

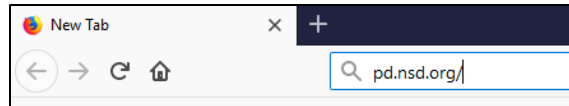
NSD PROFESSIONAL DEVELOPMENT SYSTEM

INSTRUCTOR GUIDE

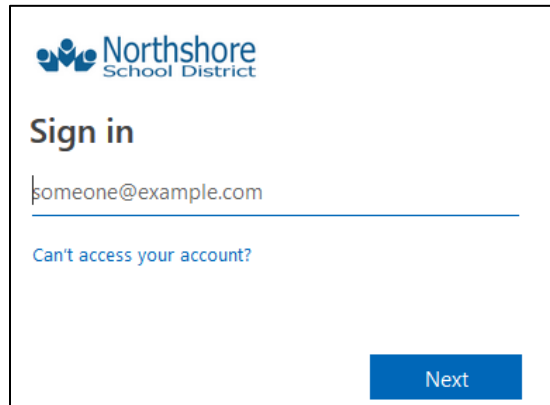
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HOW TO ACCESS THE PD SYSTEM

Type pd.nsd.org into any browser and hit enter.



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

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

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

HOW TO NAVIGATE THE SYSTEM-TABS

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.

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.

TRANSCRIPT TAB

The Transcript Tab is where you will find a list of all clock hours you have earned and a printable clock hour transcript.

RESOURCES TAB

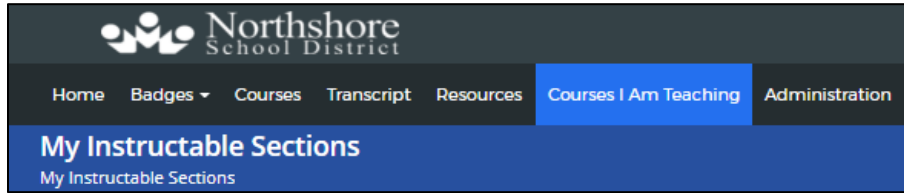
The Resources tab provides helpful resources such as documentation and videos, information on clock hour eligibility, sample agendas, and more!

COURSES I AM TEACHING

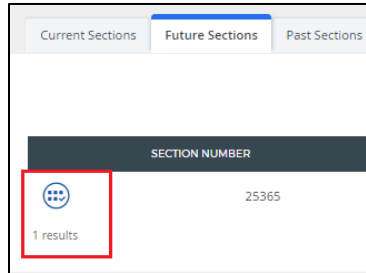
The Courses I am Teaching tab is where you will see who has enrolled in your section and manage your roster.

ACCESS THE COURSE ROSTER

1. Click on the **Courses I Am Teaching** tab.

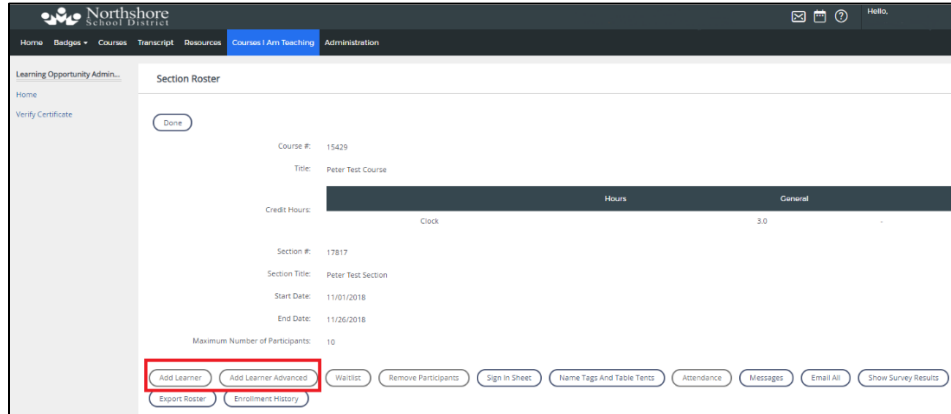


2. Next to the desired section, click **View Roster**. It may be listed under Current Sections, Future Sections, or Past Sections depending on the date.



