

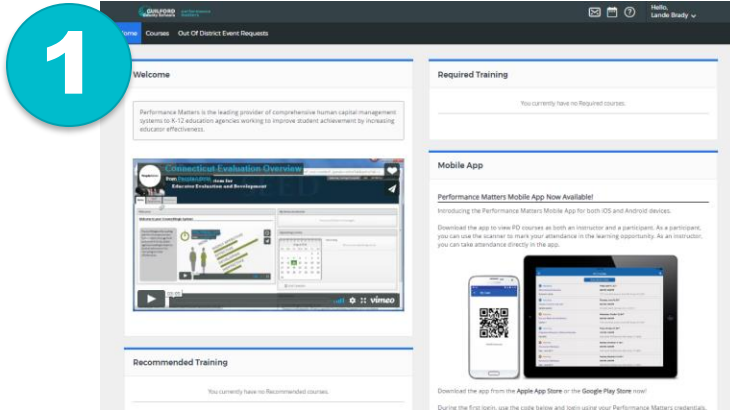
Performance Matters Quick Guide - Introduction

The Office of Professional Learning
Director: Tonisha Walden

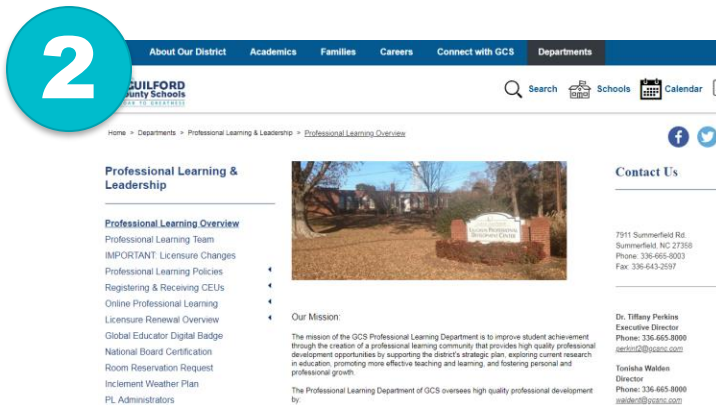
SHARON L. CONTRERAS, PH.D. | SUPERINTENDENT

2 Login: Single Sign on for all employees

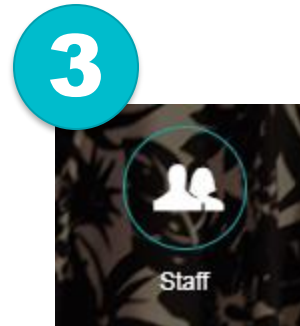
<https://gcsnc.truenorthlogic.com>



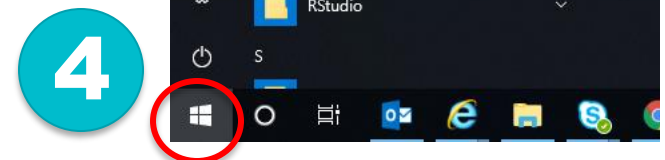
Direct Web Address



Professional Learning Department Page

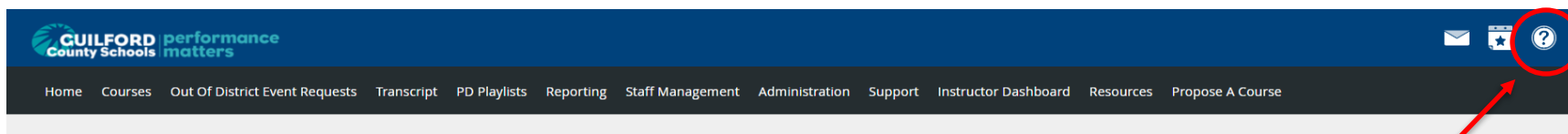


GCS Staff Page



Start Menu

Instructional Guides Are Available!



Unified Talent Professional Learning - Perform Enterprise

Version Legacy ▾

- ▶ What's New
- ▶ **Professional Learning**
 - PD User Roles and Functions
- ▶ PD Administrator
- ▶ Course Requester
- ▶ Course Approver
- ▶ Course Instructor/ Moderator
- ▶ **Course Participant**
 - Search for a Course
 - Registering for a Course
 - Withdrawing from a Course
 - Participate in a Playlist
 - Participate in Discussion
 - Earn Badges
 - Import Badges
 - Taking a Survey
 - Viewing your Transcript - Teacher
 - Request Credit Transfer
 - Link to External Calendar
- ▶ Transfer Credit Administration

Course Participant

Find out more information on completing the following tasks:

- Search for a Course
- Registering for a Course
- Withdrawing from a Course
- Participate in a Playlist
- Participate in Discussion
- Earn Badges
- Import Badges
- Taking a Survey
- Viewing your Transcript - Teacher
- Request Credit Transfer
- Link to External Calendar

1. Click on the ? located 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.

4 Dashboard/Homepage

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

Required
Training

WELCOME

Summer 2021 Professional Learning opportunities in Guilford County Schools.

