

**performance
matters** 



Mobile App Course
Participant

Version 18.04

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This document provides step-by-step instructions for installing, registering, and using the mobile app as a Course Participant.

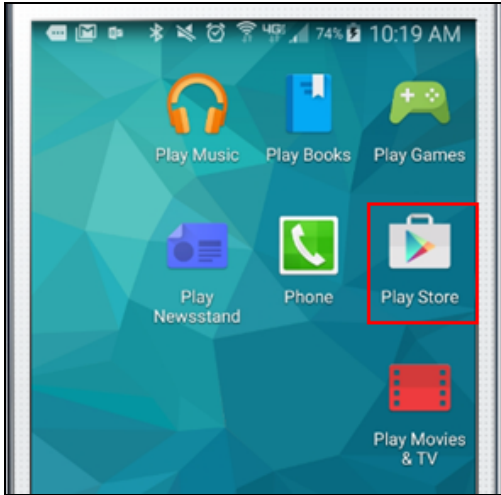
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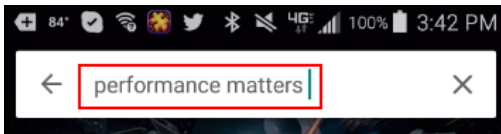
Mobile App Install, Register, Log In

Install the App on Android Devices

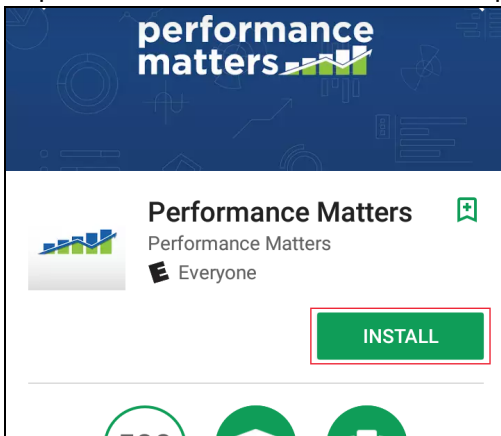
1. Tap on the **Play Store** app.



2. In the search bar, type performance matters.

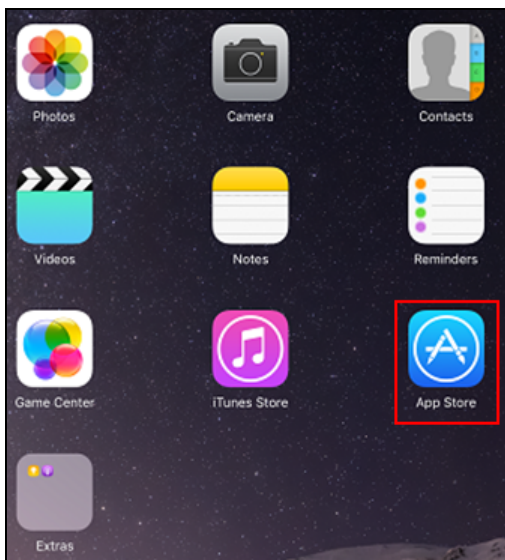


3. Tap on the **Performance Matters** app, then tap **Install**.

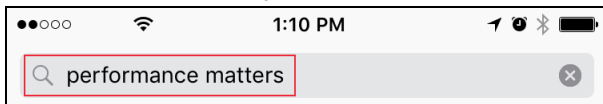


Install the App on Apple Devices (iPhone, iPad)

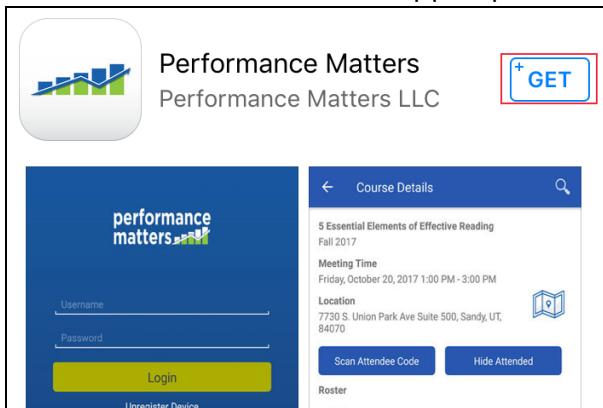
1. Tap on the **App Store** app.



