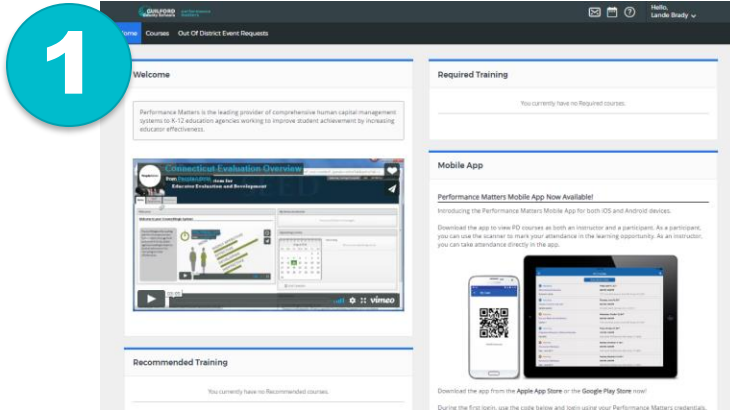# Performance Matters
# Quick Guide - Introduction

The Office of Professional Learning
Director: Tonisha Walden
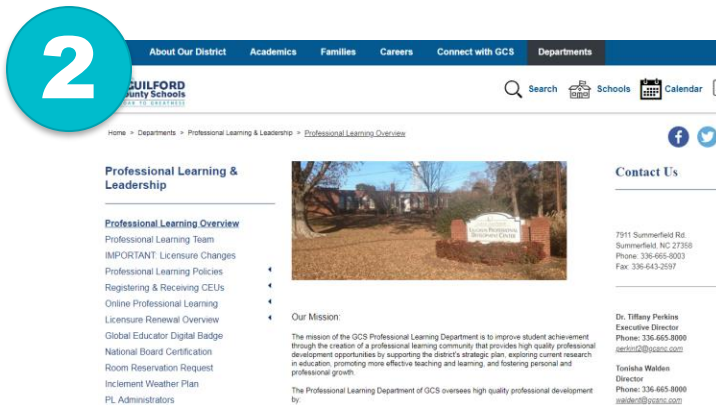
SHARON L. CONTRERAS, PH.D. | SUPERINTENDENT

GUILFORD
County Schools
SOAR TO GREATNESS

# Login: Single Sign on for all employees

https://gcsnc.truenorthlogic.com



**1** Direct Web Address



**2** Professional Learning Department Page
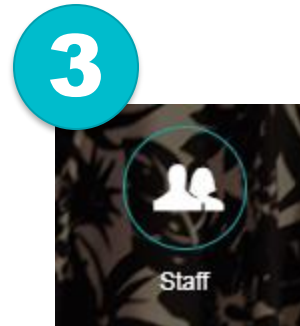


**3** GCS Staff Page
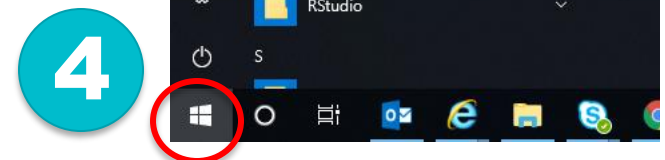


**4** Start Menu

# Instructional Guides Are Available!



1. Click on the **? l**ocated in the upper righthand corner of the homepage.

2. Click on "Professional Learning" on the left.

3. Click on "Course Participant."

4. This list will come up and each hyperlink will give instructions on how to perform the specific function.

# Dashboard/Homepage

Required and Recommended Trainings have been targeted to specific groups of people based on job title.

**Required Training**

**Recommended Training**

# Search for Courses

Click on the "Courses" Tab in the menu bar at the top of the homepage
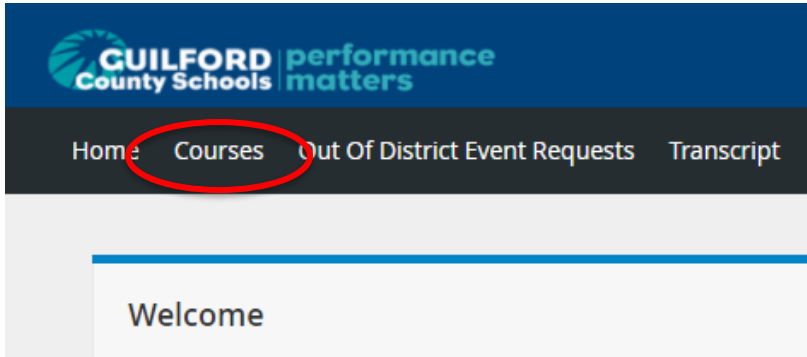


In the course search channel, you can search by:
- Course Number
- Course Title
- Keyword

# Advanced Course Search

If you want to conduct a more detailed search, click on the "Advanced Search" option.

## Course Search

Search for a course or section.

[                                    ]  [ Search ]  ⓘ

● Courses   ○ PD Playlist        Advanced Search   Show All

## Advanced Learning Opportunities Search
Advanced Learning Opportunities Search

| | | |
|---|---|---|
| **Learning Opportunity Type:** | Select One ▾ | Select One ▾ |
| **Course Title:** | Select One ▾ | |
| **Course Description:** | Select One ▾ | |
| **Course Number:** | Select One ▾ | |
| **Section Title:** | Select One ▾ | |
| **Section Start Date:** | Select One ▾ | mm/dd/yyyy 📅 |
| **Section End Date:** | Select One ▾ | mm/dd/yyyy 📅 |
| **Section Number:** | Select One ▾ | |

[ Search ]

**GUILFORD County Schools**

# Browse Courses

If you want to see a list of **ALL** available courses, click the "Show All" option.

