Richland County School District One

Professional Learning Management System
(truenorthlogic)-Updated Manual
5.11.2021

Professional Learning Management System (truenorthlogic)
Guidance Document

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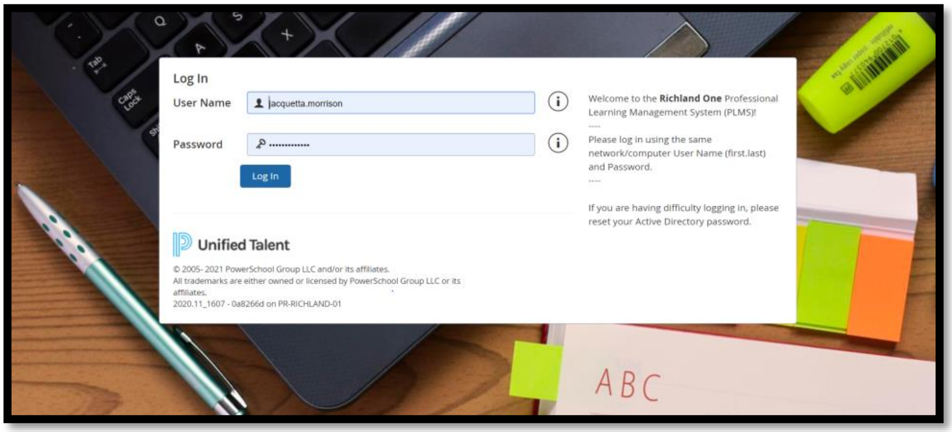
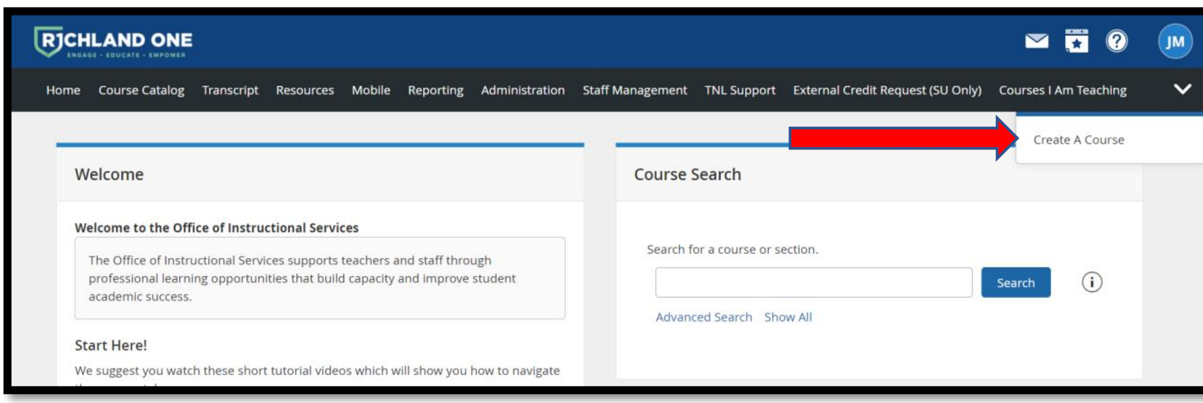
RICHLAND ONE
ENGAGE · EDUCATE · EMPOWER

Face-to-Face Professional Learning Opportunities

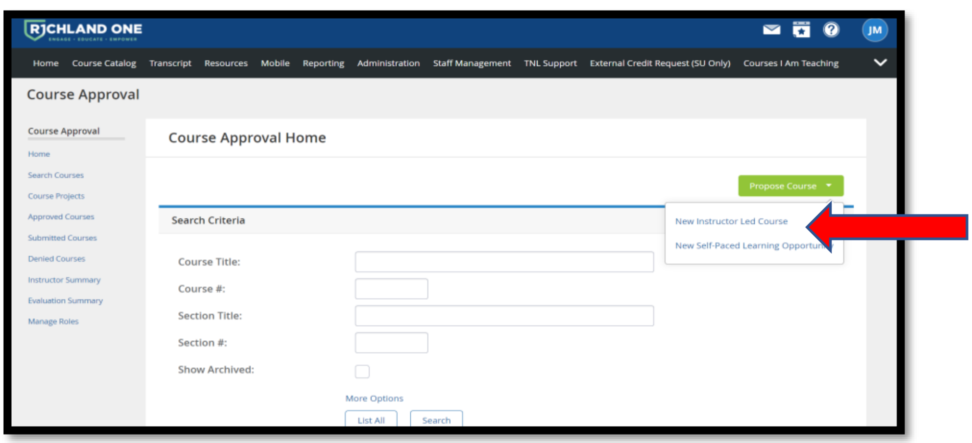
1. Log into the Professional Learning Management System (truenorthlogic)



2. Select Create a Course



3. Under Course Approval Home *Select the plus sign for New Instructor Led Course*



4. Course Information

1. **Course Title**

   Include the school year the course is offered

   Example: 20-21 Microsoft 365 Overview

   *
   Course Title:
   (Naming convention: Course Name - Dept/School Hosting)

2. **Course Description**

   Descriptions must include the rationale of the session(s) and include evidence of the alignment to the Professional Learning Opportunity (PLO) offering, to the district's strategic plan, superintendent's goals, academic standards, and/or the Richland One Framework for Success. If the session includes the use of instructional technology to increase student achievement, it should be clearly stated here.

   Course Description:

3. **Office**

   Select your office (ex. Office of Elementary Education)

   Office: A.C. Flora

4. **Course Provider**

   Richland One Schools

   Course Provider: Richland One Schools

5. **Credit**

No Credit

This should be checked, and zero (0) should be entered if no credit is given. If participants are being paid for the professional learning, credit is to be marked as zero (0).

Renewal Credit

Enter the number of seat hours for each session. For instance, if the course only has one session and the session is from 8:30-3:30 you will enter 5. If the course has 5 sessions and each session is from 8:30-3:30 you will still enter 5. If someone completes all sessions in your course, they will earn 25 renewal credits.

Graduate Credit

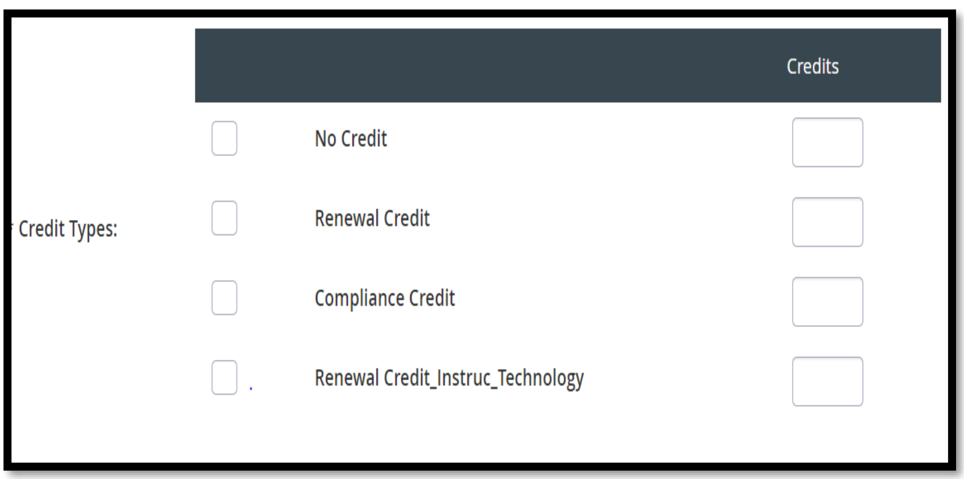
We do not award graduate credit.

Compliance

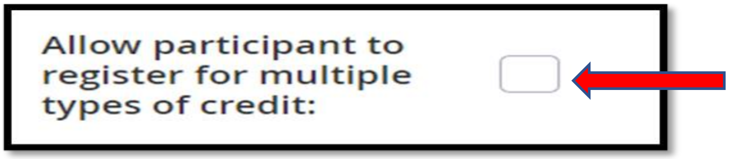
This should be checked and zero (0) should be entered as no credit can be given for compliance only.

Renewal Credit_Instruct_Technology

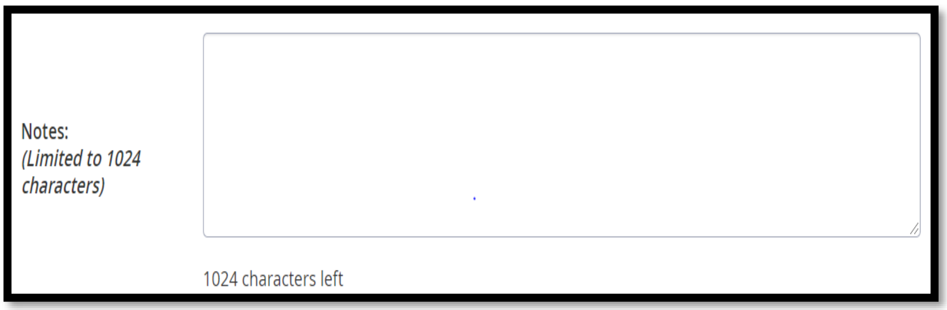
Sessions that incorporate instructional technology that count towards renewal credit are entered here. (For example, a session on how to engage students that uses Microsoft 365, that was from 8:30-3:30, would grant 5 hours of this type of credit.)



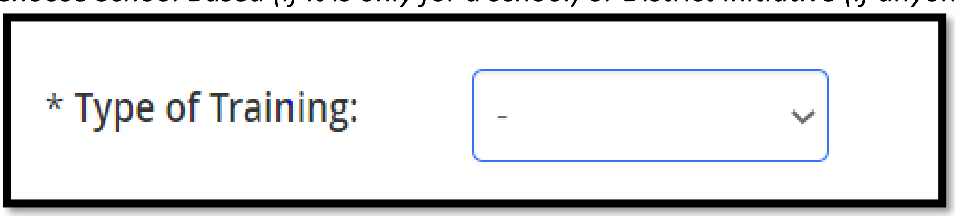
6. **Allow participant to register for multiple types of credit**
   Leave unchecked if it is only one course and one section. If participants need to register for more than one section under this course, please check the box.



