Unified Talent

Mobile App Course Instructor

Version 19.06

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PowerSchool

150 Parkshore Dr.

Folsom, CA 95630

877-873-1550

User Guide - Mobile App Course Instructor

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

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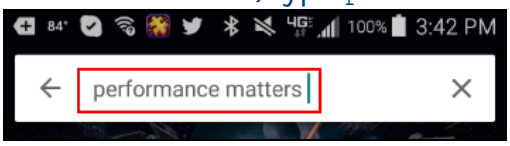
Mobile App Install, Register, Log In

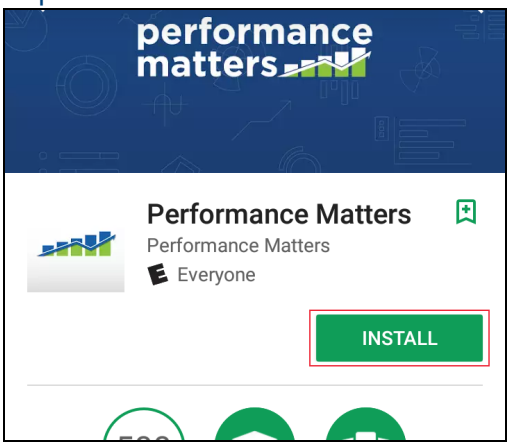
Install the App on Android Devices

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.

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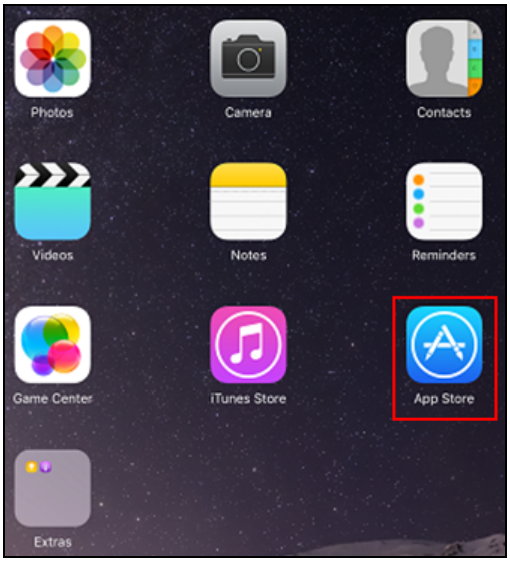
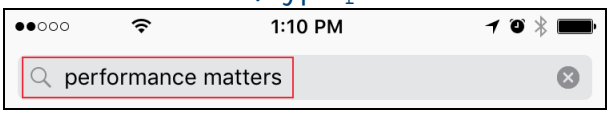
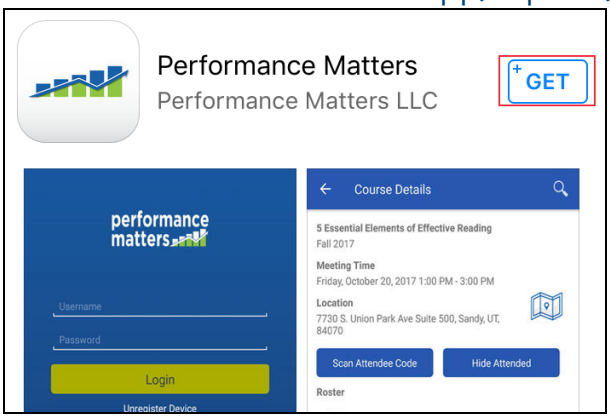


2. In the search bar, type `performance matters`.



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.