# ALL Courses

A list of ALL available courses will populate on the righthand side of the screen.

On this page, you can also drill-down by:
- Upcoming Events
- Subjects
- Focus Area
- Credit Area (type of credit)

**Find Courses by Tags**

## Subjects ⌃

English-Language Arts
Mathematics
Science
Special Education
Fine Arts
PE/Health
Social Studies
World Language
Career & Technical Education (CTE)
Academically Gifted (AG)
STEM

## Focus Areas ⌃

Biology
English II
2nd Grade Literacy
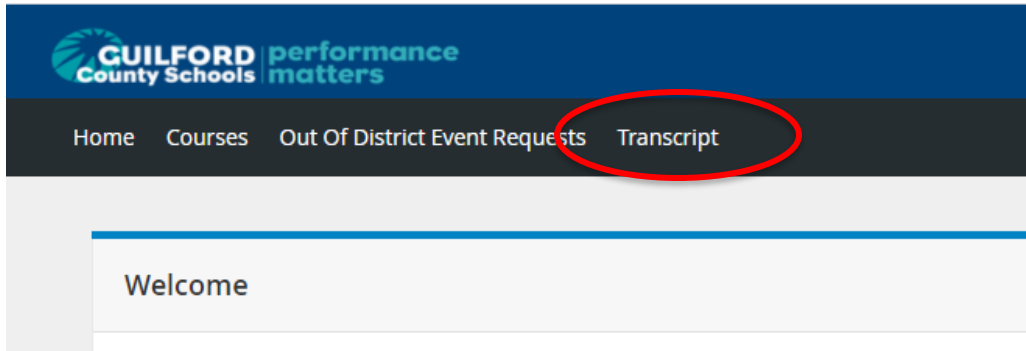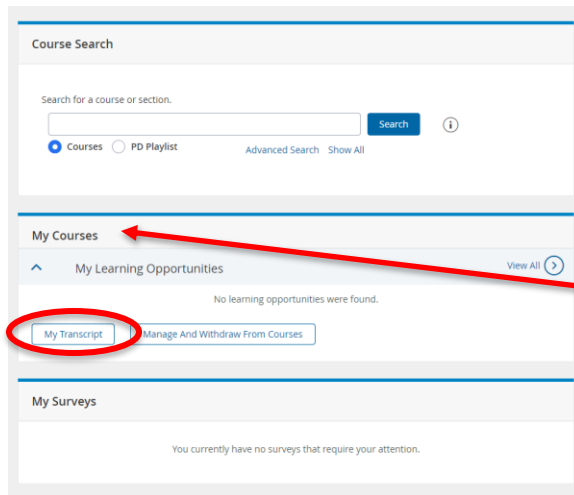6th Grade ELA
K-5 Math
6-8 Math
5th Grade Science
8th Grade Science

**GUILFORD County Schools**

# View your Transcript

From the homepage, click on "transcript" in the menu bar.

OR

Click on "Courses" and "My Transcript" under the My Courses box.

# Submit Out of District Request



**Out of District Event Request(s) Information**

After you have completed your non-GCS event class, you must submit an out of district event request and upload a copy of your certificate of completion or course transcript.
Note the following important points regarding renewal credits:

- Your event request will be denied if you do not have a certificate of completion attached to the event request. DO NOT send paper copies of certificates to the Professional Learning Office.
- If you are requesting Digital Learning CEUs (DLC), please complete the DLC approval form posted on the Blended Learning webpage. Once you have obtained approval from the Blended Learning Office submit your event request with the certificate of completion AND the Blended Learning approval.
- Requests for CEUs must be submitted in the year that the event was attended. Professional Learning and the licensure process is tied to the renewal cycle. The year of attendance and posting of credit must align.
- As of June 11, 2020, CEU credit cannot be awarded for any course less than 3 hours of instruction. CEUs are granted for no more than 6 hours of staff development per day.
- CEUs are awarded based on the number of hours of training:
  - five hours = .5 CEUs
  - six hours = .6 CEUs
  - ten hours = 1.0 CEUs, etc.
- Conferences, college classes, on-line courses and Teacher Academy courses are examples of classes that would qualify as events you could enter as an out of district event request.

Persons with questions concerning licensure renewal should contact the Staffing Department at 378-8806. Persons with questions concerning the renewal credit approval process should contact the Office of Professional Learning at 665-8003. You may also review the *Department of Public Instruction* (DPI) website for the most up-to-date information on CEU requirements and licensure renewal.

**Out of District Event Requests**

**My Requests**
My Requests

Pending/Denied Requests | Approved | Archived

Create No Pre-Approval, 1 Credit Approval

Add Filter

You will **ONLY** use this feature to submit certificates for courses/trainings (that are at least 3 hrs long) that were completed OUTSIDE of GCS. This includes:
- Conferences
- College Courses
- NCEES/NCCAT
- Online Courses

Do **NOT** submit CEUs that were earned while employed by another school district. Those requests go through the staffing department.