MANUALLY ADD LEARNERS TO THE ROSTER OR WAITLIST

In the section roster, there are two ways for the instructor to register learners for a section: Add Learner or Add Learner Advanced.



ADD LEARNER

1. Click on **Add Learner** on the Section Roster screen.
2. Entered search criteria and click **Search**.

Add Learner Search

Learner Information:

First Name:

Last Name:

Middle Name:

Employee ID:

System Admin Rights:

Active:

Location:

Choose Location:

Demographics:

Select Demographics:

Courses:

Search by course:

3. Check the box next to the learner(s) you would like to add. You can click on users on multiple pages.

	Name	Employee Id	School/District	Staff Position	Account Status
<input checked="" type="checkbox"/>	Test Teacher1		Test School 1, Test District	PM_Instructional	Active

4. Check the box of the type of credit that should be awarded for the section. If the course is clock hour eligible, click both the type of clock hours and also participation only (no clock).

Assign the following credits

Clock

STEM Clock

TPEP Clock

Participation Only (No Clock)

5. Click **Add User(s)** to add the users to the roster.

Add Learner Search

	Name
<input checked="" type="checkbox"/>	Test Teacher1
<input type="checkbox"/>	Test Teacher10
<input type="checkbox"/>	Test Teacher2
<input type="checkbox"/>	Test Teacher3
<input type="checkbox"/>	Test Teacher4
<input type="checkbox"/>	Test Teacher5
<input type="checkbox"/>	Test Teacher6
<input type="checkbox"/>	Test Teacher7
<input type="checkbox"/>	Test Teacher8
<input type="checkbox"/>	Test Teacher9

ADD LEARNER ADVANCED

1. Click on **Add Learner Advanced** on the Section Roster screen.
2. Click the button next to the type of identifier you would like to use.

Enter Users

Select the type of identifier:

Employee ID

Username

Email Address

TNL Person Id

3. Enter or copy and paste the identifier you are using in the Input the identifiers box.

Input the identifiers:

4. Click the button next to the type of separator you are using to distinguish between the identifiers listed (e.g. email addresses separated by listing each one on a separate line).

Select the type of separator:

New Line

Comma

Tab

Other:

5. Click the button next to either the roster or the waitlist if enabled. **DO NOT SELECT ROSTER AND MARK ATTENDED/COMPLETE.**

Add users to: (Registration status will not be changed for existing rostered users.)

Roster Send Registration Confirmation

Roster and mark attended/complete

(Wait List Not Enabled)

6. Click the boxes next the credit type for this section. If the course is clock hour, STEM, or TPEP eligible, click both the type of clock hours and also participation only (no clock).

Assign this type of credit:

Clock

STEM Clock

TPEP Clock

Participation Only (No Clock)

7. Click **Preview** to generate the list of users in the system based on the identifiers added.

Add Learner Advanced

Enter Users

Select the type of identifier:

- Employee ID
- Username
- Email Address
- TNL Person Id

Select the type of separator:

- New Line
- Comma
- Tab
- Other:

Add users to: (Registration status will not be changed for existing rostered users.)

- Roster
- Roster and mark attended/complete
- (Wait List Not Enabled)

Assign this type of credit:

- Clock
- STEM Clock
- TPEP Clock
- Participation Only (No Clock)

8. Review the names listed and then select **Add # Users** to add them to the roster or waitlist.

TAKE ATTENDANCE

It is the responsibility of the Instructor to take attendance for all sections they are teaching. Once attendance has been taken, Human Resources will award credit for the section (See Submit for Credit Approval). There are multiple options for instructors to take attendance.

SIGN IN SHEETS

1. To print a sign in sheet to use to take attendance, click **Sign In Sheet** on the Section Roster screen.



2. Click **print** on the sign in sheet that is created and follow instructions to print.
3. When you are done, close the browser and return to the Section Roster screen.
4. Use the sign in sheet to manage attendance using one of the options below.
