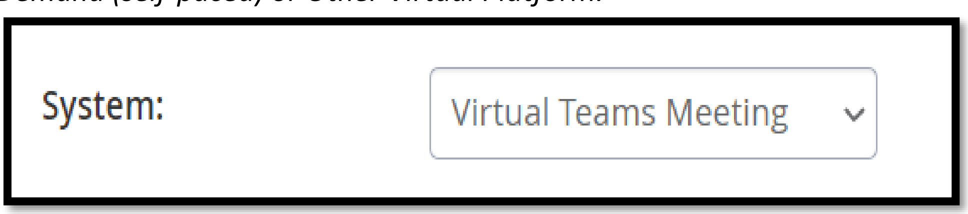
7. **Notes** *Provide any notes that would be beneficial to those who are viewing the course in the catalog; materials to bring, etc.*



8. **Type of Training**
   Choose School Based (if it is only for a school) or District Initiative (if anyone can register)



9. **System**
   Select which type of training will take place (ex. Virtual Teams Meeting, Face-to Face, On-Demand (self-paced) or Other Virtual Platform.



10. **Funding Source**

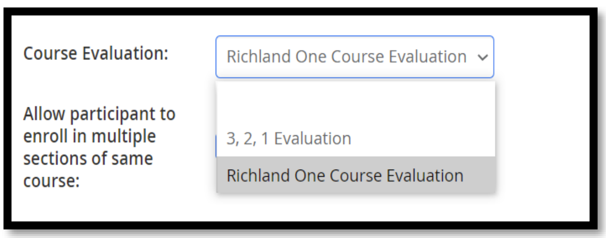
Select the appropriate funding source when creating the course.

11. **Sponsoring Department/School**

Type in your office or school.

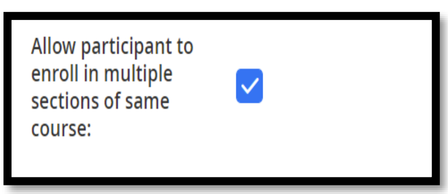
12. Course Evaluation

Select either the Richland One Course Evaluation or the 3, 2, 1 Evaluation. The Richland One Course Evaluation is a Likert Scale. The 3, 2, 1 Evaluation is a series of open-ended questions such as: List three things you learned from the session/module.



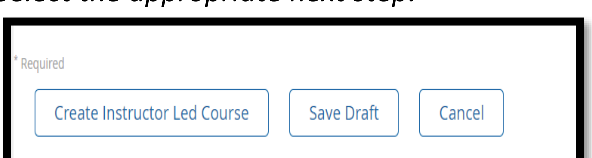
13. Allow participant to enroll in multiple sections of the same course

Check this box if you have multiple sessions that participants will need to attend.



14. Select Create Course or Save Draft

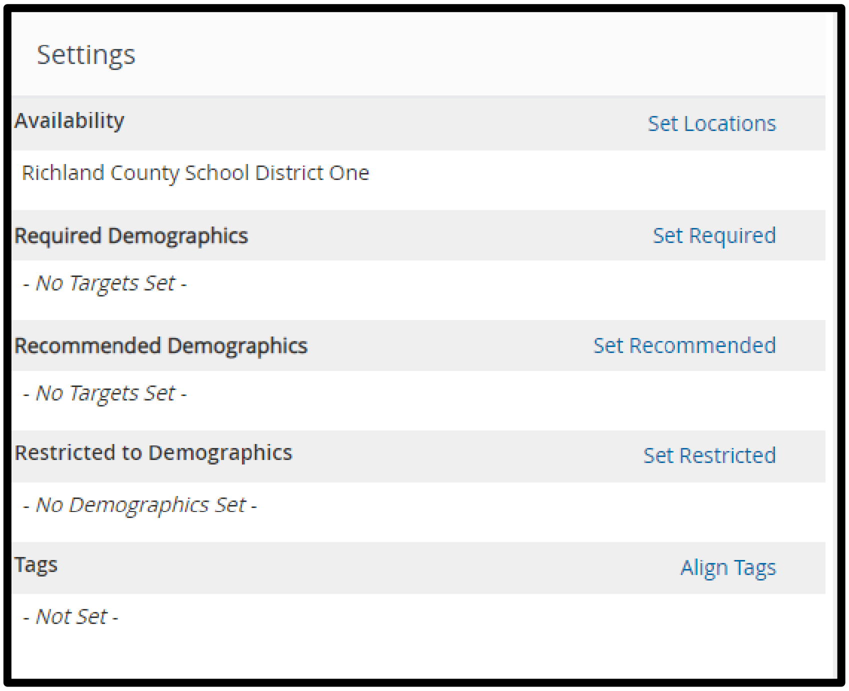
Select the appropriate next step.



Tags

All courses entered into the PLMS are required to have tags.

- **Click on Align Tags**



- **Select Tags**

  Select all tags that are associated with your professional learning.

- **Click Save**

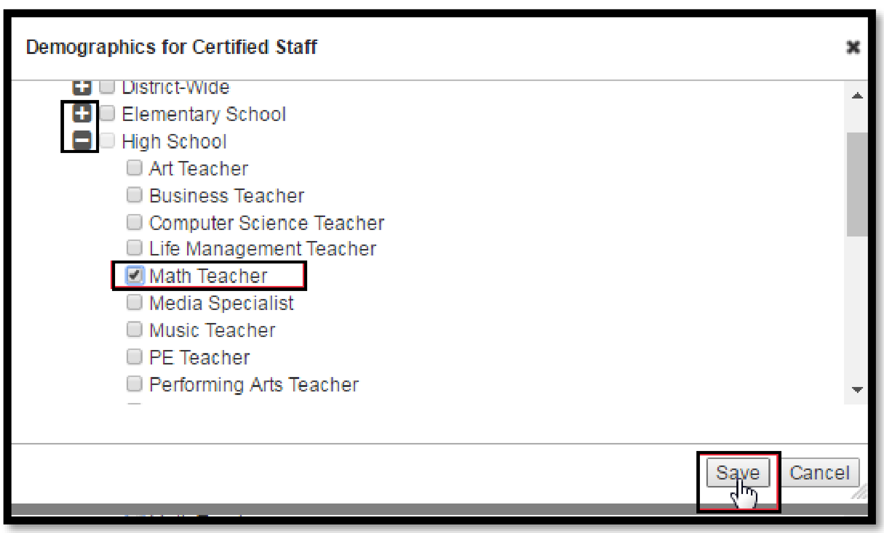
Demographics

Required Demographics

This setting displays the course in a Required Training channel for users with the selected demographics. It does not automatically enroll participants; they must still complete the registration process.

Note: This setting should be used only if the course has an end date. If not, the course will remain in the channel indefinitely.

1. Click **Set Required**.
2. Select the checkbox next to the desired demographic role, then click **Enable** to change the demographic role name into a link.
3. Click the link to access more-specific demographic choice
4. Select all applicable checkboxes, then click **Save**.



5. Your demographic choices will be displayed.
    A. To disable a demographic role, select the checkbox next to the desired demographic role, then click **Disable**.
    B. To remove specific demographics, click the trash can icon to the left of the name.
6. When finished setting demographics, click **Done**.

Note: Click **User Groups** to select and enable predefined demographic groups.

Recommended
This setting displays the course in a Recommended Training channel for users with the selected demographics.

Note: You should not recommend and require the same course to the same demographic.

Click **Set Recommended** and follow the same steps as above to set recommended demographic criteria.

Restricted
Use this setting to restrict who can access the course in the catalog. This setting supersedes selections made under Required Demographics or Recommended Demographics.

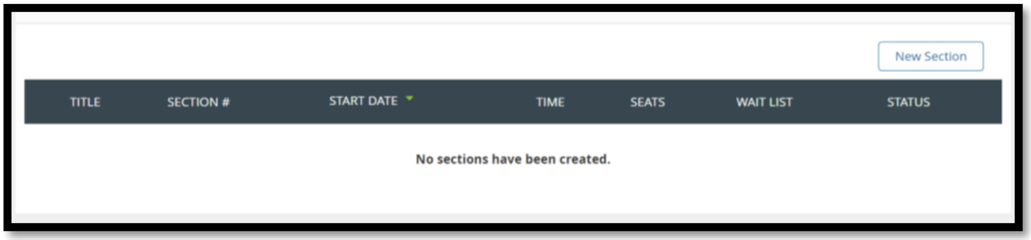
Click **Set Restricted** and follow the same steps as above to set restricted demographic criteria.

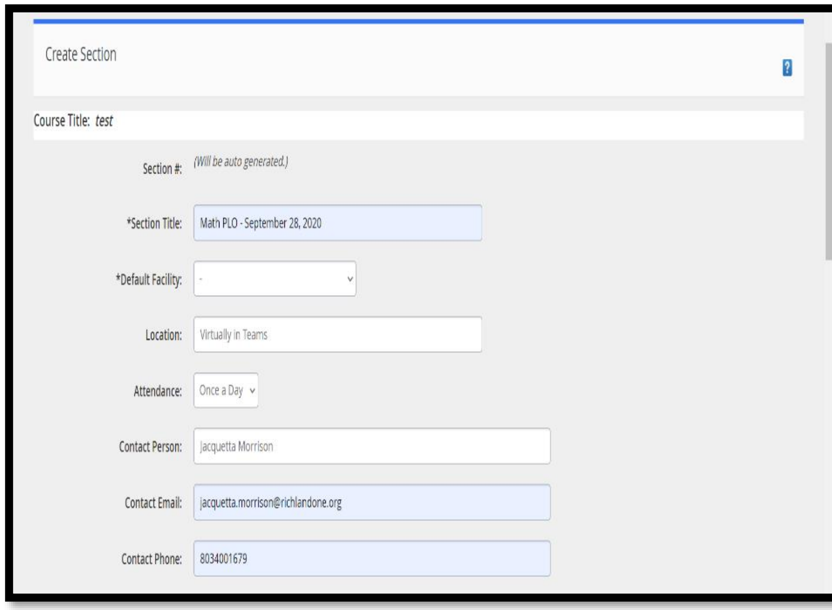
This setting displays the course in a Required Training channel for users with the selected demographics. It does not automatically enroll participants; they must still complete the registration process.

Note: This setting should be used only if the course has an end date. If not, the course will remain in the channel indefinitely.

Creating a Section

1. **Select New Section at the bottom of the page under Sections**





2. **Section Title**
   Name the section.

3. **Default Facility**
   Where the session is being held. (Select off-site if it is virtual.)

4. **Location**
   Room number or details of the location.

5. **Attendance:**
   Once a day.

6. **Contact Person**
   Who in the office should be contacted if a participant has questions about the course?

7. **Contact Email:**
   Contact person's email.

8. **Contact Phone**
   Contact person's phone.

9. **Maximum Number of Participants**
   Enter the maximum number.

