

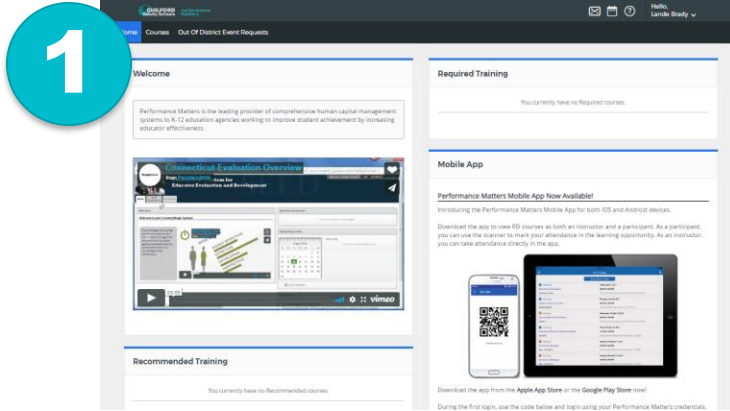
# Performance Matters Quick Guide - Introduction

The Office of Professional Learning  
Director: Tonisha Walden

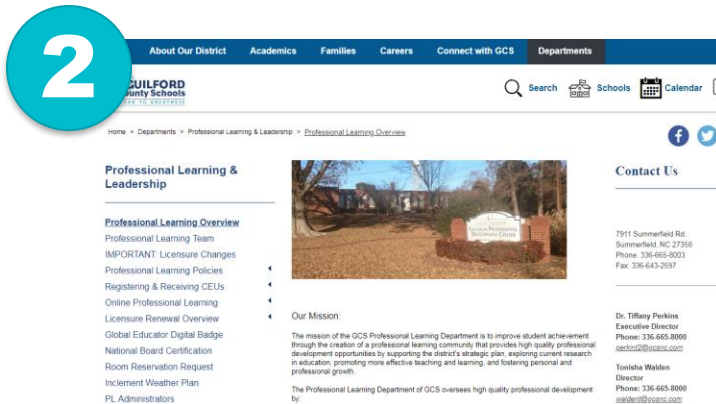
SHARON L. CONTRERAS, PH.D. | SUPERINTENDENT