2. In the search bar, type performance matters.

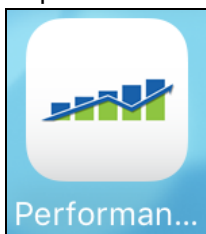


3. For the Performance Matter app, tap **Get**, then tap **Install**.

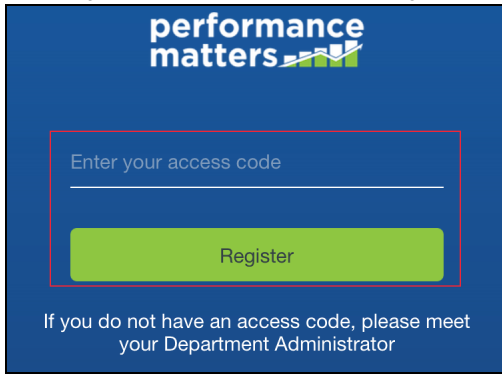


Register the App

1. Tap on the Performance Matters app icon to open it.

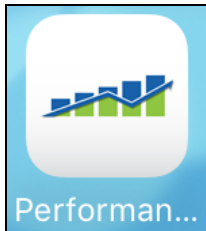


2. Enter your access code from your web-based portal and click **Register**.

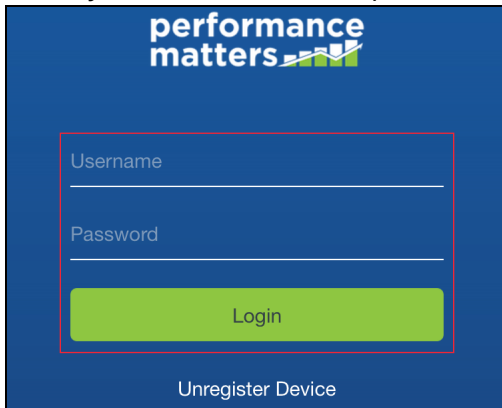


Log Into the App

1. Tap on the Performance Matters app icon to open it.



2. Enter your user name and password and tap **Login**.

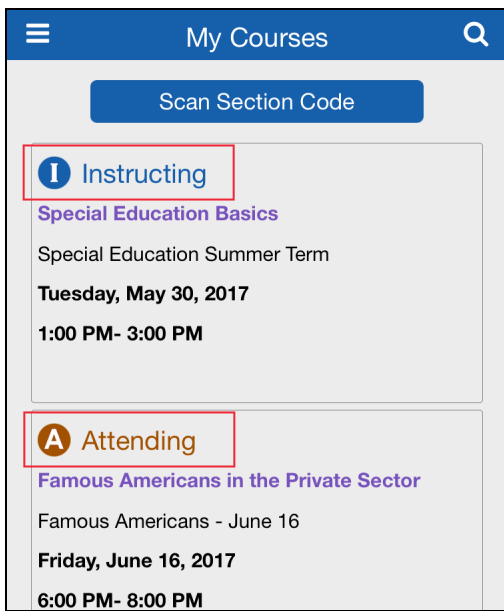


 **NOTE**
If your portal uses a single sign-on process, your login screen may look different.

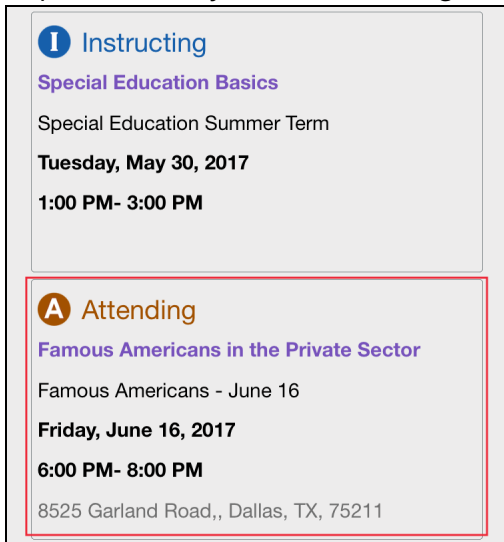
Use the App

View Your Courses

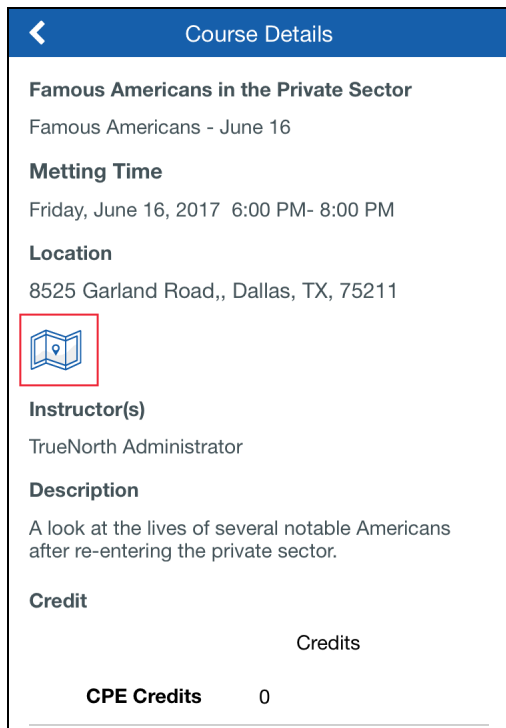
1. Course sections that you are both instructing and attending will be displayed. If your section has multiple class times, there will be a listing for each class time.



2. Tap on a class you are attending to view its details.