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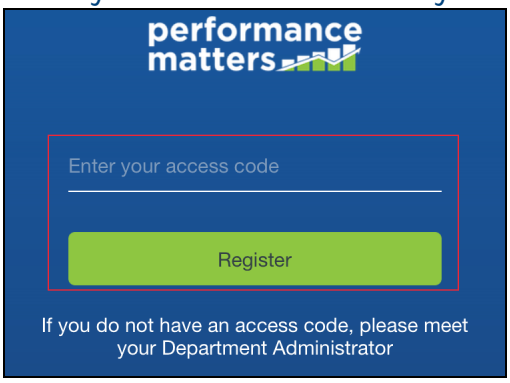
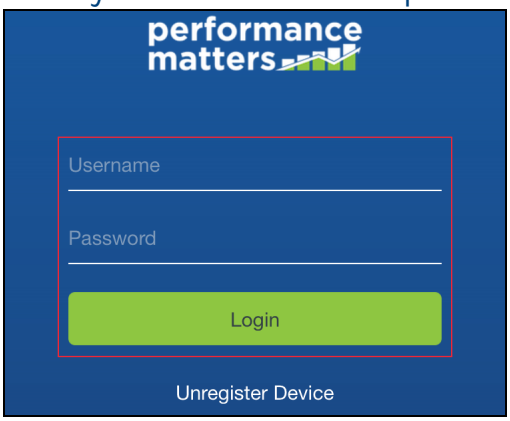
2. Enter your access code from your web-based portal and click **Register**.



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 as Course Instructor

View Your Courses

1. Course sections that you are both instructing and attending will be displayed.

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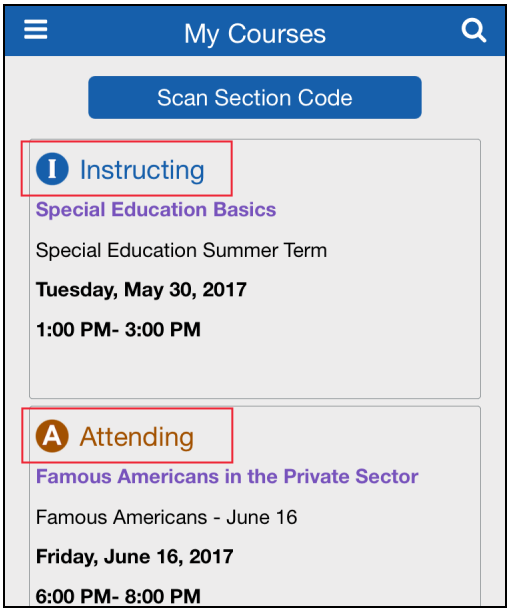
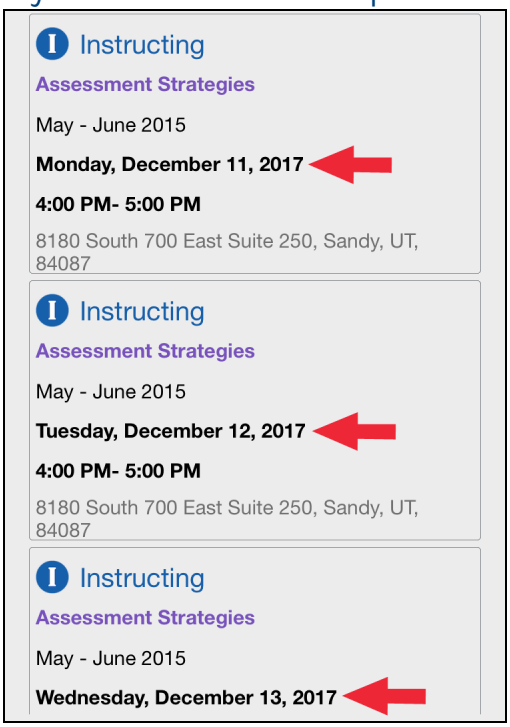


