

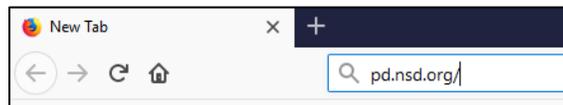
# NSD PROFESSIONAL DEVELOPMENT SYSTEM

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### HOW TO ACCESS THE PD SYSTEM

Type [pd.nsd.org](https://pd.nsd.org) into any browser and hit enter.



Enter your district username (e.g. [jsmith@nsd.org](mailto:jsmith@nsd.org)) and click **Next**.

A screenshot of the Northshore School District sign-in page. At the top left is the Northshore School District logo. Below it is the heading 'Sign in'. There is a text input field containing the placeholder text 'someone@example.com'. Below the input field is a blue link that says 'Can't access your account?'. At the bottom right of the page is a blue button labeled 'Next'.

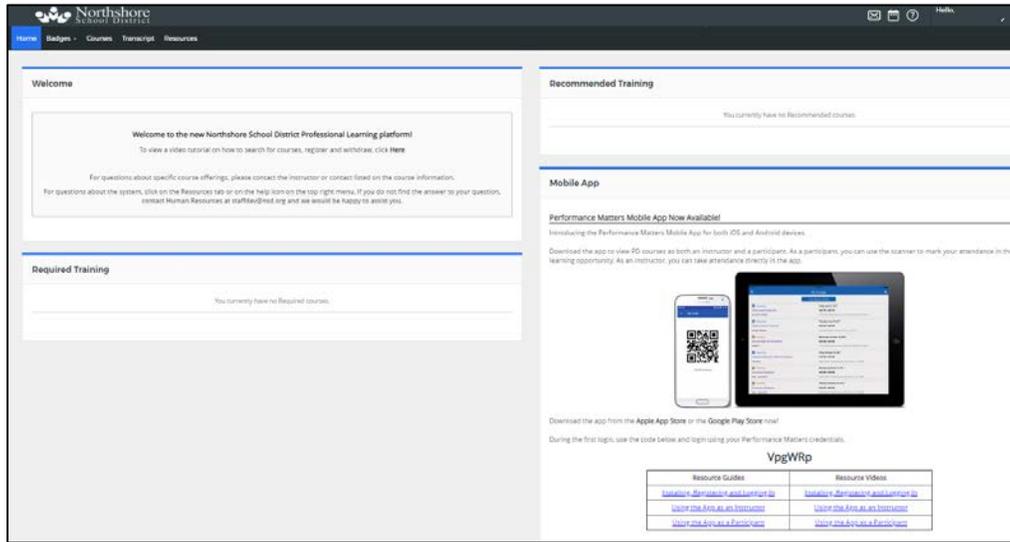
Enter your district password and click **Sign in**.

# HOW TO NAVIGATE THE PD SYSTEM

Users have multiple tabs across the top of their screen: Home, Badges, Courses, Transcripts, and Resources. Users may have fewer or additional tabs based on their roles in the system.

## HOME TAB

The Home tab includes a welcome message, information on downloading and using the mobile app, and trainings that have either been marked as recommended or required for you. For any courses that are listed, you will still need to go in and register for them unless the instructor has already manually registered you.

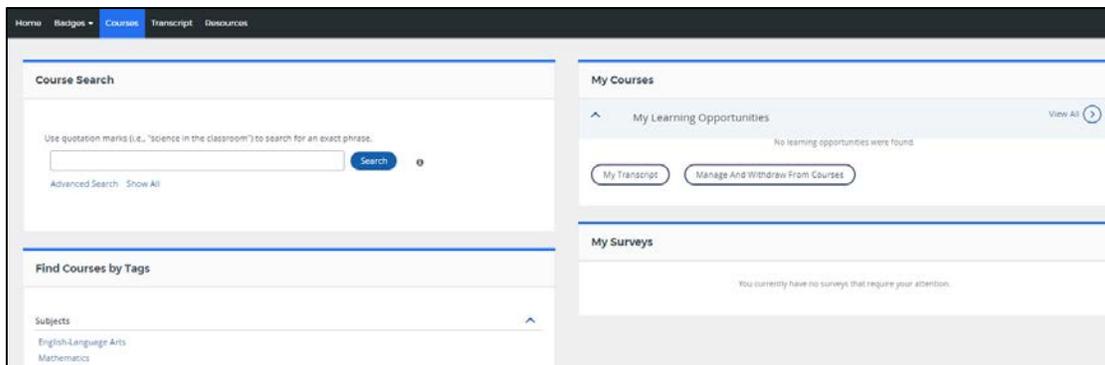


## BADGES TAB

Northshore is not currently using this function. If badges are created in the future, you will receive information about this tab at that time.