3. The class details are displayed. Click on the map icon to open your mobile device's map tool to the location of the class.



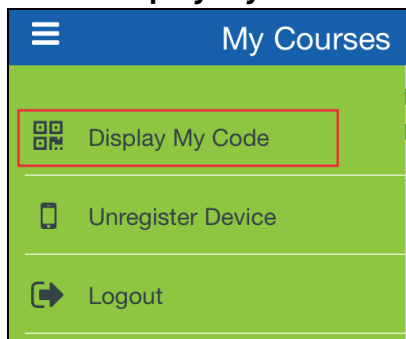
Display Your QR Code for Attendance

A QR code is generated for you as a participant of courses within your portal. The instructors of your sections can scan your participant QR code to mark your attendance.

1. In the Performance Matters mobile app, tap the menu icon on the My Courses screen.



2. Select **Display My Code**.



3. Your QR code will display for the instructor to scan.



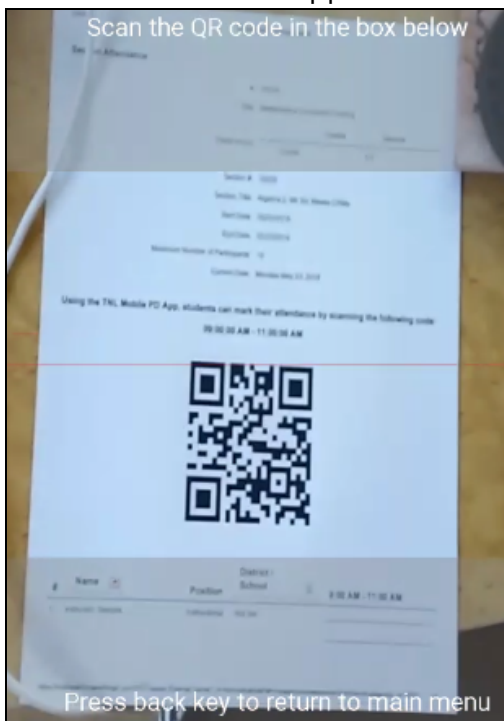
Scan a Section QR Code for Attendance

An instructor can generate a QR code that you can scan to mark yourself as attended.

1. In the Performance Matters mobile app, tap **Scan Section Code** on the My Courses screen.



2. The QR scanner will appear. Scan the QR code from the instructor.



3. The pop-up confirms that you are checked in for the class time and marked as attended. Tap **OK** to return to the app.