10. **Minimum Number of Participants**
    Enter the minimum number. You must enter 1 to create a course.

11. **Allow Waitlist**

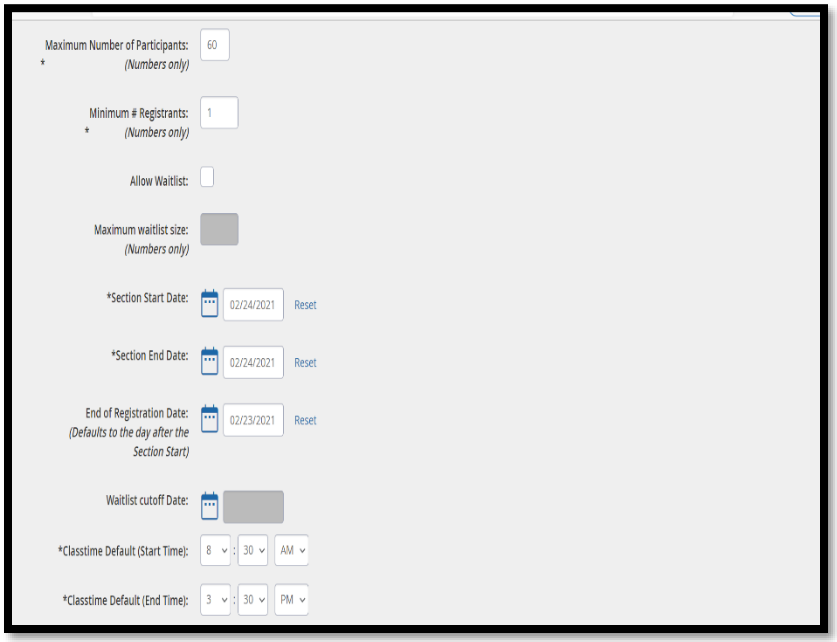
Check this box if you want to use a waitlist (if selected, you will need to include the maximum waitlist size in the next box).

12. **Section Start Date**

When is the section/session being offered?

13. **Section End Date**

When is the section/session completed?



14. **End of Registration Date**

When do you want to close registration?

15. **Waitlist Cutoff Date**

If you have selected to use a waitlist, you will select the date it will close.

16. **Class Time (Enter Start Time)**

17. **Class Time (Enter End Time)**

18. **Release Section**

Leave blank if you want it released as soon as it is approved. If you set a date to release the section, note that participants will not be able to view the section and/or register. ***We do not recommend setting a release date****.*

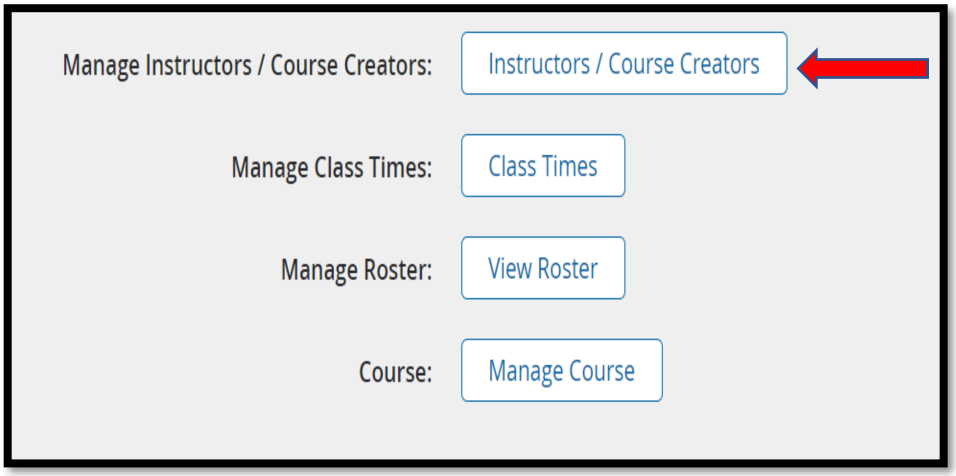
19. **Select Create**

20. **Class Times**

Class Times will be shown in red. This will be addressed in number 23.

21. **Manage Instructor/Course Creators**

Enter anyone in your office that will need access to the section (attendance, surveys, marking the section complete, printing attendance sheets, etc.).

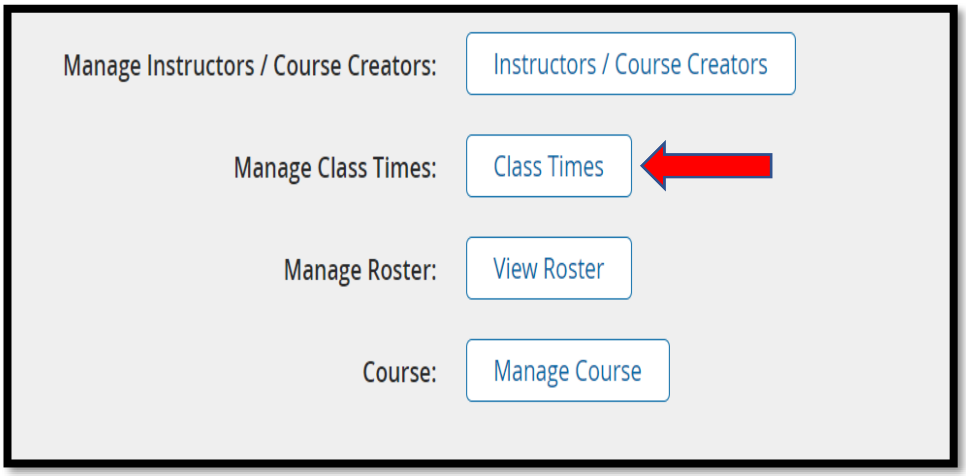


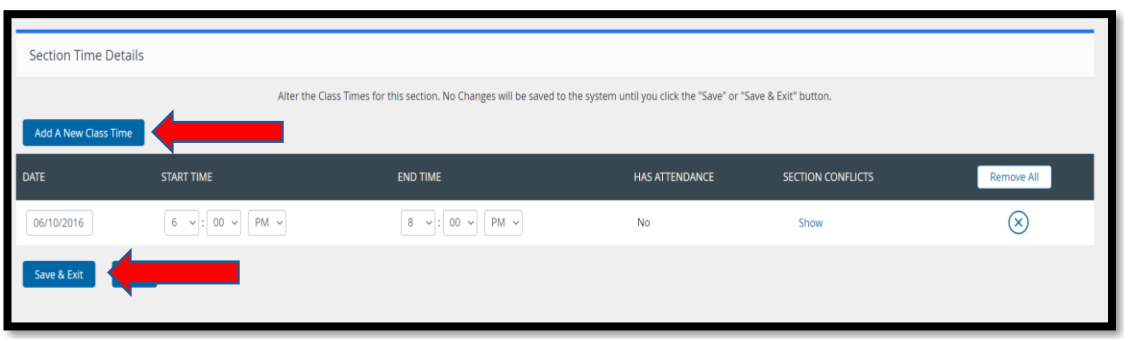
You can list as many people as needed. These can also be people outside of your office (teacher facilitators, etc.).

+

23. **Manage Class Times**

Scroll to the bottom of the page and select Add New Class Time (it usually auto-populates) and be sure the day is the same as the one you entered at step 13 above. You can enter multiple days if the session takes place over the course of multiple days.





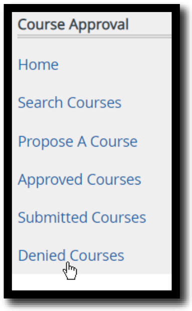
24. Select Save and Exit or Save if you need to add more days and times

25. Select Done

26. Select Submit for Review

Access Course Approval Menu

Click on Create a Course



Here you can:

- Search for your Courses
- View Approved Courses
- View Denied Courses

The Office of Instructional Services will review the course. If the course is aligned to the district's strategic plan, superintendent's goals, academic standards, and/or the Richland One Framework for Success, the course will be approved. Once the course has been approved, provide participants with the course and section numbers. Participants can only find the course by the course number (not the section number) or by the title in the Course Catalog.

Sign in Sheets

1. The day before the session, have the facilitator/presenter print out sign-in sheets with QR code.

2. Instruct the trainer/presenter/facilitator to download the Performance Matters app so that they can collect attendance electronically. Be sure the presenter's name is indicated on the section as the facilitator. You will use the following code to register your device 8m3RMS and your username and password to log in. If participants have the app downloaded, they can scan the QR code. The app must be used; no other QR Code reader will work.

3. Attendance should be taken electronically if possible.

4. The paper copy is provided as a backup if the technology is not working.

5. If there is no one responsible for attendance, the trainer/presenter/facilitator will return the sign-in sheet to the office/school/person that is offering the session.

Add Learner to Course

Add participants to a course individually or in bulk.

Add Learners Individually

1. From the section roster, click **Add Learner**.
2. Enter relevant learner criteria, then click **Search**.
3. From the results, do one of the following:
   - Select the checkbox in the header row to select all learners.
   - Select the checkbox next to individual learners.
4. Next, do one of the following:
   - To add the selection(s) to the section roster, click **Add User(s)**.
   - To add the selection(s) to the section waitlist, click **Add User(s) to Waitlist**.

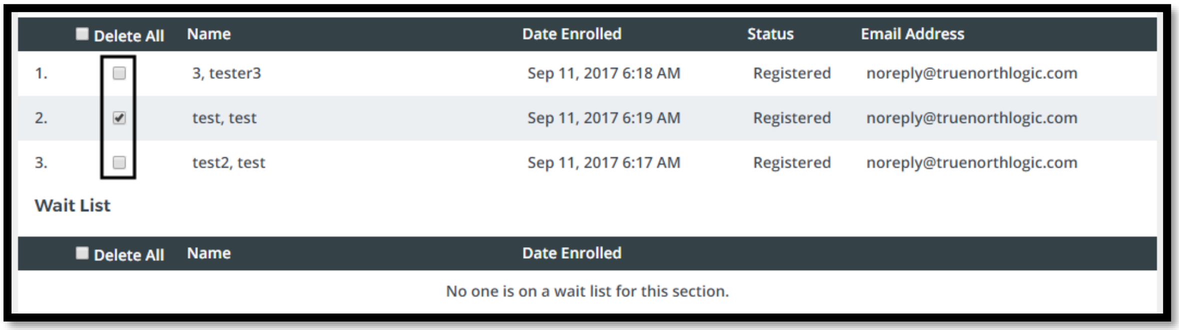
Add Learners in Bulk

1. From the section roster, click **Add Learner Advanced**.
2. Select the applicable **type of identifier** and **type of separator**.
3. Enter the **identifiers**.
4. Select whether the learners should be added to the **roster** or the **waitlist**. If adding participants who have completed the course, select **Roster and mark attended/complete**.
5. If the course has more than one type of credit available (at possibly different costs), assign a **credit type**.
6. Click **Preview** to generate the list of users associated with the identifiers provided.
7. Review the associated names, then click **Add # Users**.
8. Once submitted, a job queue is created for the section.
9. When the job is complete (success or error), the job creator receives an email notification.