## COURSES TAB

The Courses tab allows you to search for courses, find courses using tags, see/manage the courses you are registered for, and complete course surveys.



### My Courses

All courses you are currently registered for appear under My Courses. To withdraw from a course, click **Withdraw** next to the course or the **Manage And Withdraw From Courses**. To view your clock hour transcript, click **My Transcript**.

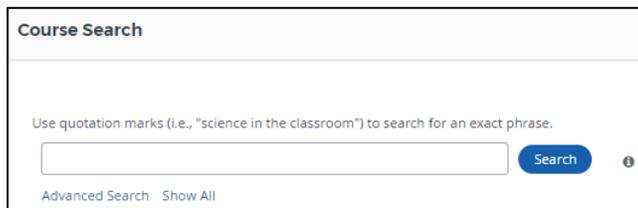
## My Surveys

All courses require a survey be taken in order to be granted clock hours for a course. Once a course has been completed, a survey will appear in this section. Click **Start Survey** to access the survey. Complete the survey form and click **Record & Return to Menu**.

## Course Search

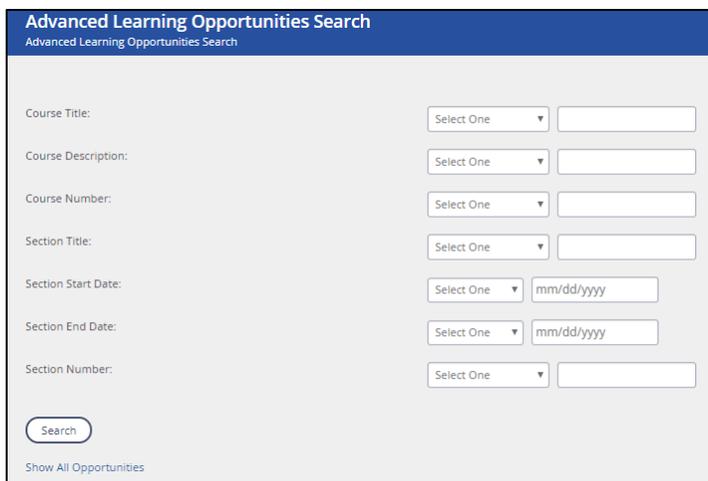
There are multiple ways to search for courses in the system:

**Course Search:** Enter a search term in the Course Search channel and then click **Search**. A list of all courses matching the criteria you entered that is accessible to you will be listed. To view additional information about the course, click the course or section title.



The screenshot shows a search box titled "Course Search". Below the title is a text input field with a placeholder that says "Use quotation marks (i.e., 'science in the classroom') to search for an exact phrase." To the right of the input field is a blue "Search" button. Below the input field are two links: "Advanced Search" and "Show All".

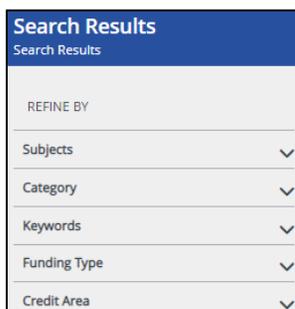
**Course Search Advanced Search:** Click **Advanced Search** and then you can search by course title, course description, course number, section title, start and end times, or section number. Enter the information you know and click **Search**. A list of all courses matching the criteria you entered that is accessible to you will be listed. To view additional information about the course, click the course or section title.



The screenshot shows the "Advanced Learning Opportunities Search" form. It has a blue header with the title and a sub-header. Below the header are several search criteria, each with a "Select One" dropdown menu and a text input field: "Course Title", "Course Description", "Course Number", "Section Title", "Section Start Date" (with a date format "mm/dd/yyyy"), "Section End Date" (with a date format "mm/dd/yyyy"), and "Section Number". At the bottom left is a "Search" button, and at the bottom right is a link "Show All Opportunities".

**Course Search Show All:** Click **Show All** to see a list of all available courses you have access to. To view additional information about the course, click the course or section title.

