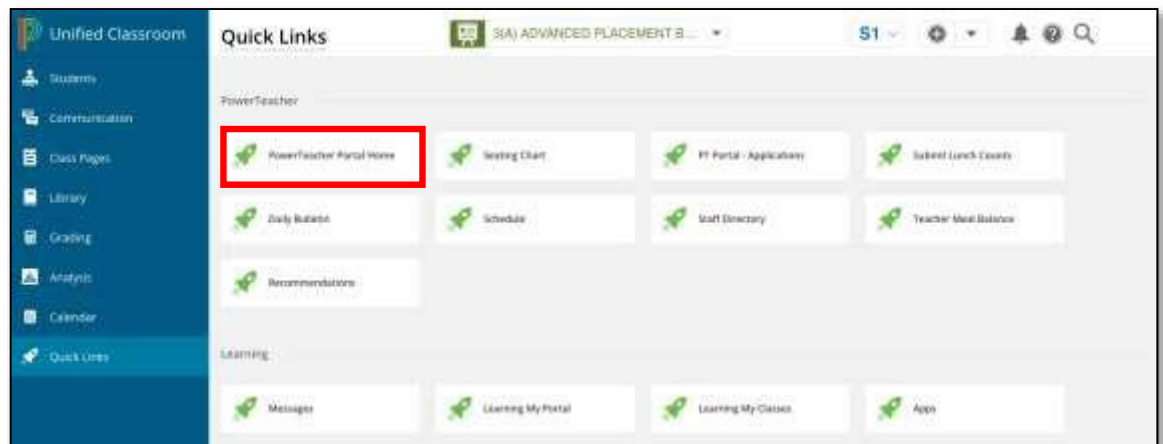# PERFORMANCE MATTERS QUICK GUIDE

Teacher Access to Performance Matters and PS Learning

PowerSchool's learning tools reside in the PowerTeacher Portal. Here's how to access them:

1. Once you are logged into Unified Classroom, select on the left the **Quick Links** Rocket.
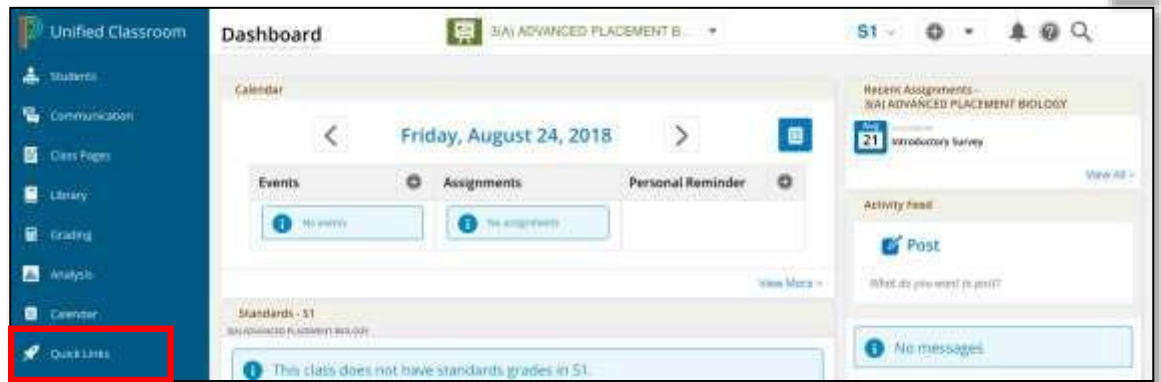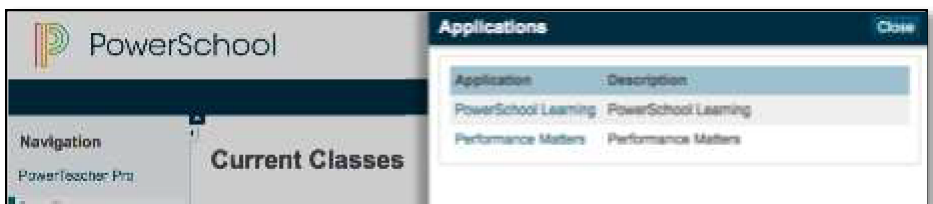
2. Inside Quick Links, choose **PowerTeacher Portal Home**.