Professional Learning

SUMMER 2021

Required Training

You currently have no Required courses.

Mobile App

Performance Matters Mobile App Now Available!

Introducing the Performance Matters Mobile App for both iOS and Android devices.

Download the app to view PD courses as both an instructor and a participant. As a participant, you can use the scanner to mark your attendance in the learning opportunity. As an instructor, you can take attendance directly in the app.

Download the app from the **Apple App Store** or the **Google Play Store** now!

During the first login, use the code below and login using your Performance Matters credentials.

TdveYf

Resource Guides	Resource Videos
Installing, Registering and Logging In	Installing, Registering and Logging In
Using the App as a Participant	Using the App as a Participant
Using the App as an Instructor	Using the App as an Instructor

Recommended Training

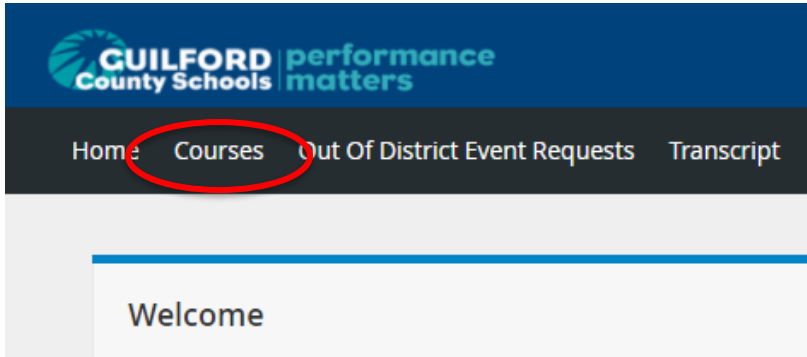
- GCS-EC: Initial CPI-Nonviolent Crisis Intervention 2021-2022 PL
- GCS-EC: RECERTIFICATION CPI- Nonviolent Crisis Intervention 2021-22 PL

Recommended
Training



5 Search for Courses

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

A screenshot of the "Course Search" form. The form has a light gray header with the title "Course Search". Below the header, there is a text input field with the placeholder text "Search for a course or section." The input field is highlighted with a red rectangle. To the right of the input field is a blue "Search" button and an information icon (i). Below the input field, there are two radio buttons: "Courses" (selected) and "PD Playlist". To the right of these radio buttons are the links "Advanced Search" and "Show All".

In the course search channel, you can search by:

- Course Number
- Course Title
- Keyword

6 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.

☒ Courses ☐ PD Playlist ☒ **Advanced Search**

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 ▼

Section End Date:

Select One ▼

Section Number:

Select One ▼

7 Browse Courses

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

Course Search

Search for a course or section.

Search

i

☒ Courses ☐ PD Playlist

[Advanced Search](#) [Show All](#)

8

On this page, you can also drill-down by:

- Credit Area (type of credit)

Search Results
Search for Learning Opportunities

REFINE BY

Upcoming Events

- ☐ Summer PL 2021/School Year Launch 2021-2022

Subjects

- ☐ Academically Gifted (AG)
- ☐ Career & Technical Education (CTE)
- ☐ English-Language Arts
- ☐ Fine Arts
- ☐ Leadership
- ☐ Library/Media Services
- ☐ Mathematics
- ☐ Online

Focus Areas

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

Demonstrated Mastery

- ☐ Micro-Credential

Self-Paced Course

- ☐ Self-Paced

Learning Opportunity Type

Credit Area

- ☐ Literacy
- ☐ Academic Subject Area
- ☐ General
- ☐ Leadership
- ☐ Technology
- ☐ Digital Learning Competency
- ☐ No Credit

(100) Results Sort By: Start Date: Ascending

Instructor Led | #15435 GCS-BLDLRN: Navigating Office 365 and OneDrive

This course will provide participants with a basic understanding of how to navigate through Office 365 and Onedrive. The course will also assist participants in using the variety of features and Microsoft applications.