2. If your section has multiple class times, there will be a listing for each class time.



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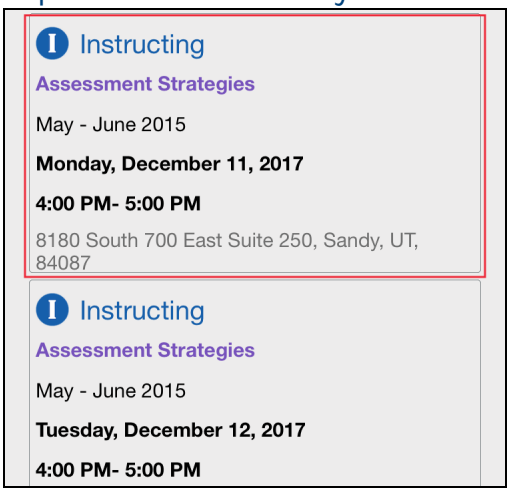
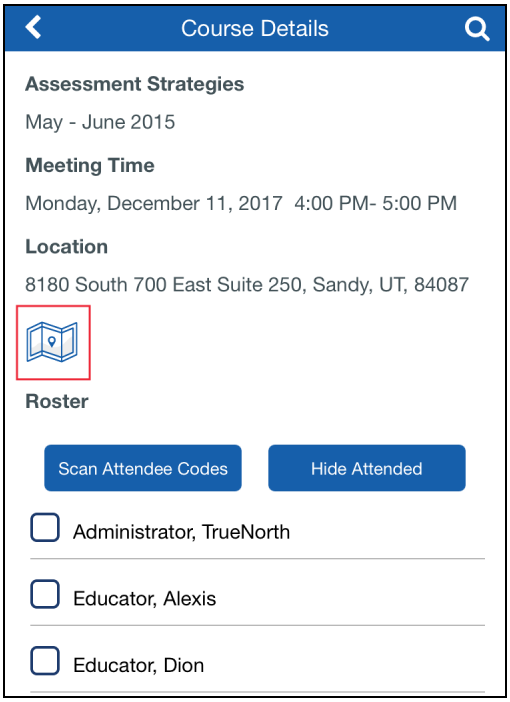
3. Tap on the class time you would like to access.



4. The class time information is listed at the top with the roster information at the bottom. Click on the map icon to open your mobile device's map tool to the location of the section.



Take Attendance

Via App Roster

1. Scroll to the Roster area of the screen. Tap the checkboxes to mark participants as attended for the class time.

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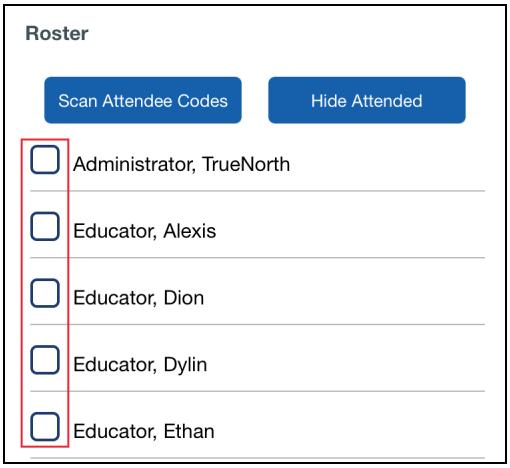
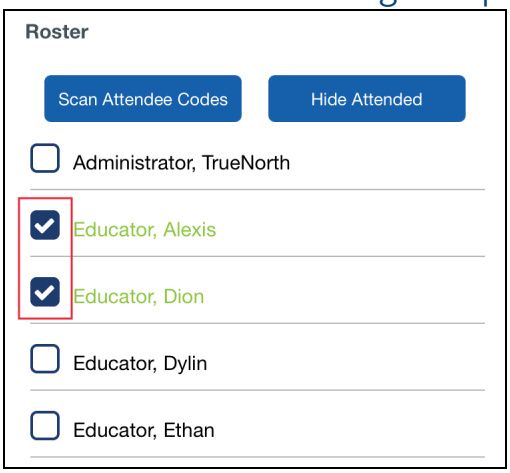
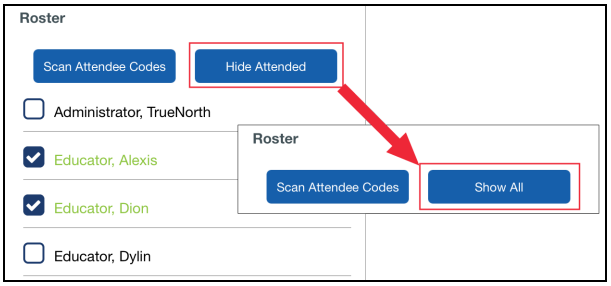


2. A check mark will indicate that the participant has been marked as attended. Tapping on the check mark will change the participant's attendance back to absent.