3. From the main PowerSchool Page, choose the **Apps Launcher**.

4. This will open the applications panel where you can choose **PowerSchool Learning** or **Performance Matters.**
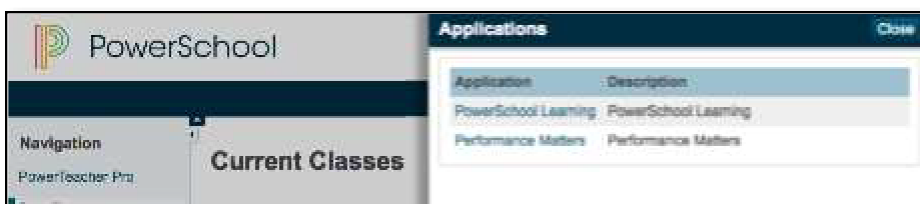
Principal Access to Performance Matters

Principals access Performance Matters through PowerSchool.

1. Once logged into Powerschool, look on the upper right corner of the page under "Term" for the **Apps Launcher** (see image to the right)
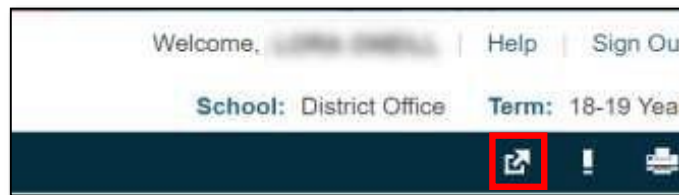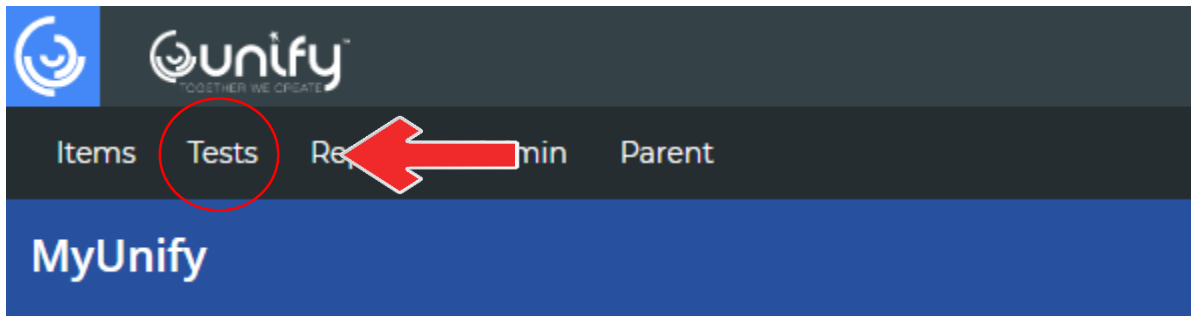

2. This will open the applications panel where you can choose **Performance Matters.**
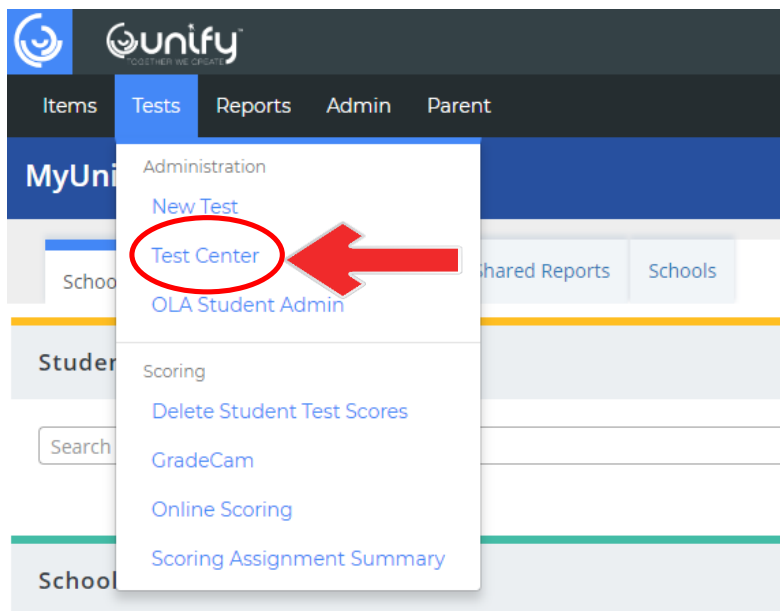
Locate a Common Assessment