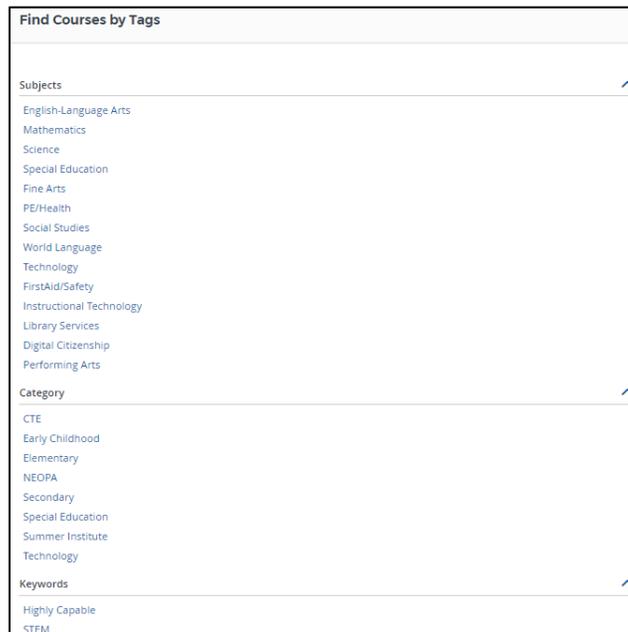
You can refine the list of courses shown by clicking on the down arrow next to Subjects, Category, Keywords, Funding Type or Credit Area to and then click on the checkbox next to the criteria you would like to utilize to narrow down the search. You have the ability to select one criteria or multiple. Click **Reset** or **Reset All** to remove criteria you have marked.



The screenshot shows the "Search Results" interface. It has a blue header with the title "Search Results" and a sub-header "Search Results". Below the header is a section titled "REFINE BY" with a list of criteria, each with a down arrow: "Subjects", "Category", "Keywords", "Funding Type", and "Credit Area".

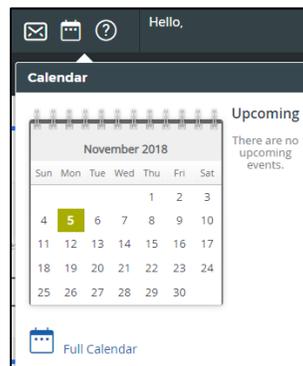
## Find Courses by Tags

Click on the desired subject, category, or keyword to see all courses that include that tag that are accessible to you. To view additional information about the course, click the course or section title.



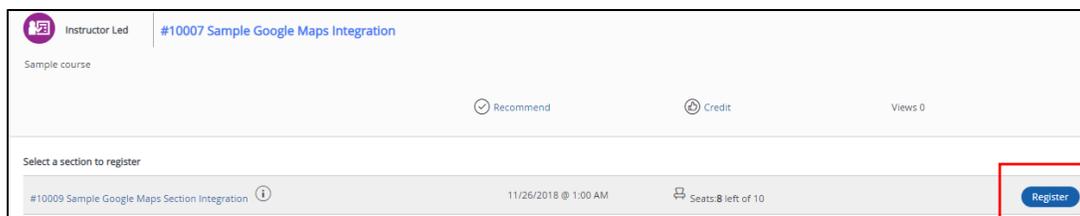
## Find Courses Using the Calendar

To view courses offered on certain days, click the calendar icon on the top right of the screen. Click **Full Calendar** to view all courses on each date.



## Register for Courses

After you have located the course you would like to register for, select a section to register for and click **Register**.



Review the section information and click **Next**.

Registering for Course: Sample Google Maps Integration

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Confirm Course Selection

Please confirm the following information to complete the course registration. Click Next to continue

Course Information

<b>Course Title:</b> Sample Google Maps Integration	<b>Location:</b>						
<b>Section:</b> Sample Google Maps Section Integration	<b>Room Number:</b> Main Room						
<b>Hours:</b>	<b>Street Address:</b> 3330 Monte Villa Parkway						
<b>How much do I have?</b>	<b>City:</b> Bothell						
<table border="1"> <thead> <tr> <th></th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>Clock</td> <td>3.0</td> </tr> <tr> <td>Participation Only (No Clock)</td> <td>1.0</td> </tr> </tbody> </table>		Hours	Clock	3.0	Participation Only (No Clock)	1.0	<b>State:</b> WA
	Hours						
Clock	3.0						
Participation Only (No Clock)	1.0						
<b>Section Notes:</b>	<b>Zip:</b> 98021						
<b>Class Dates:</b> 11/26/2018 - 11/26/2018	<b>Map</b>						

[Next](#)

Select the type of hours you want to earn for the course. Click **Next**.

Choose Credit Type

Clock  
 Participation Only (No Clock)

Select a credit type.

[Back](#)   [Next](#)

If registration is successful, you will receive a confirmation screen. To access these courses, return to the Courses tab and it will be listed under My Courses.

## TRANSCRIPT TAB

You can access your transcript either on the Courses tab under My Courses or by clicking on the Transcript Tab.

To find all professional development listed in the system between certain dates, enter these dates and click **Search**. Your transcript information will then display for those dates. Use the tabs to view courses by hour type (clock hours, STEM clock hours, TPEP clock hours, participation only hours).