## 2 Login: Single Sign on for all employees

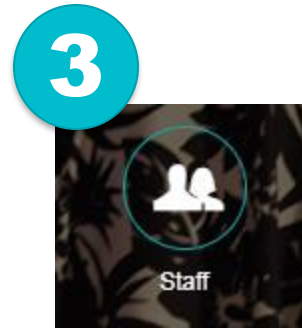
<https://gcsnc.truenorthlogic.com>



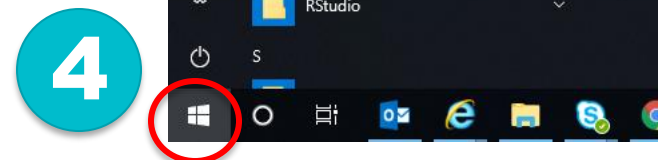
Direct Web Address



Professional Learning Department Page



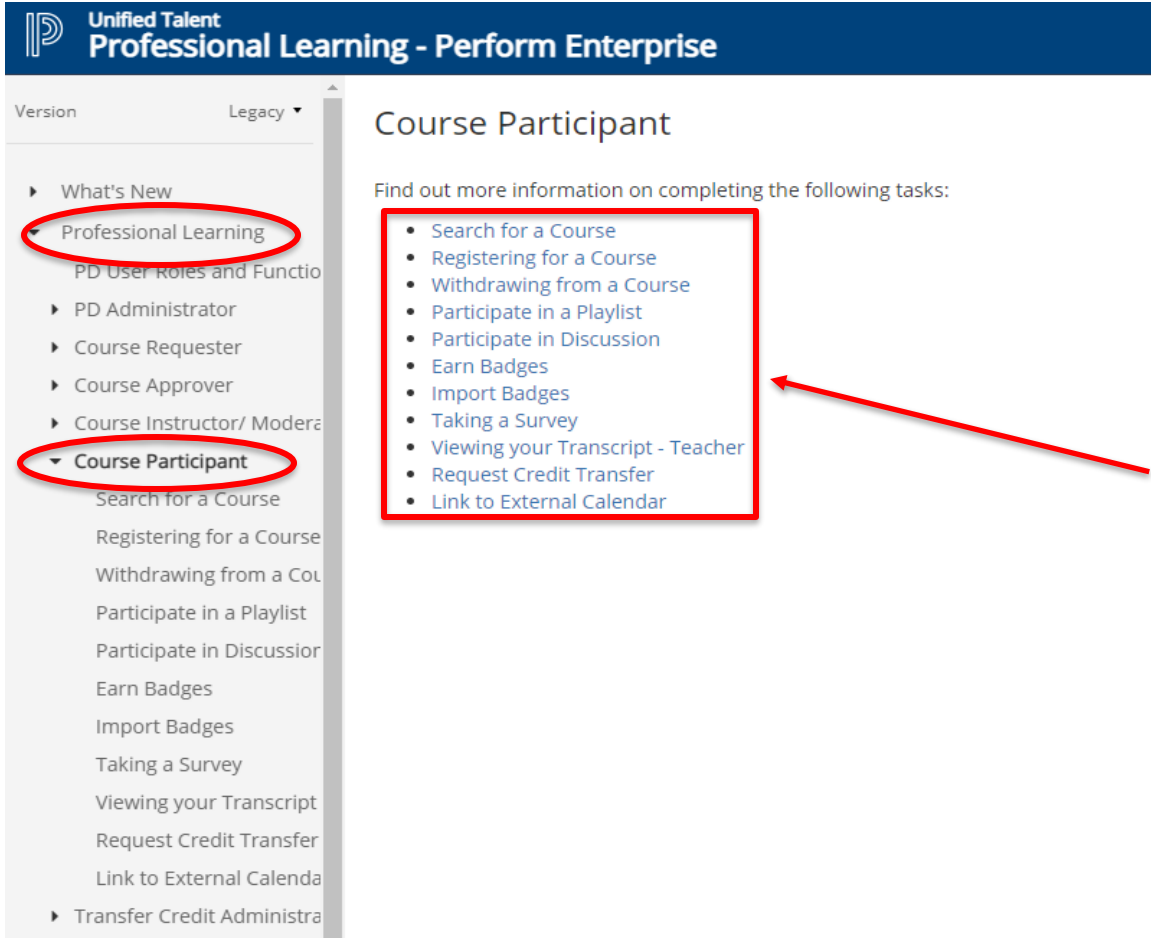
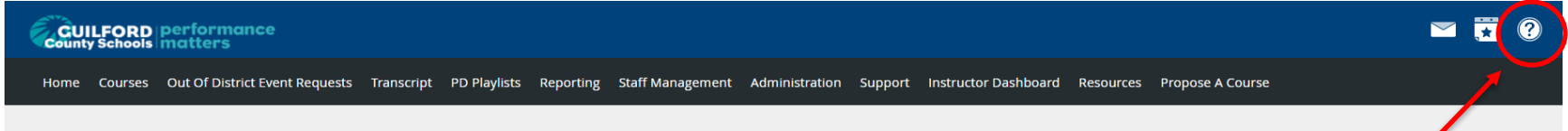
GCS Staff Page



Start Menu



# 3 Instructional Guides Are Available!



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

Home Courses Out Of District Event Requests Transcript PD Playlists Reporting Staff Management Administration Support Instructor Dashboard Resources Propose A Course

### Welcome

Summer 2021 Professional Learning opportunities in Guilford County Schools.

## Professional Learning

SUMMER 2021

### Required Training

You currently have no Required courses.

### Recommended Training

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

### 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

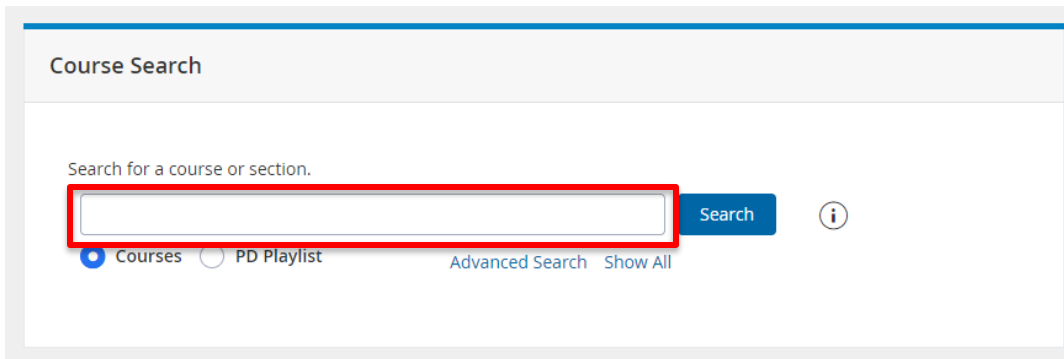
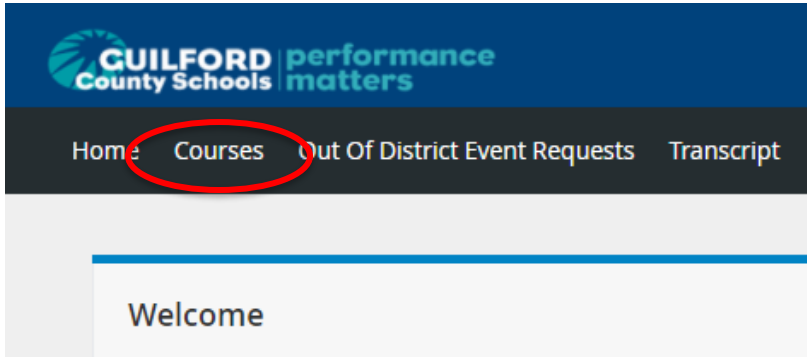
| Resource Guides  | Resource Videos  |
|--|--|
| <a href="#">Installing, Registering and Logging In</a> | <a href="#">Installing, Registering and Logging In</a> |
| <a href="#">Using the App as a Participant</a>         | <a href="#">Using the App as a Participant</a>         |
| <a href="#">Using the App as an Instructor</a>         | <a href="#">Using the App as an Instructor</a>         |

