

Attendance

How to bake a Strawberry upside down cake

Search Name:

LOCK STATUS	NAME	EMPLOYEE ID	
			MONDAY 11/4/2019 01:00 PM
			Bulk Update
	Principal1, Test noreply@truenorthlogic.com	-	
	Principal2, Test noreply@truenorthlogic.com	-	
	Teacher1, Test noreply@truenorthlogic.com	-	
	Teacher2, Test noreply@truenorthlogic.com	-	Attended Absent
	Teacher3, Test noreply@truenorthlogic.com	-	
	Teacher4, Test noreply@truenorthlogic.com	-	

Auto Complete Based on Attendance – After recording attendance, the final step is to update the Attendees status to Completed.

Show Only Active Users

#	Name	District / School	Registration Status	Attendance	Registration Details	Credit Hours
1.	Principal1, Test noreply@truenorthlogic.com Demographics: PM_Principal PM_Principal: PM_Training	Test District, Test School 1	Completed	1/1	Enrolled On: October 30, 2019 Last Status Change: October 30, 2019 Completed On: October 30, 2019	2.0 Hours Staff Development
2.	Principal2, Test noreply@truenorthlogic.com Demographics: PM_Principal PM_Principal: PM_Training	Test District, Test School 2	Registered	0/1	Enrolled On: October 30, 2019 Last Status Change: October 30, 2019	2.0 Hours Staff Development

****Important:** The Completion step MUST be performed in order for the attendee to be able to view the course in their Transcript and obtain a Course Completion Certificate.

Transcript view:

#	Course #	Section #	Course Title	Start Date	End Date	Completion Date	Certificate #	Registration Status	Survey	Credit Hours
1.	14264	29021	How to bake a cake	11/04/2019	11/04/2019	10/30/2019	66908072	Completed	Take Survey	2.0 Hours Staff Development



Professional Learning

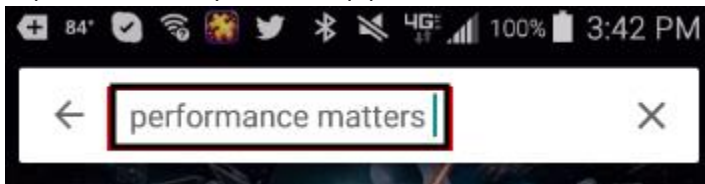
Mobile App

The mobile app is a helpful tool which will allow you to view your courses and display your unique QR code for attendance.

[Install](#), [Register](#), [Log In](#)

Install the App on **Android Devices**

1. Open the Play Store app. In the search bar, type performance matters.

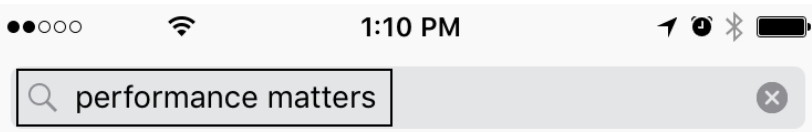


2. Tap on the Performance Matters app, then tap Install.

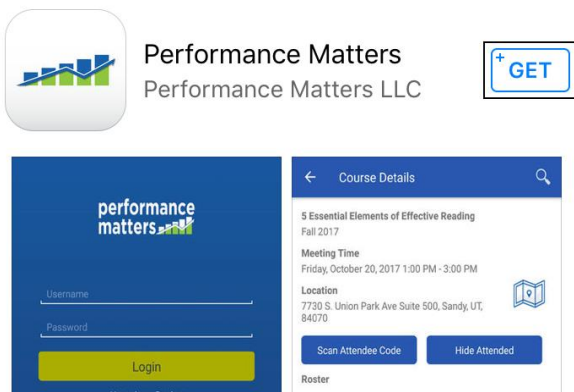


Install the App on **Apple Devices**

1. Open the App Store app. In the search bar, type performance matters.



2. For the Performance Matter app, tap Get, then tap Install.





Professional Learning

Register the App

1. Tap on the Performance Matters app icon to open it.



2. Enter the San Diego Unified district access code **9SaDWm** and click Register.

A screenshot of the Performance Matters app registration screen. The background is dark blue with the "performance matters" logo at the top. A white text box contains the prompt "Enter your access code" and a green "Register" button. Below the button, it says "If you do not have an access code, please meet your Department Administrator".