Remove Learner from Course

Remove multiple participants from the roster and waitlist at once.

1. From the buttons displayed on the Section Roster screen, click **Remove Participants**.
2. Select the checkboxes for the participants you wish to remove.

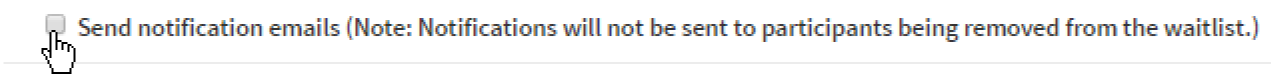


	Delete All	Name	Date Enrolled	Status	Email Address
1.	☐	3, tester3	Sep 11, 2017 6:18 AM	Registered	noreply@truenorthlogic.com
2.	☑	test, test	Sep 11, 2017 6:19 AM	Registered	noreply@truenorthlogic.com
3.	☐	test2, test	Sep 11, 2017 6:17 AM	Registered	noreply@truenorthlogic.com

Wait List

Delete All	Name	Date Enrolled
No one is on a wait list for this section.		

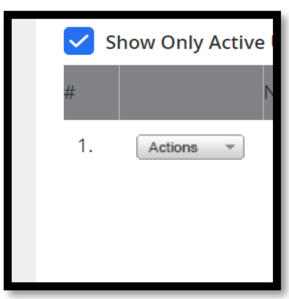
3. To send notification emails to individuals removed from the roster, place a check next to **Send notification emails**.



4. Click **Delete**. The users will no longer appear on the roster list.

Or

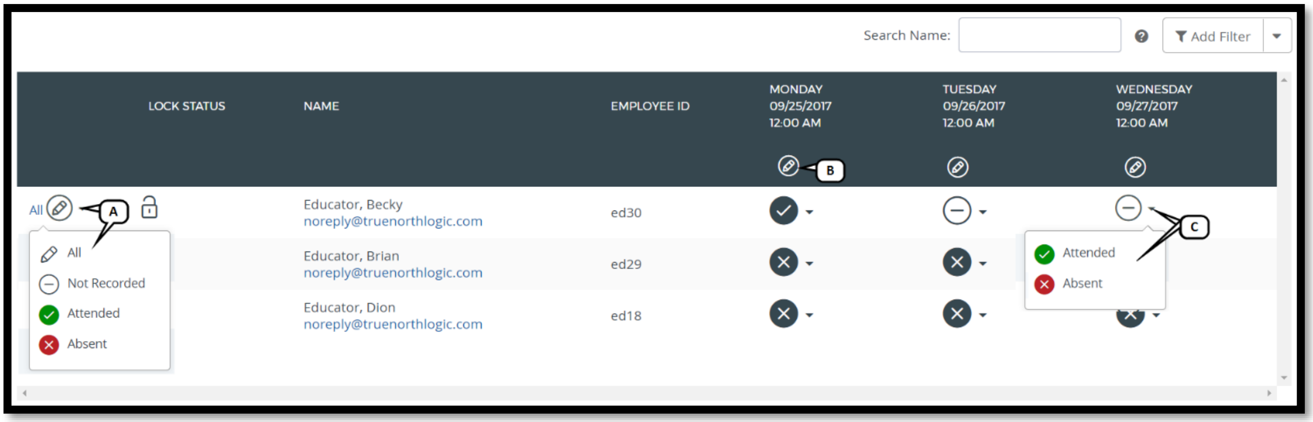
You can click on the **Action** next to their name and remove them individually.



Taking Attendance

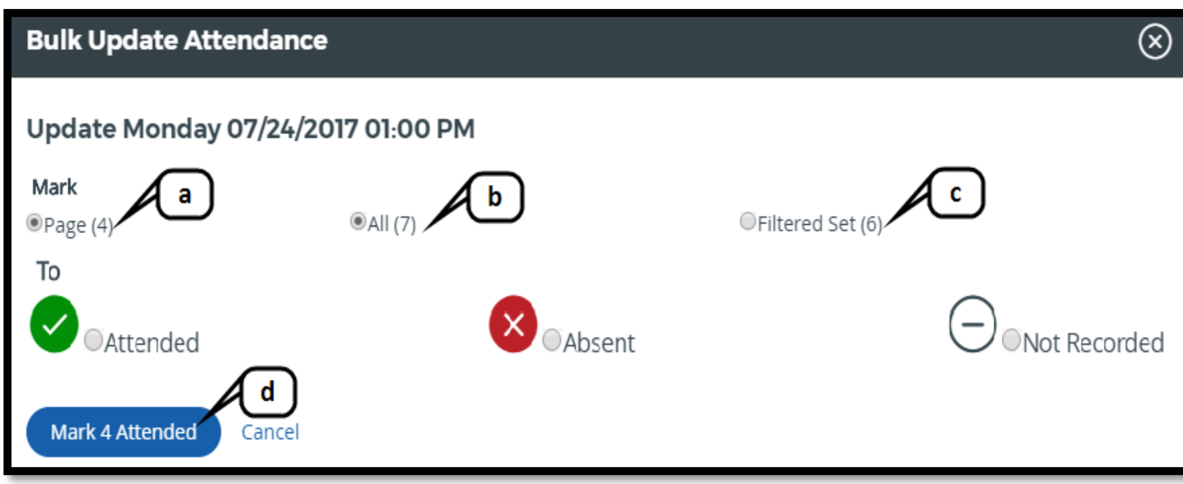
Mark participants as “attended” for class times. From the buttons displayed on the Section Roster screen, click **Attendance**.

You can mark attendance in a few ways:



A. Click the drop-down arrow on the participants' row and select the appropriate attendance status. This will update the participant's attendance status for all days.

B. Click the pencil icon in the column for the correct date and select the appropriate attendance status using the radio buttons.

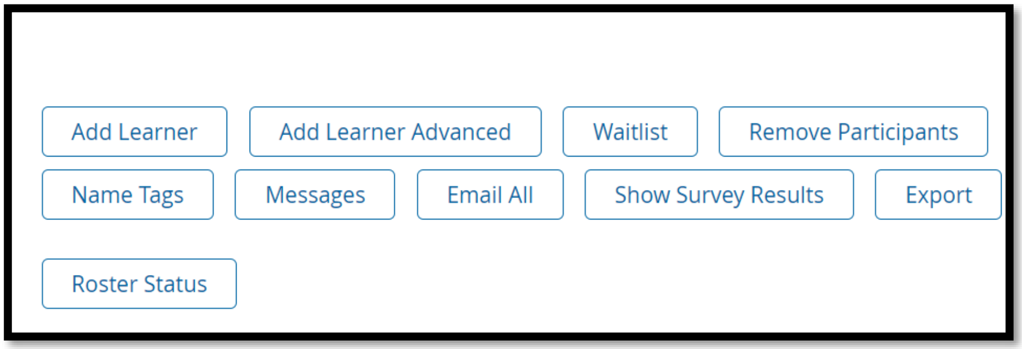


a. Select Page to update the attendance for only the users on the active page.
b. Select All to update the attendance for all participants.
c. Select Filtered Set to update the attendance for only the filtered users.
d. The action button will designate how many participants will be affected by the selected action.

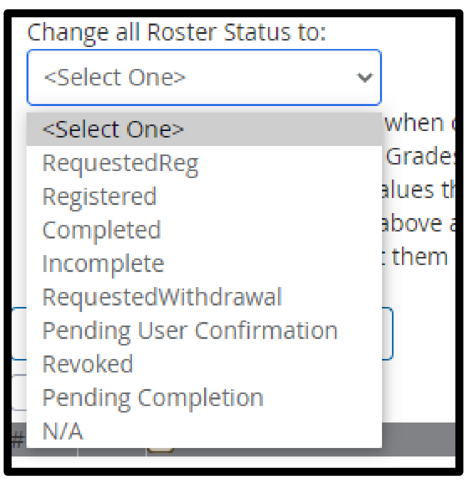
C. Click the drop-down arrow in the desired participants' row and the correct date column and select the appropriate attendance status. This will update the individual participant's status for that day.

Once attendance is complete, click **Back** at the top of the page.

1. Select **Roster Status**

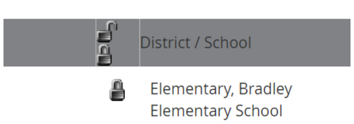


2. Select **Completed**



3. Click on **Save this Page**
   This prompts an email to be sent to attendees, notifying them to complete a survey to receive credit on their transcript.