Recommended Training



# 5 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

# 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** Show All

### Advanced Learning Opportunities Search

Advanced Learning Opportunities Search

Learning Opportunity Type:

Course Title:

Course Description:

Course Number:

Section Title:

Section Start Date:   ⓘ

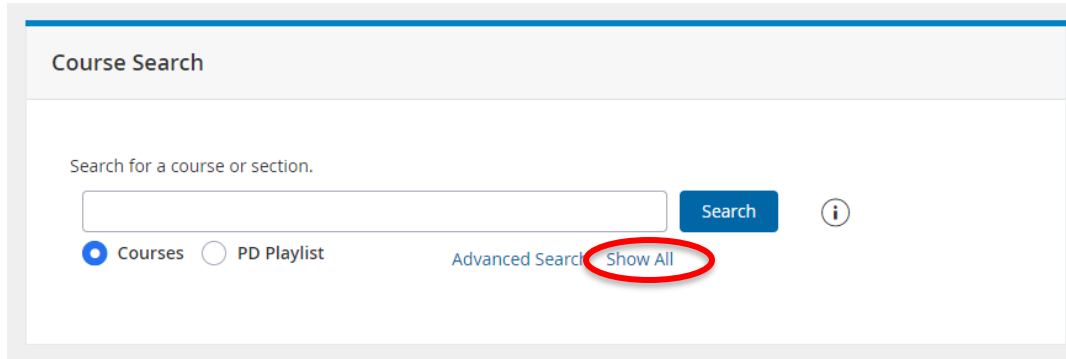
Section End Date:   ⓘ

Section Number:



# 7 Browse Courses

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



The screenshot shows a 'Course Search' interface. At the top, it says 'Course Search'. Below that, there is a search prompt: 'Search for a course or section.' This is followed by a text input field, a blue 'Search' button, and an information icon (i). Below the input field, there are two radio buttons: 'Courses' (which is selected) and 'PD Playlist'. To the right of these are the links 'Advanced Search' and 'Show All'. The 'Show All' link is circled in red in the original image.





## Find Courses by Tags

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### Subjects ^

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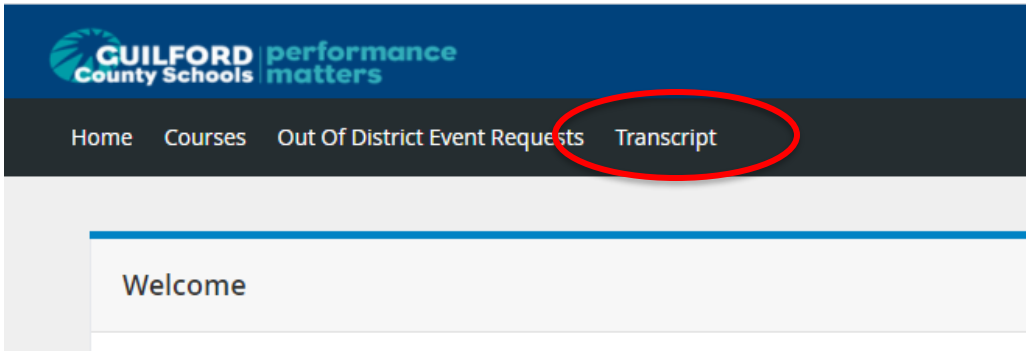
- English-Language Arts
- Mathematics
- Science
- Special Education
- Fine Arts
- PE/Health
- Social Studies
- World Language
- Career & Technical Education (CTE)
- Academically Gifted (AG)
- STEM

### Focus Areas ^

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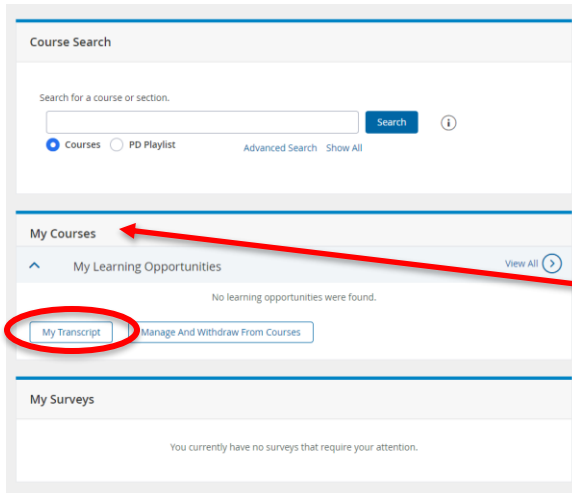
- Biology
- English II
- 2nd Grade Literacy
- 6th Grade ELA
- K-5 Math
- 6-8 Math
- 5th Grade Science
- 8th Grade Science

# 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.