Log Into the App

1. Tap on the Performance Matters app icon to open it.



2. Enter your Employee ID as your username and your network password, then tap Login.

A screenshot of the Performance Matters app login screen. The background is dark blue with the "performance matters" logo at the top. A white text box contains fields for "Username" and "Password", and a green "Login" button. Below the button, it says "Unregister Device".



Professional Learning

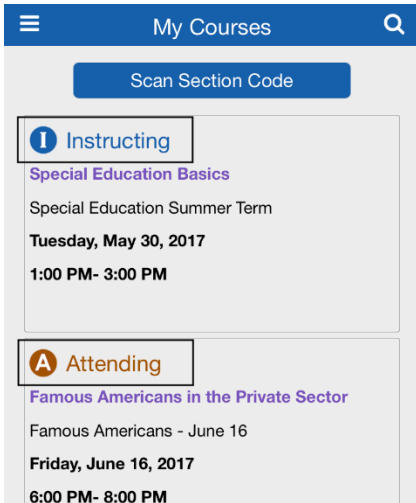
Use the App as a Course Participant

View Your Courses

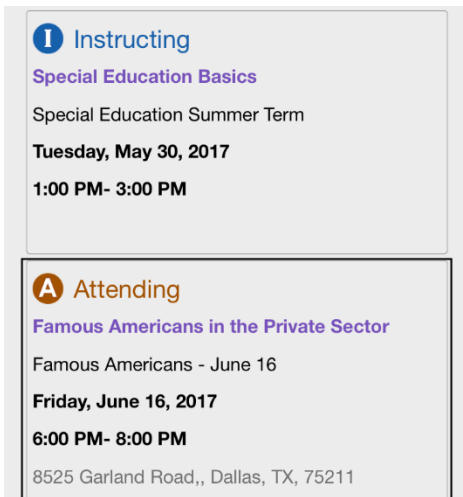
1. Tap on the Performance Matters mobile app icon to open it.



2. Course sections that you are attending and/or instructing will be displayed. If your section has multiple class times, there will be a listing for each class time.



3. Tap on a class you are attending to view its details.





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- The class details are displayed. Click on the map icon to open your mobile device's map tool to the location of the class.

A screenshot of a mobile application interface showing course details. At the top is a blue header with a back arrow and the text "Course Details". Below this, the course title "Famous Americans in the Private Sector" is displayed, followed by "Famous Americans - June 16". The "Meeting Time" is listed as "Friday, June 16, 2017 6:00 PM- 8:00 PM". The "Location" is "8525 Garland Road., Dallas, TX, 75211". There is a map icon below the location. The "Instructor(s)" section lists "TrueNorth Administrator". The "Description" reads: "A look at the lives of several notable Americans after re-entering the private sector." At the bottom, the "Credit" section shows "CPE Credits 0".

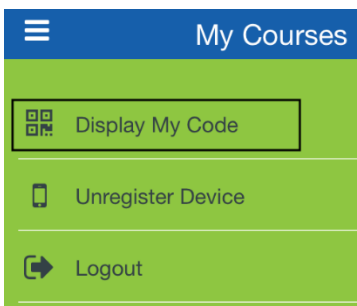
Display Your QR Code for Attendance

A QR code is generated for you as a participant of courses within your portal. The instructors of your sections can scan your participant QR code to mark your attendance.

- In the Performance Matters mobile app, tap the menu icon on the My Courses screen.



- Select Display My Code.



- Your QR code will display for the instructor to scan.



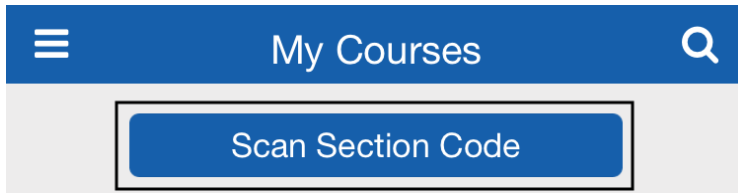


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Scan a Section QR Code for Attendance

An instructor can generate a QR code that you can scan to mark yourself as attended.