4. Lock Rosters by clicking on the lock icon.



Roster Attendance Report

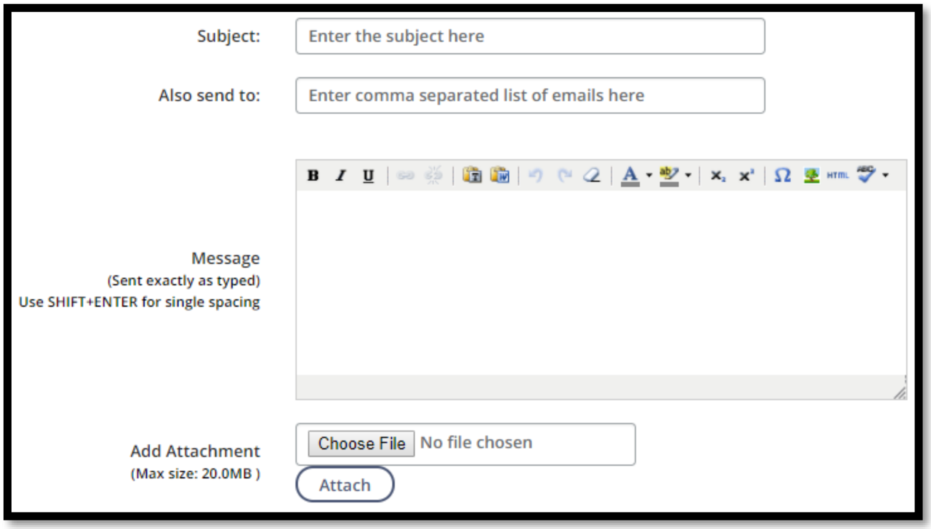
1. Log into truenorthlogic Performance Matters
2. Select Create A Course
3. Select Approved Courses on the left
4. From the drop-down arrow beside the course, select Manage the Course
5. Select View Roster next to the section for which you wish to review rosters
6. Select Export
7. Select Export Roster (Results can be viewed on the screen or downloaded in PDF or CVS form. In the upper right corner of the page, select how you would like to print or download the file)

Email Participants

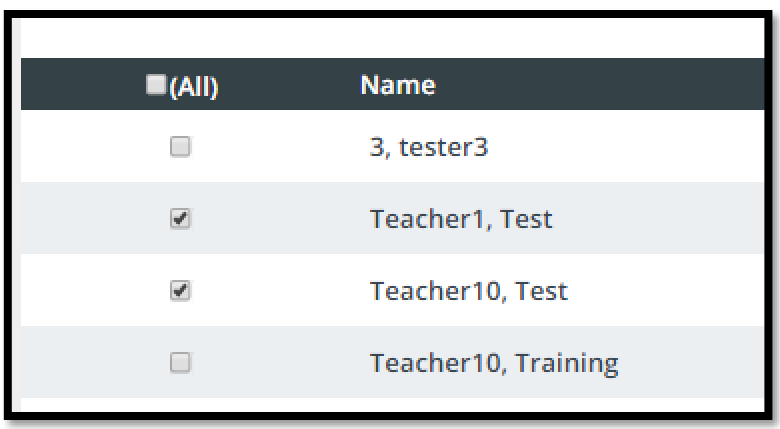
Send an email to participants on the roster and/or waitlist.

1. Click **Email All**.

2. Fill in the desired fields of the email.



3. Select the checkboxes for all intended recipients. You can select **All** to send the email to all participants. If you desire to send the email to individuals on the section's waitlist, scroll down and make appropriate selections in the Wait List portion of the screen.

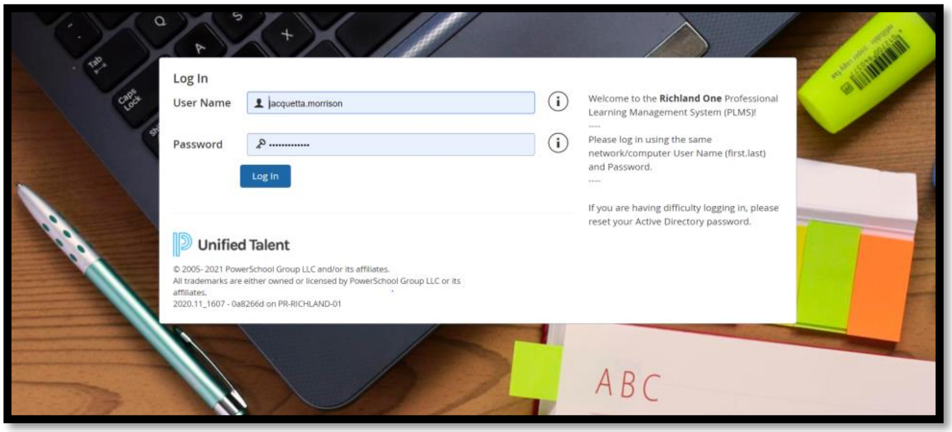


4. Once the email and recipient selections are complete, click **Send**.

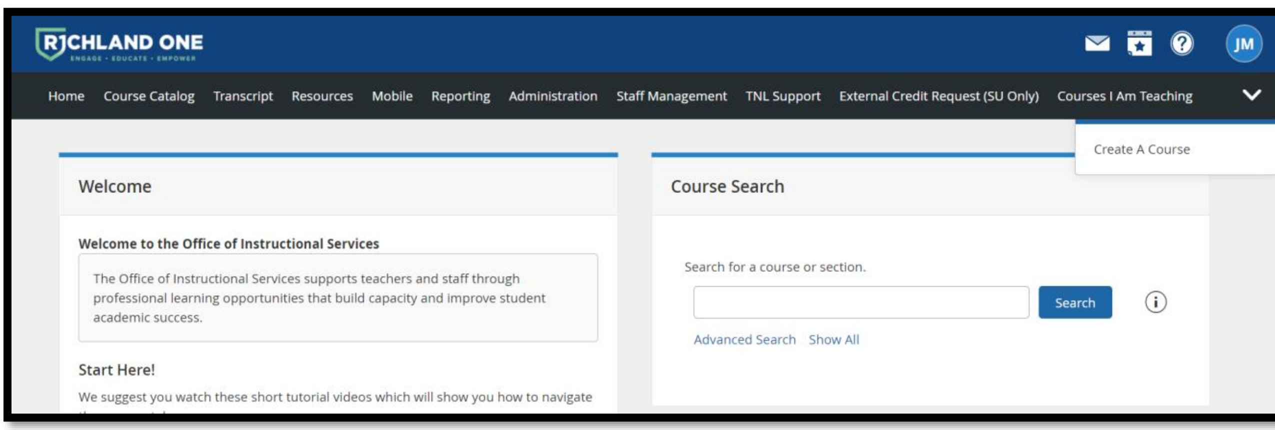
Self-Paced Professional Learning Opportunities

Reminder: There are <u>no sections</u> in a Self-Paced Learning Opportunity.

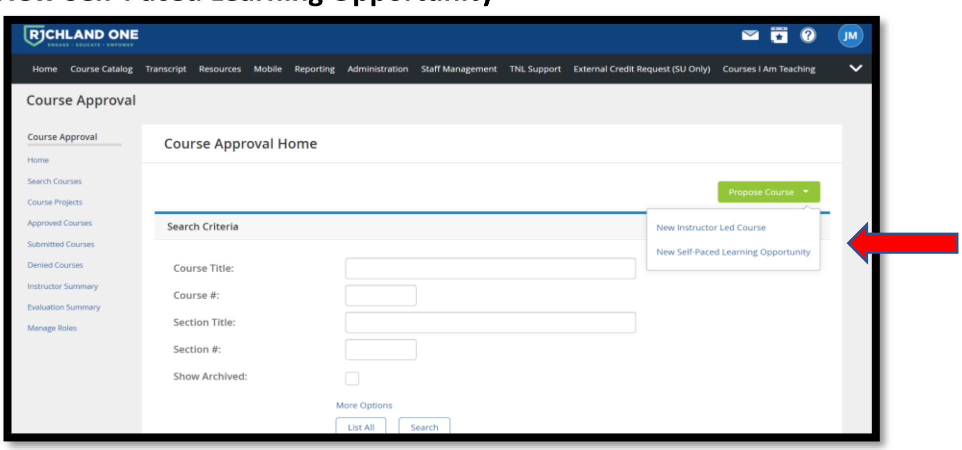
1. **Log into the district's Professional Learning Management System (truenorthlogic)**



2. **Select Create a Course**



3. **Under Course Approval Home Screen, select the plus sign with the drop-down arrow for New Self-Paced Learning Opportunity**



4. Course Information

1. Course Title

Include the school year the course is offered. *(Example: 20-21 Active Shooter)*

*
Course Title:
(Naming convention: Course Name - Dept/School Hosting)

2. Course Description

Descriptions must include the rationale for the session(s) and include evidence of the alignment to the PLO offering to the district's strategic plan, superintendent's goals, academic standards, and/or the Richland One Framework for Success. If the session includes the use of instructional technology to increase student achievement, it should be clearly stated here. Directions for the learner should be included here.

(Example: Complete the following tasks: Select Resources. Click on the videos below. You must watch the 5 videos included in each module. After watching each video, click on "Marked as Viewed.")

Course Description:

3. Office

Select your office (Example: Office of Elementary Education)

Office: A.C. Flora

4. Course Provider

Course Provider: Richland One Schools

5. Credit

No Credit

This should be checked, and zero (0) should be entered if no credit is given. If participants are being paid for the professional learning, credit is to be marked as zero (0).

Renewal Credit

Enter the number of seat hours for each session. For instance, if the course only has one session and the session is from 8:30-3:30, you will enter 5. If the course has 5 sessions and each session is from 8:30-3:30, you will still enter 5. If someone completes all sessions in your course, they will earn 25 renewal credits.

Graduate Credit

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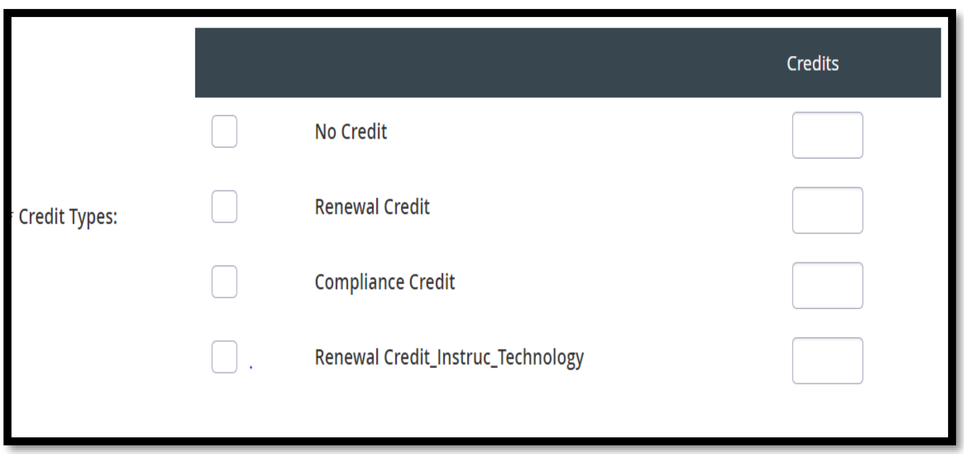
Compliance

This should be checked and zero (0) should be entered as no credit can be given for compliance only.