3. For easier viewing, click **Hide Attended** to remove the participants which have been marked as attended. Click **Show All** to view them again.



Via Participant QR Codes

Use the mobile app QR code scanner to scan the participants' QR codes from name tags, table tents, or their app.

1. A participant QR code can be made available to you for scanning in one of two ways.
   a. Prior to class time, you access your section roster to print either name tags or table tents containing participant QR codes.

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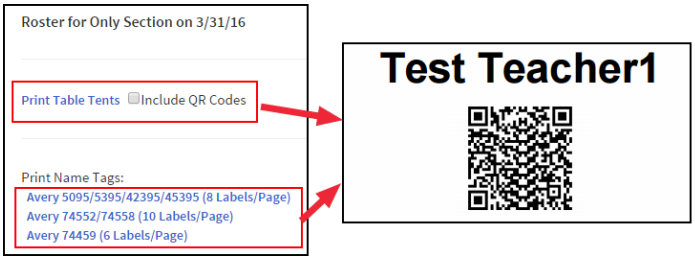
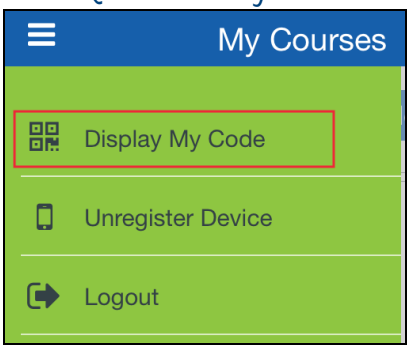


NOTES

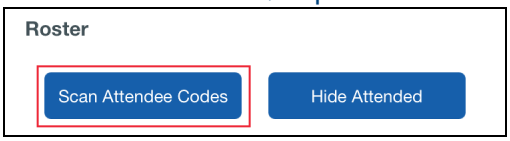
If you are using table tents, make sure to select **Include QR Codes**.

Refer to *User Guide - Course Instructor* for more detailed instructions on managing your section roster and creating name tags and table tents.

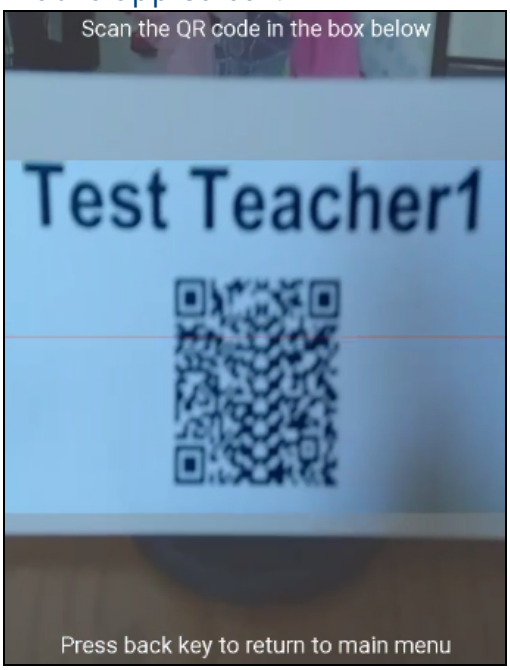
b. If the participant has the PowerSchool mobile app, they can display a digital copy of their QR code to you.



2. In the Roster area, tap **Scan Attendee Codes**.



3. The QR scanner will appear. Scan the QR code from the participant's name tag or table tent upon check-in at the beginning of class time. Or scan the participant's QR code from his/her mobile app screen.



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4. The pop-up window confirms that attendance has been recorded. Click **Revert – (mark as unattended)** to cancel this selection.
5. Repeat the process for each participant.

Via Section QR Code

You may also print a QR code for your section that participants can scan using their app to mark themselves as attended. Prior to class time, access your section roster to create a sign-in sheet.

> **NOTE**
>
> Refer to *User Guide - Course Instructor* for more detailed instructions on managing your section roster and creating a sign-in sheet.

A sign-in sheet with the QR code will generate for the class time. Print and post this in the room before your class time. Participants can use their mobile app to scan and mark themselves as attended.

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