1. In the Performance Matters mobile app, tap Scan Section Code on the My Courses screen.



2. The QR scanner will appear. Scan the QR code from the instructor.



3. The pop-up confirms that you are checked in for the class time and marked as attended. Tap OK to return to the app.



Professional Learning

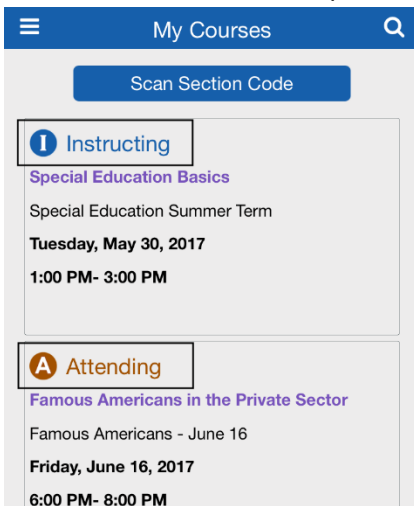
Use the App as Course Instructor

View Your Courses

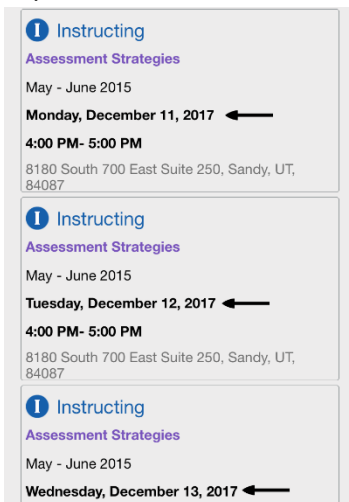
1. Tap on the Performance Matters mobile app icon to open it.



2. Course sections that you are instructing and/or attending will be displayed.



3. If your section has multiple class times, there will be a listing for each class time.





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4. Tap on the class time you would like to access.

I Instructing
Assessment Strategies
May - June 2015
Monday, December 11, 2017
4:00 PM- 5:00 PM
8180 South 700 East Suite 250, Sandy, UT,
84087

I Instructing
Assessment Strategies
May - June 2015
Tuesday, December 12, 2017
4:00 PM- 5:00 PM


5. The class time information is listed at the top with the roster information at the bottom. Click on the map icon to open your mobile device's map tool to the location of the section.

< Course Details >

Assessment Strategies
May - June 2015

Meeting Time
Monday, December 11, 2017 4:00 PM- 5:00 PM

Location
8180 South 700 East Suite 250, Sandy, UT, 84087



Roster

[Scan Attendee Codes](#) [Hide Attended](#)

Administrator, TrueNorth

Educator, Alexis

Educator, Dion



Professional Learning

Take Attendance

Via the App Roster

1. Scroll to the Roster area of the screen. Tap the checkboxes to mark participants as attended for the class time.

Roster

Scan Attendee Codes Hide Attended

<input type="checkbox"/>	Administrator, TrueNorth
<input type="checkbox"/>	Educator, Alexis
<input type="checkbox"/>	Educator, Dion
<input type="checkbox"/>	Educator, Dylin
<input type="checkbox"/>	Educator, Ethan

2. A checkmark will indicate that the participant has been marked as attended. Tapping on the checkmark will change the participant's attendance back to absent.

Roster

Scan Attendee Codes Hide Attended

<input type="checkbox"/>	Administrator, TrueNorth
<input checked="" type="checkbox"/>	Educator, Alexis
<input checked="" type="checkbox"/>	Educator, Dion
<input type="checkbox"/>	Educator, Dylin
<input type="checkbox"/>	Educator, Ethan

3. For easier viewing, click Hide Attended to remove the participants which have been marked as attended. Click Show All to view them again.

Roster

Scan Attendee Codes Hide Attended

<input type="checkbox"/>	Administrator, TrueNorth
<input checked="" type="checkbox"/>	Educator, Alexis
<input checked="" type="checkbox"/>	Educator, Dion
<input type="checkbox"/>	Educator, Dylin