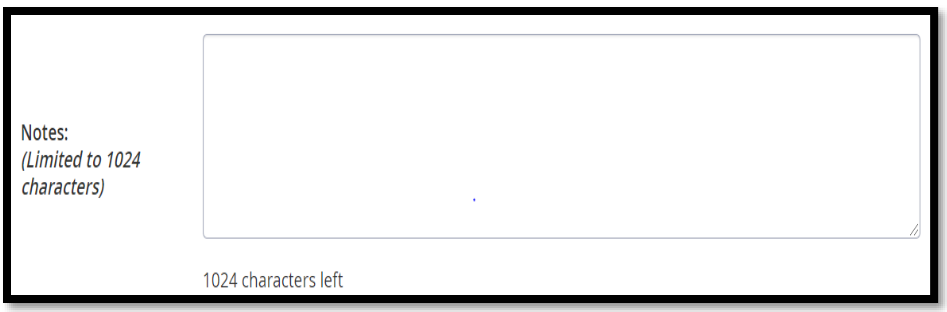
Renewal Credit_Instruct_Technology

Sessions that incorporate instructional technology, that count towards renewal credit, are entered here. (For example, a session on how to engage students that use Microsoft 365 that was from 8:30-3:30, would grant 5 hours of this type of credit.)

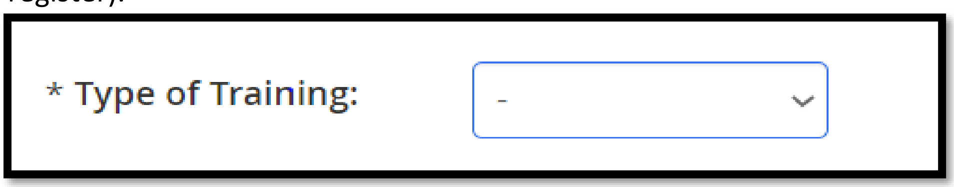


5. **Allow participant to register for multiple types of credit**
Leave unchecked if it is only one course and one section. If participants need to register for more than one section under this course, please check the box.

6. **Notes**
Provide any notes that would be beneficial to those who are viewing the course in the catalog.



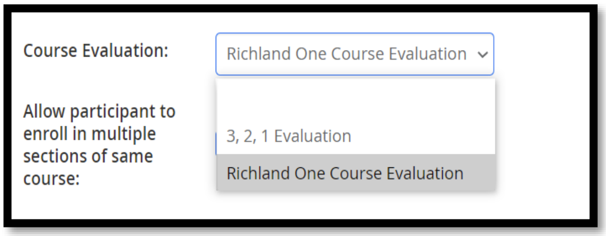
7. **Type of Training**
Choose School Based (if it is only for a school) or District Initiative (if anyone can register).



8. **Funding Source**
Select the appropriate funding source when creating the course.

9. **Sponsoring Department/School**
Type in your office or school.

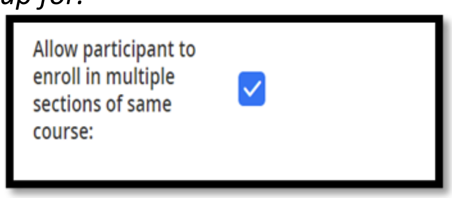
11. **Course Evaluation**
Select either the Richland One Course Evaluation or the 3, 2, 1 Evaluation. The Richland One Course Evaluation is a Likert Scale. The 3, 2, 1 Evaluation is a series of open-ended questions such as: List three things you learned from the session/module.



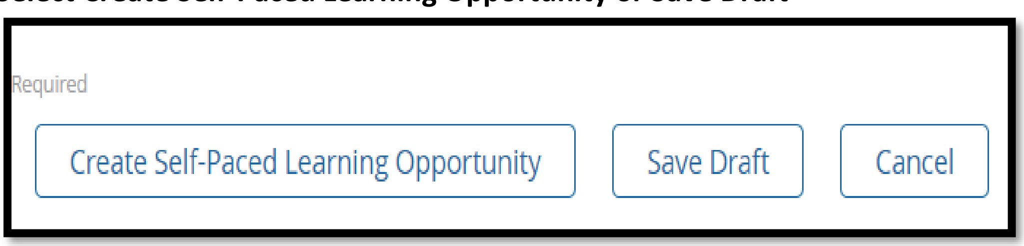
12. **Release Section**
Determine when you want it available. If you would like it to be released as soon as possible, you can leave it blank.

If you set a date to release the section, note that participants will not be able to view the section and/or register. We do not recommend setting a release date.

13. **Allow participant to enroll in multiple sections of the same course**
Check this box if you have multiple sessions that participants will need to sign up for.



14. **Select Create Self-Paced Learning Opportunity or Save Draft**

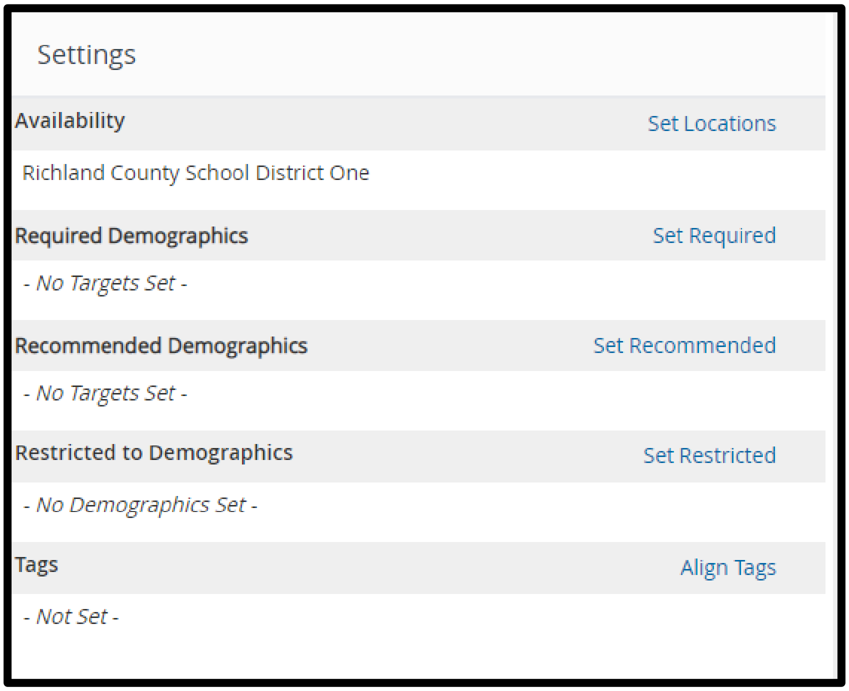


15. **Select Done**

Tags

All courses entered into the PLMS are required to have tags.

1. **Click on Align Tags**



2. **Select Tags**
   Select all tags that are associated with your professional learning.

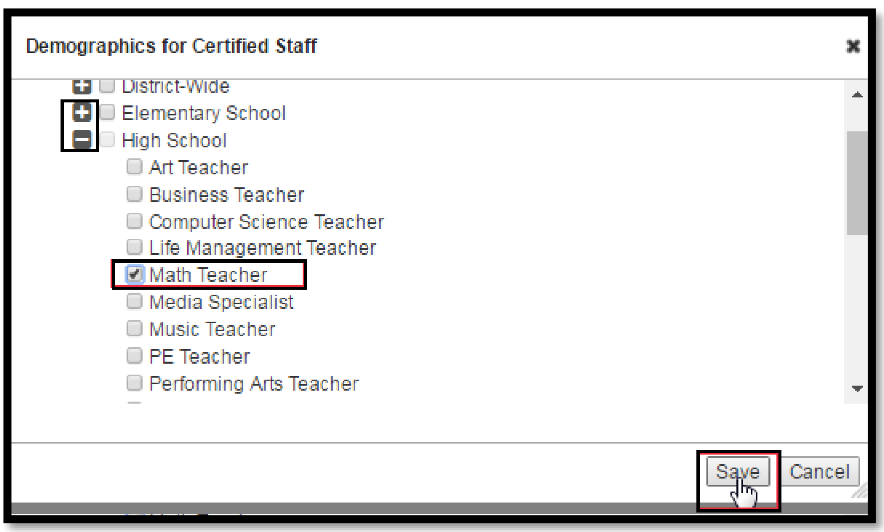
3. **Click Save**

Demographics

Required Demographics
This setting displays the course in a Required Training channel for users with the selected demographics. It does not automatically enroll participants; they must still complete the registration process.

Note: This setting should be used only if the course has an end date. If not, the course will remain in the channel indefinitely.

7. Click **Set Required**.
8. Select the checkbox next to the desired demographic role, then click **Enable** to change the demographic role name into a link.
9. Click the link to access more-specific demographic choice
10. Select all applicable checkboxes, then click **Save**.



11. Your demographic choices will be displayed.
    A. To disable a demographic role, select the checkbox next to the desired demographic role, then click **Disable**.
    B. To remove specific demographics, click the trash can icon to the left of the name.
12. When finished setting demographics, click **Done**.

Note: Click **User Groups** to select and enable predefined demographic groups.

Recommended
This setting displays the course in a Recommended Training channel for users with the selected demographics.

> **Note:** You should not recommend and require the same course to the same demographic.

Click **Set Recommended** and follow the same steps as above to set recommended demographic criteria.

Restricted
Use this setting to restrict who can access the course in the catalog. This setting supersedes selections made under Required Demographics or Recommended Demographics.

Click **Set Restricted** and follow the same steps as above to set restricted demographic criteria.

This setting displays the course in a Required Training channel for users with the selected demographics. It does not automatically enroll participants; they must still complete the registration process.

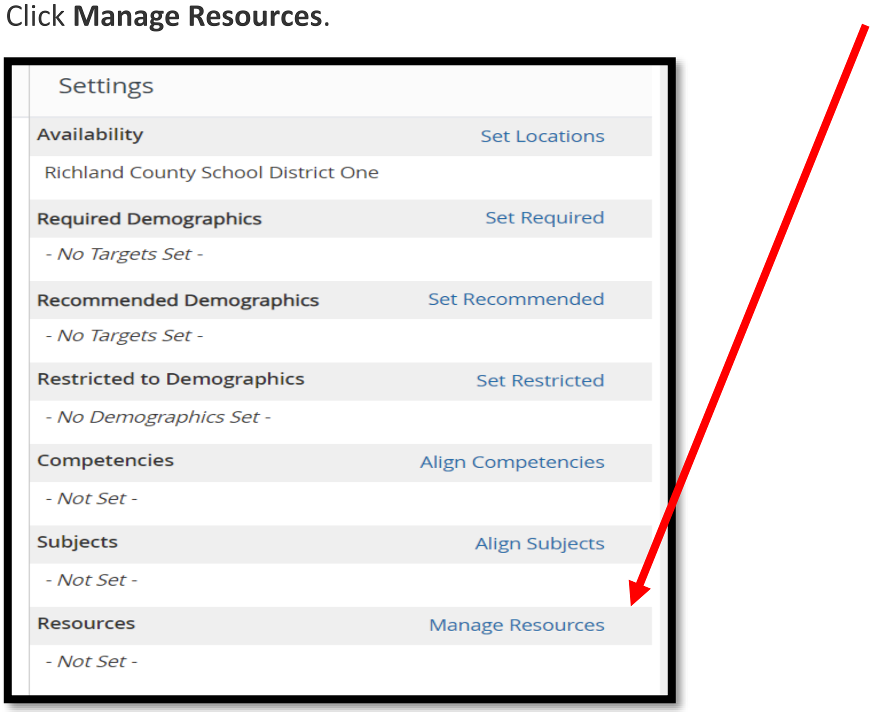
> **Note:** This setting should be used only if the course has an end date. If not, the course will remain in the channel indefinitely.