Home   Badges   Courses   **Transcript**

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**Transcript**

**My Transcript**  
My Transcript

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**Search Transcript**

Name: Test CourseRequester1

Employee ID:

Sites: Test District, Test Department 1

Demographics: PM\_Support Staff

Section Completed Date From:

Section Completed Date To:

Section End Date From:

Section End Date To:

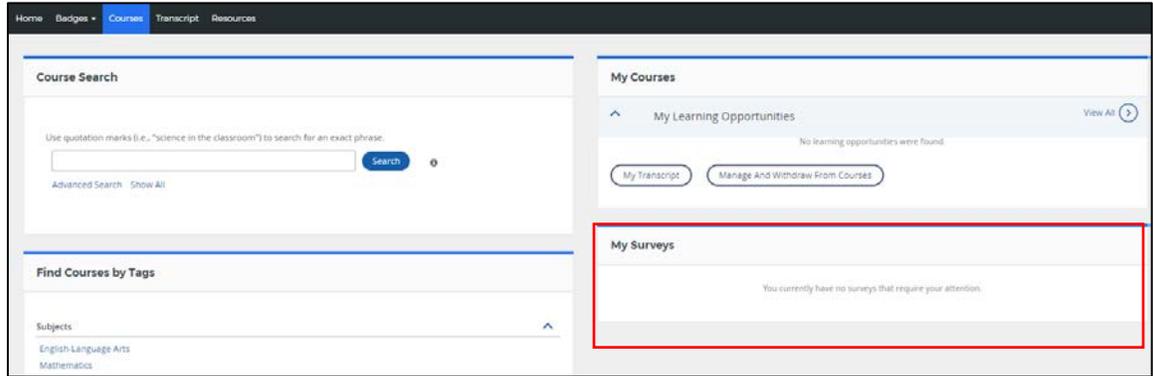
[Search](#)

To view information about a course, click on the course # or section # of the course you want to see more about. You can also view a certificate of completion by clicking on the certificate number.

Click on **Email Pdf** to email a printable copy of your transcript or click on **Print** to print a copy of your transcript.

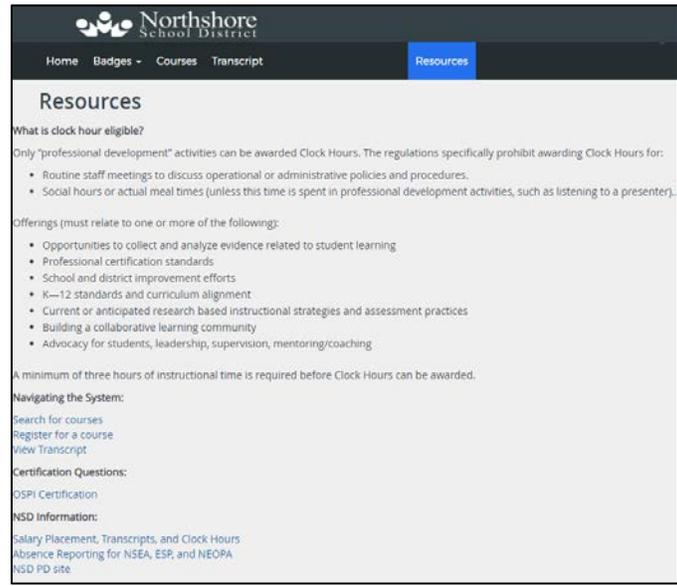


Remember you must complete the course survey in order to be granted clock hours for a course. Surveys are listed on the Courses Tab under My Surveys. Once a course has been completed, a survey will appear in this section. Click **Start Survey** to access the survey. Complete the survey form and click **Record & Return to Menu**.



## RESOURCES TAB

The tab provides helpful resources such as documentation and videos for navigating the system, link to OSPI's certification website, and more!



## MOBILE APP

There is an optional mobile app available for participants to utilize if they are interested. The app allows you to view the courses you are listed as registered to attend. It can also be used to display your QR code or scan a section QR code for attendance if the instructor of the section is utilizing this function. For more information about the app and instructions for downloading it to your mobile device, visit the Home tab.

**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!

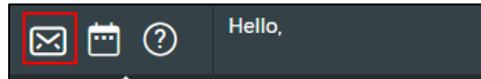
During the first login, use the code below and login using your Performance Matters credentials.

**VpgWRp**

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 an Instructor</a>	<a href="#">Using the App as an Instructor</a>
<a href="#">Using the App as a Participant</a>	<a href="#">Using the App as a Participant</a>

## ADDITIONAL HELP INFORMATION

For more documentation and videos on navigating the system, visit the Performance Matters Online Help Center by clicking the question mark icon on the top right of the screen.



For additional questions not answered by this guide or the resources in the professional development system, contact Human Resources at [staffdev@nsd.org](mailto:staffdev@nsd.org)