Note: sign in sheets are no longer required to be sent to Human Resources. We recommend you keep them for your records in the event a participant contacts you in the future about their attendance status.

MANAGE ATTENDANCE ONLINE

1. Click **Attendance** on the Section Roster screen.



2. You have multiple options to mark attendance:
 - a. Click the dropdown under each date for each participant and select their appropriate attendance status.
 - b. Click the pencil icon next to the user to bulk update the attendance for all dates for that participant and select their appropriate attendance status for all days. You can edit any individual days by clicking the dropdown under the date for that participant.
 - c. Click the pencil icon in the date column to bulk update the attendance for all participants on that date. You can edit any individual participants by clicking the dropdown under that date for the participant.

LOCK STATUS	NAME	EMPLOYEE ID	THURSDAY 11/2/2018 08:00 AM	FRIDAY 11/2/2018 08:00 AM	SATURDAY 11/2/2018 08:00 AM	SUNDAY 11/2/2018 12:00 PM
AI  - b	Teacher1, Test noreply@truenorthgic.com	—	 c			a 
AI  -	Teacher10, Test danne.mulien@powerschool.com	test.tchr.10				
AI  -	Teacher2, Test noreply@truenorthgic.com	—				

3. Once you are done taking attendance, click **Back** on the top left to return to the previous page.

MANAGE ATTENDANCE ON MOBILE APP

Performance Matters offers a mobile app for both instructors and participants to utilize if they are interested. This is an optional feature and you are not required to use it for attendance. The app allows you to view the courses you are listed as the instructor and that you are attending as a participant. It can also be used to take attendance for the course. Instructions for downloading the app to your mobile device are located on the Home Tab.



Options for taking attendance on the mobile app:

1. App Roster

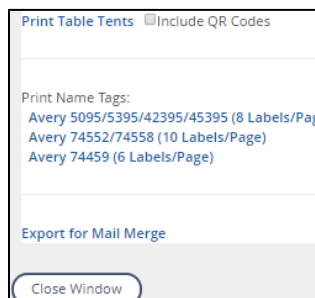
- Tap on the class you would like to take attendance for and locate the roster information on the bottom of the course details.
- Tap the checkbox next to each participant to mark them as attended. If you incorrectly marked someone as attended, tap the checkmark to change their status back to absent.

2. Participant QR Codes

- Prior to the start of the course, print each participant a name tag or table tent with a QR code on it through the Section Roster screen under Courses I am Teaching on the desktop login.
- Click on **Name Tags and Table Tents**.



- If choosing to print table tents, check the box for Include QR Code checkbox and then click **Print Table Tents**. Follow instructions to print. If choosing to print name tags, choose the type of labels you would like to print, click on the name of the label, and then following the instructions to print.
- Click **Close Window** when done.



- In the mobile app, tap on the class you would like to take attendance for and locate the roster information on the bottom of the course details.

- f. Tap **Scan Attendee Codes**.
 - g. Scan the QR code from the name tag or table tent for each participant to mark them as attended. A participant can also display their QR code on their mobile device if they have downloaded the app and you can scan the code on their mobile app screen to mark them as attended.
 - h. A window will pop up after each person's QR code you scan to confirm attendance has been recorded for that participant.
3. Section QR Code
 - a. Prior to the start of the course, print a sign in sheet with the QR code through the Section Roster screen under Courses I am Teaching on the desktop login.
 - b. Click **Sign In Sheet** on the Section Roster screen.