<u>Add Course Content</u>

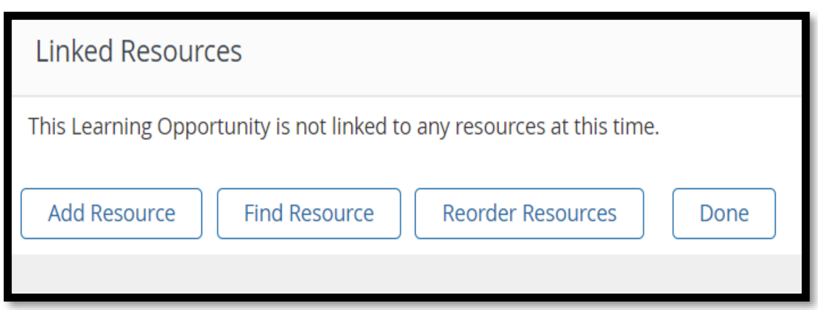
*Self-paced courses **must** have content.* *Decide what type of resource you would like to add to the course content. Choices are Book, Video, Website, Message Board, etc. You are not limited to these items. Additional types of resources may be added.*

Use this setting link resources for use by course participants.

1. Click **Manage Resources**.



2. To add a new resource, click **Add Resource**.



3. **Select the type of resource**
   You can choose between Document (PDF, Word, or PowerPoint), Video, and Website.

Adding Documents (PDF, Word, or PowerPoint)

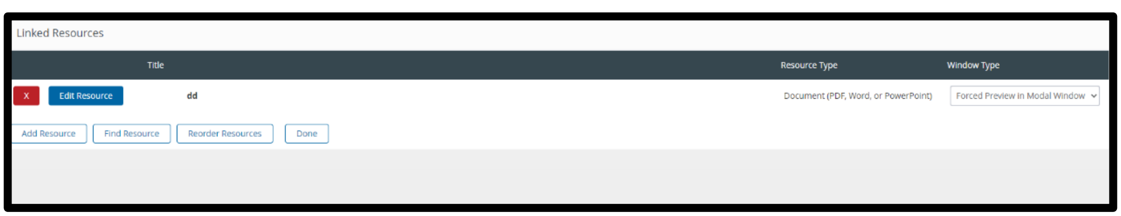
1. **Resource Name**
   Type in the name of your file.

2. **Resource URL**
   If your file has a URL, paste it here. We do not recommend linking files from your personal OneDrive.

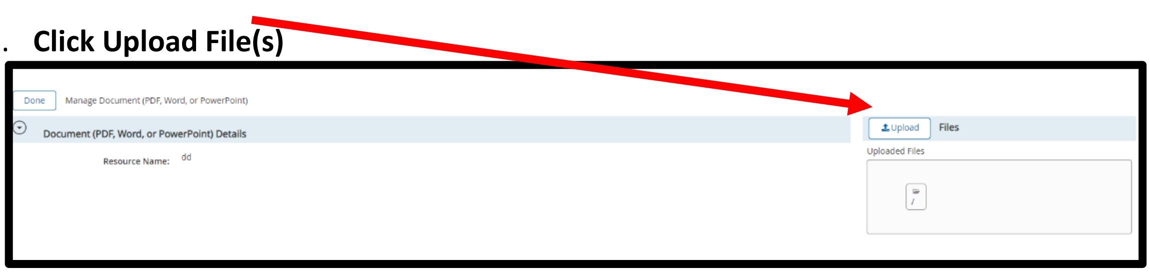
3. **Resource Description**
   Enter information about the resource. What participants will need it for or how it can be used for the self-paced professional learning opportunity.

4. **Click Save**

5. **Click Edit Resource**

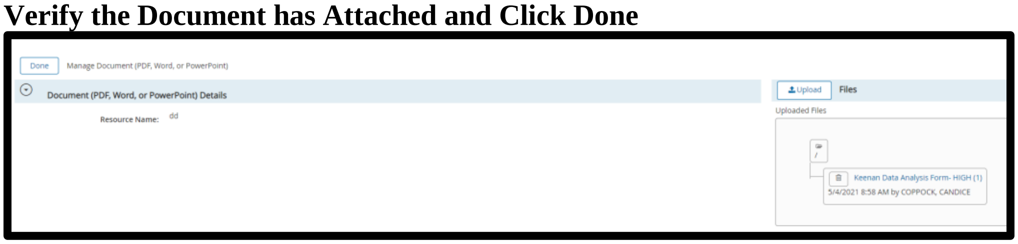


6. **Click Upload File(s)**



7. **Upload File**

8. **Verify the Document has Attached and Click Done**



Adding Videos
Before adding a video, it needs to be uploaded to either a YouTube Channel or Microsoft Stream. If it is added to Stream, make sure that you have made the video viewable to everyone in the organization. Video files **cannot** be uploaded.

1. **Resource Name**
   Type in the name of your video.

2. **Resource URL**
   Paste the URL of your video.

3. **Resource Description**
   Enter information about the resource. What participants will need it for or how it can be used for the self-paced professional learning opportunity.

4. **Click Save**

*Note: Go into each resource to make sure that it is viewable before selecting **Done.***

4. **Select Submit for Review**.
   This will be on the Create a Course page, select Course Projects on the left.

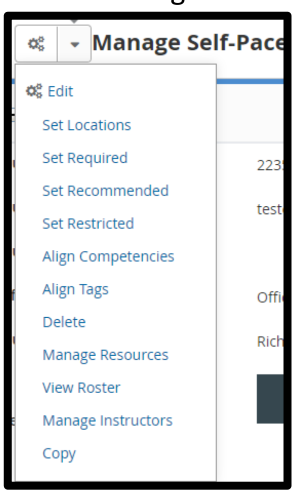
5. **Once the course is available, provide participants with the course number.**

The Office of Instructional Services will review the course. If the course is aligned to the district's strategic plan, superintendent's goals, academic standards, and/or the Richland One Framework for Success, the course will be approved. Once the course has been approved, provide participants with the course and section numbers. Participants can only find the course by the course number (not the section number) or by the title in the Course Catalog.

Rosters for Self-Paced Professional Learning Opportunities

Self-paced professional learning opportunities **do not** have registration and/or sign in sheets. Only administrators of the site/office have access to view attendance for self-paced professional learning. Once a participant has marked a self-paced professional learning opportunity as Viewed, credit is automatically awarded to their transcript.

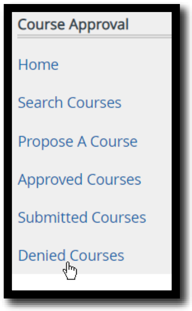
1. Access your courses by clicking on **Administration**
2. Click on **Course Administration**
3. Search for the Course
4. Click on the Course
5. Click on the gear icon located to the left of the title of the course.



6. Select **View Roster**
   On this screen you are able to add learners, manage credit, remove participants, etc.

Access Course Approval Menu

Click on Create a Course



Here you can:

- Search for your Courses
- View Approved Courses
- View Denied Courses

The Office of Instructional Services will review the course. If the course is aligned to the district's strategic plan, superintendent's goals, academic standards, and/or the Richland One Framework for Success, the course will be approved. Once the course has been approved, provide participants with the course and section numbers. Participants can only find the course by the course number (not the section number) or by the title in the Course Catalog.

Reviewing Survey (Evaluation) Results

Any session delivered must be evaluated. The survey results are to be reviewed and used to make changes to the session based on feedback provided.

1. Select **Create A Course**
2. Select **Approved Courses** on the left
3. From the drop-down arrow beside the course, select **Manage the Course**
4. Select **View Roster** next to the section for which you wish to review survey results
5. Select **Show Survey Results** next to Export
6. Under Report select either Course Survey Completion or Course Survey Results.
   Results can be viewed on the screen or downloaded in PDF form in the upper right-hand corner, select the pdf icon.

Generate Report for Course (DIRECTORS/PRINCIPALS/API/CRT ADMIN RIGHTS ONLY)

Not all users will have access to these features.

1. Click on **Administration**
2. From the System Administration menu, click **Staff Dashboards**

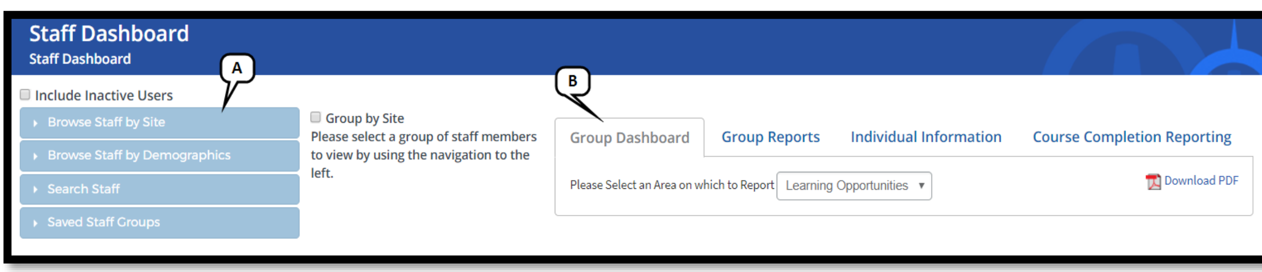
Generate a Registration Report for Course

Staff Dashboards

Staff dashboards provide quick access to course and evaluation plan activity for your staff.