Roster

Scan Attendee Codes Show All



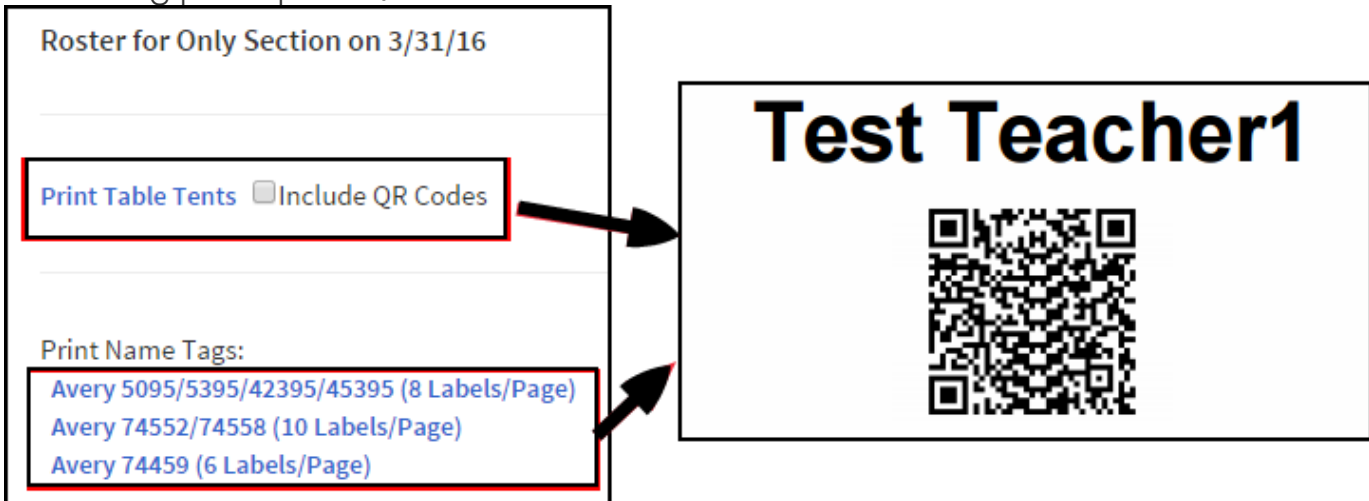
Professional Learning

Via Participant QR Codes

Use the mobile app QR code scanner to scan the participants' QR codes from name tags, table tents, or their app.

A participant QR code can be made available to you for scanning in one of two ways:

1. Prior to class time, you access your section roster to print either name tags or table tents containing participant QR codes.

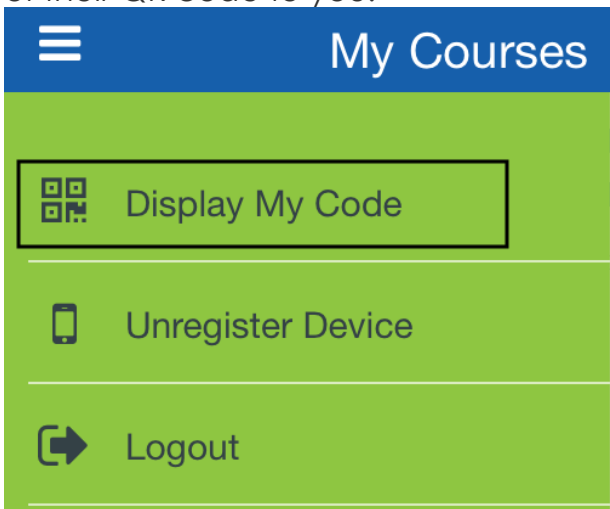


Note:

If you are using table tents, make sure to select Include QR Codes.

Refer to [Name Tags](#) for more detailed instructions on managing your section roster and creating name tags and table tents.

2. If the participant has the Performance Matters mobile app, they can display a digital copy of their QR code to you.





Professional Learning

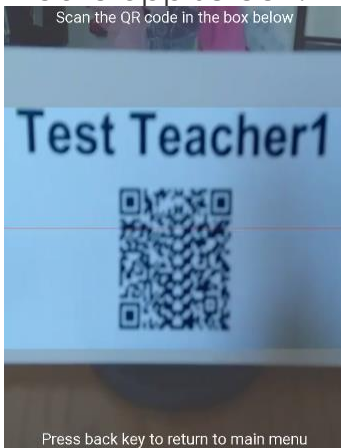
- In the Roster area, tap Scan Attendee Codes.

Roster

Scan Attendee Codes

Hide Attended

- The QR scanner will appear. Scan the QR code from the participant's name tag or table tent upon check-in at the beginning of class time. Or scan the participant's QR code from his/her mobile app screen.



- The pop-up window confirms that attendance has been recorded. Click Revert – (mark as unattended) to cancel this selection.
- Repeat the process for each participant.

Via Section QR Code

You may also print a QR code for your section that participants can scan using their app to mark themselves as attended. Prior to class time, access your section roster to create a sign-in sheet.

Note: Refer to [Sign-In Sheet](#) for more detailed instructions on managing your section roster and creating a sign-in sheet.

A sign-in sheet with the QR code will generate for the class time. Print and post this in the room before your class time. Participants can use their mobile app to scan and mark themselves as attended.

08:00:00 AM - 03:00:00 PM