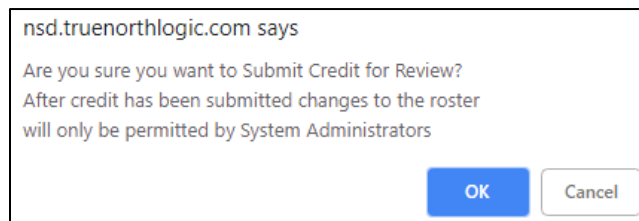
- c. Click **Print Section Code** on the sign in sheet that is created and follow directions to print.
- d. When you are done, close the browser and return to the Section Roster screen.
- e. Post the Section Code in the room your course will be located in and tell participants they are able to scan in and marked themselves as attended on their mobile devices if they have the Performance Matters app. Please note: participants are not required to download the mobile app so you will still need to take attendance using another method for those that do not have the app on their device.

SUBMIT ATTENDANCE FOR CREDIT APPROVAL

1. Once the section is completed and you have taken attendance for all participants, click **Submit for Credit Approval** on the Section Roster screen on the Courses I am Teaching Tab.



1. Click **OK**.



2. Human Resources will then award credit based on the attendance information entered. Clock hours will be visible to participants after Human Resources has awarded them and the participant has completed the course survey
3. If a participant attends less than the full time frame of the section, mark them as attended and email staffdev@nsd.org with the section number, employee name, date, and number of hours the participant attended. Human Resources will adjust the credit awarded accordingly.

MANAGE THE WAITLIST

1. Click **Waitlist** on the Section Roster screen.



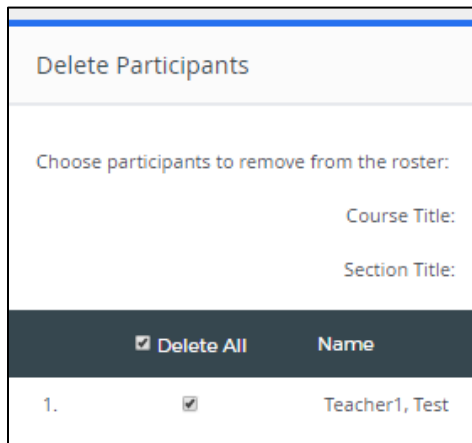
2. To make changes to users on the waitlist either click **Register** next to the user to move them to the roster or click **X** to remove them from the waitlist. Click **OK** to confirm.
3. Click **Manage Roster** to finalize the changes and return to the roster.

REMOVE PARTICIPANTS

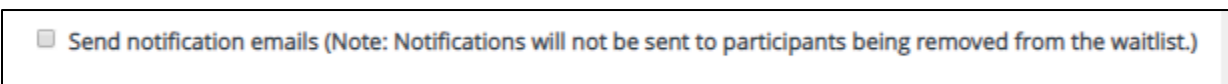
4. Click **Remove Participants** on the Section Roster screen.



5. Click the checkbox next to the participants you would like to remove from the roster or waitlist.



6. To send a notification to the participant being remove from the roster, click the checkbox next to Send notification emails.



7. Click **Delete** to remove selected participants.

EMAIL/MESSAGE PARTICIPANTS

1. Click **Email All** on the Section Roster Screen.



2. Create your email to participants.
3. Check the box next to (All) to send the email to all participants or check the box next to the participants you would like to send to.
4. Click **Send** to send the email to selected participants.

Email Roster

Sending Roster Message to:

Course Title: Test Course 11/26/18
 Section Title: Test Course 11/26/18

Subject:

Also send to:

Message
 (Sent exactly as typed)
 Use SHIFT+ENTER for single spacing

Add Attachment
 (Max size: 20.0MB)

No file chosen

Current Attachments

<input type="checkbox"/> (All)	Name	Email Address
<input checked="" type="checkbox"/>	Teacher1, Test	noreply@truenc

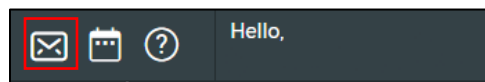
Wait List

<input type="checkbox"/> (All)	Name	Email Address
No one is on a wait list for this section.		

Messages can be sent in the system by clicking **Messages** on the Section Roster Screen. This will allow you to send messages through the system and will be available to recipients by clicking on the envelope on the top of the menu. Note: This does not send an email to their NSD email address so users will not see it unless they are signed into the PD system. We recommend for important information to send an email or a message and an email.

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