Access Staff Dashboards

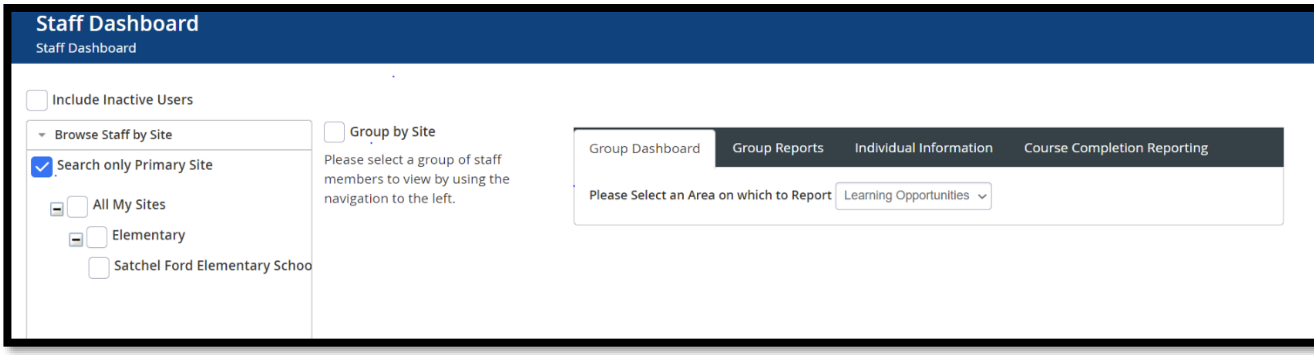
1. Click **Administration** on the tabs along the top of the screen.
2. From the System Administration menu, click Staff Dashboards.
3. The Staff Dashboard page will display.



A. Select staff for the dashboard report on the left.
B. Select the report and criteria on the right.

Select the Staff

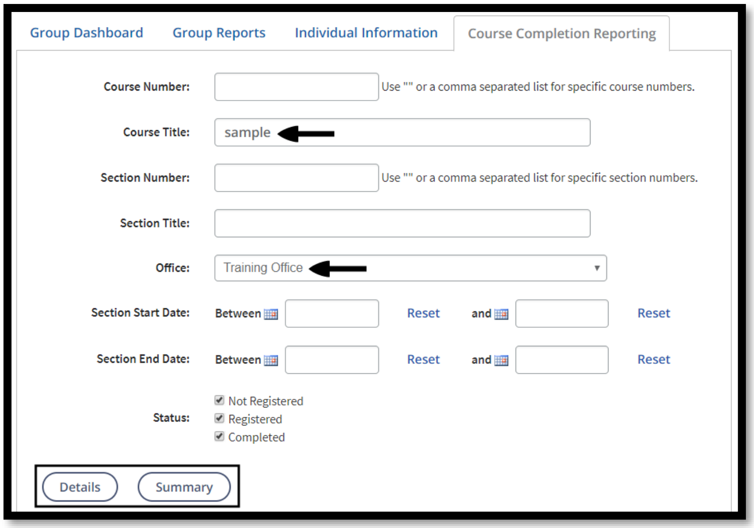
1. Select Search only Primary site. Navigate the tree and select the checkboxes to choose staff at one or more sites. Click your area (ex. Elementary Schools), **click the +**, and then click on the school or site where you work.
2. Select Search only Primary Site to include only staff for which the selected site was assigned as their primary.



Generate the Report

1. Determine the report and criteria you want to display for the selected staff by choosing a report tab.
    - Group Dashboard: Select from the drop-down to view the selected staff's metrics for learning opportunity registrations or portal logins.

- Course Completion Reporting: Enter criteria **(ex. course number or section number)** in the fields provided to search for course completion information for the selected staff.



  - Click **Details** to view status of each selected staff member for each course title and site.
  - Click **Summary** to view status of all selected staff for each course title and site.

2. View the resulting report information and metrics.

Download Options

Depending on the report you're viewing, you may have an option to download it for saving or printing.

- For the Group Dashboard, click **Download PDF**.
- For the Group Reports, click the **PDF icon**.
- For the Course Completion Reporting, click **Download CSV**.

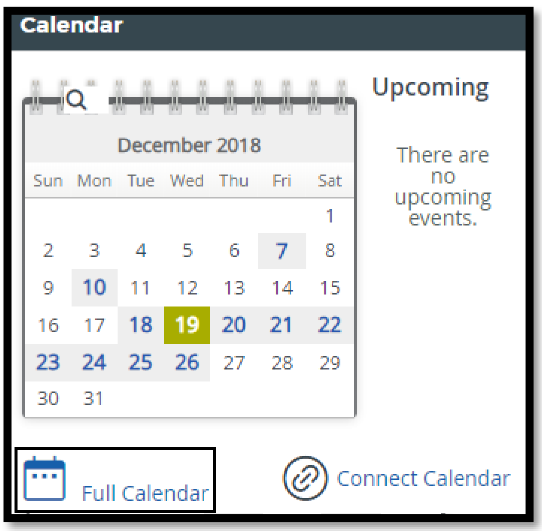
Calendar

The calendar displays a color-coded overview of all events available to you and your role. You can link your Professional Development calendar with your personal account. For more information on how to link the accounts, see Link to External Calendar.

Access the Calendar

1. To begin, click on the calendar.

2. Click on Full Calendar to access the detailed calendar.



Note: To link your Professional Development calendar to your district Outlook account, select Connect Calendar. For more information, see Link to External Calendar.

3. Determine what you want to view on your calendar. Use the checkboxes next to the color-coded event types to select those you want displayed. The calendar will update automatically.

View Events
There are multiple ways to view events on the calendar.

- Hover your cursor over any event for a quick summary of the event.
- Click on any event title for a detailed description of the event.
- Click List View to view all events for the current month as a list. Click Month View to return to the calendar format.
- To view all the events on a specific date, click on the date number, either in the current calendar or in the small calendars on the right.
- When viewing in a list format or a specific date, you can select the date to access more details for an individual event.
- To view events in a different month, use the drop-down menus and select the desired month and year or select the arrow to navigate to the previous/next month.

Print the Calendar
On the right side of the screen, click **Print View**.

A printer-friendly version of the current view will open in a new window. Only selected event types will be included. Right-click to access a menu with options to save or print the calendar.

Download the iCal Calendar
On the right side of the screen, click **Download iCal**.

This will download a copy of your portal calendar. Import into your personal calendar per the instructions for your email application.

Note:
You are downloading a snapshot of the calendar.

Updates made to the calendar will not appear in your downloaded calendar.

Updates made to your downloaded calendar will not appear in the calendar.

FAQ

1. **Q: What if I am creating a meeting and not a course?**
   A: *Follow the directions as you would with creating a face-to-face course.*
   When it comes to the credit entry, complete as follows:

   No Credit: This should be checked, and zero (0) should be entered if no credit is given. Renewal Credit: Enter the number of seat hours for each session. For instance, if the course only has one session and the session is from 8:30-3:30 you will enter 5. If the course has 5 sessions and each session is from 8:30-3:30 you will still enter 5. If someone completes all sessions in your course, they will earn 25 renewal credits.

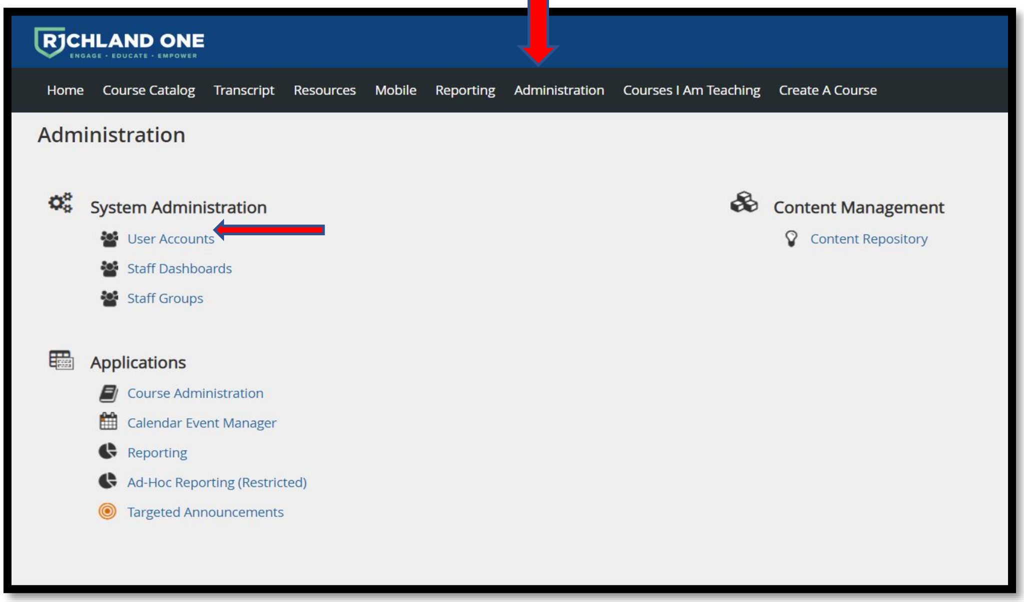
2. **Q: How do I export a Class Roster?**
   A: *Log into truenorthlogic Performance Matters*
   - *Select **Create A Course***
   - *Select **Approved Courses** on the left*
   - *From the drop-down arrow beside the course, select **Manage the Course***
   - *Select **View Roster** next to the section for which you wish to review rosters*
   - *Select **Export***
   - *Select **Export Roster** (Results can be viewed on the screen or downloaded in PDF or CVS form. In the upper right hand of the page, select how you would like to print or download the file*

3. **Q: I submitted a course today; when will it be approved?**
   A: *Please allow the Office of Instructional Services at least 5 business days to approve courses.*

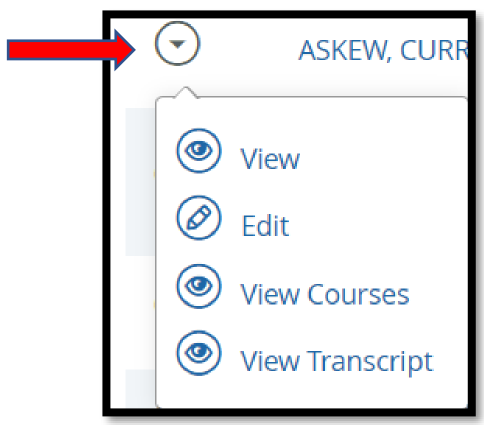
4. **Q: Can I go back and enter courses that have previously happened?**
   A. *All courses must be entered by the person responsible for entering them, prior to when they take place.*

5. **Q: How do I access users' transcripts?**

A. Click on ***Administration****, click on* ***User Accounts***



You will see all the users at your location. Click on beside the name of the person whose transcript you would like to access. Using the drop-down feature click view transcript.



6. **Q: How do I access a course after it has been approved?**

A: *To access the course after it has been approved, you will select*

1. ***Create A Course***
2. ***Approved Courses*** *on the left*
3. *Select the drop-down arrow for more options beside the course you wish to manage*