Participants interested in the Self-Paced Canvas course only can enroll using the link below. Be sure to still register for the appropriate section.
Self-Enrollment Link: <https://gcs.instructure.com/enroll/PWHPYB>

Participants interested in Instructor Led Webinar can join using the link below. Be sure to still register for the appropriate section.
Teams Joining Link: https://teams.microsoft.com/join/launcher/launcher.htm?url=https%3A%2F%2Fmeetup-join%2F19%3Ameeting_MDxOMzJZWWMvNmNZjD00NWtLgAOQgzDE9MzM2MBHnU5%40thread.v2%3F0%3Fcontext%3D0%257b%2522id%2522%253a%25229aa2fb1f-dea2-4c43-8194-7624fcbb3bc%2522%2522oid%2522%253a%2522997da0e3-93a1-4ed0-b0bc-0ca9fda6d45ef%2522%2579%26anon%3Dtrue&type=meetup-join&deepLinkId=f093271-60b8-419a-b364-817261c57dcb8&directID=true&msLaunch=true&enableMobilePage=true&suppressPrompts=true

Recommend
Credit
VIEWS 0

Select a section to register

Section ID	Date/Time	Seats	Action
#16285 Navigating Office 365 and OneDrive Summer 2021 (Canvas Self-Paced section ONLY)	06/10/2021 @ 12:00 am	Seats: 984 left of 999	<button>Register</button>
#16289 Navigating Office 365 and OneDrive Summer 2021 (Instructor Led-Virtual Webinar)	07/14/2021 @ 9:00 am	Seats: 997 left of 999	<button>Register</button>

Instructor Led | #14269 GCS-BLDLRN: Summer 2021: Exploring GCS District Resources

This course will provide participants with available Guilford County Schools digital resources (i.e. Open Education, Discovery Education, Apex Tutorials, and video conferences) that can be used within Canvas Learning Management System.

Participants interested in the Self-Paced Canvas course only can enroll using the link below. Be sure to still register for the appropriate section.
Self-Enrollment Link: <https://gcs.instructure.com/enroll/AL8YL8>

Participants interested in Instructor Led Webinar can join using the link below. Be sure to still register for the appropriate section.
Teams Joining Link: <https://teams.microsoft.com/join/NTZjNDYwNGR0ODINC00GZhLWFkZTZYNQZZTdmmWMSMzMzMz%40thread.v2?context=%7b%22id%22%3a%229aa2fb1f-dea2-4c43-8194-7624fcbb3bc%22%2522oid%22%3a%22a2142118-2123-408a-9e58-fbf55c0fab6%22%7d>

Recommend
Credit
VIEWS 0

Select a section to register

Section ID	Date/Time	Seats	Action
#16222 GCS-BLDLRN: Summer 2021: Exploring GCS District Resources (Canvas Self-Paced Section Only)	06/10/2021 @ 12:00 am	Seats: 247 left of 250	<button>Register</button>

Search by Tagged Categories - Subject Area or Focus Area

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

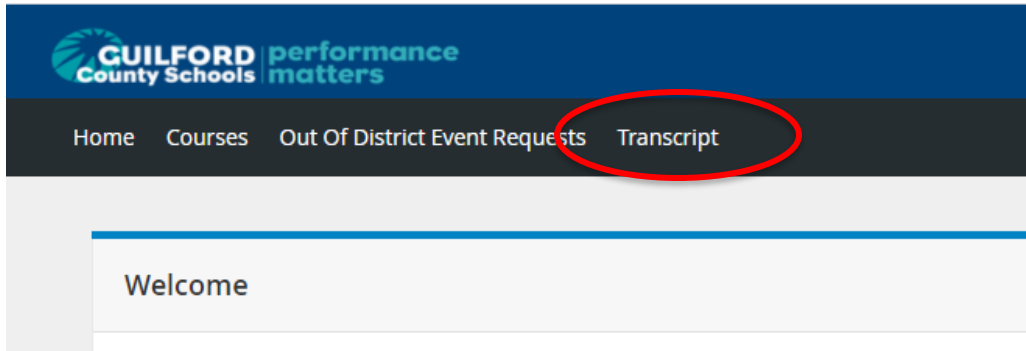
K-5 Math

6-8 Math

5th Grade Science

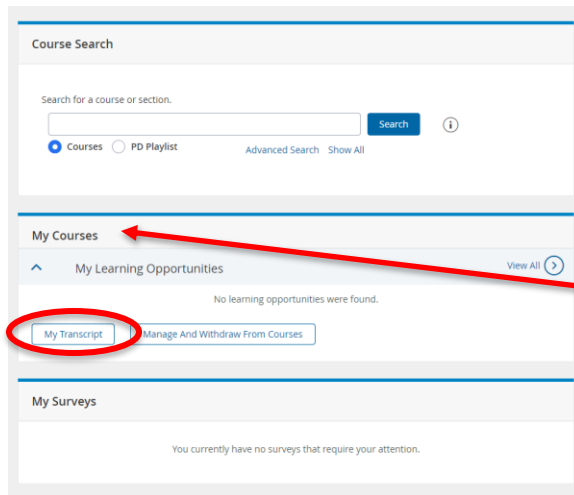
8th Grade Science

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

1

WORD performance
tools matters

Stop Impersonating



Out Of District Event Requests Transcript

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

2

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.