1. From the *Performance Matters* homepage, click on the **Tests** menu tab
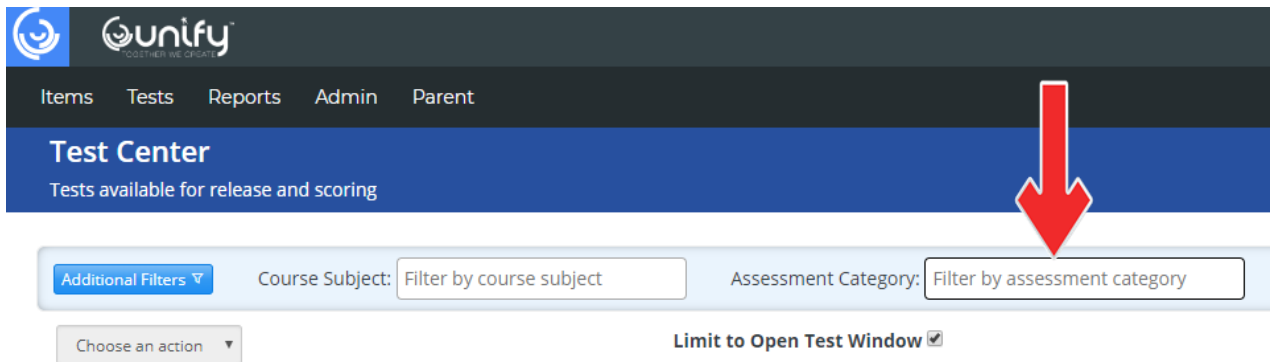

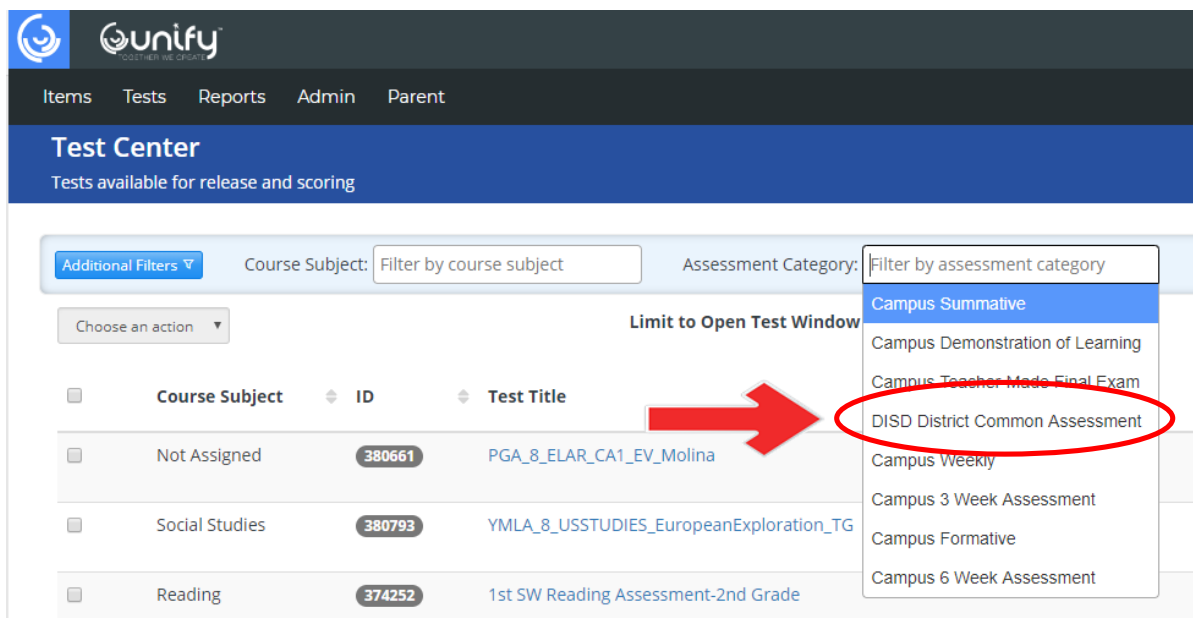2. Select **Test Center** from the drop-down menu

Locate a Common Assessment

3. Click in the **Assessment Category** box

4. Select **DISD District Common Assessment**

Any Common Assessment that has been assigned to teachers will be listed here.

Naming Convention: The title for the answers keys for all administrations will start with the word "DISTRICT". For example, **DISTRICT_SW1_CA_GRADE_5_READING**.
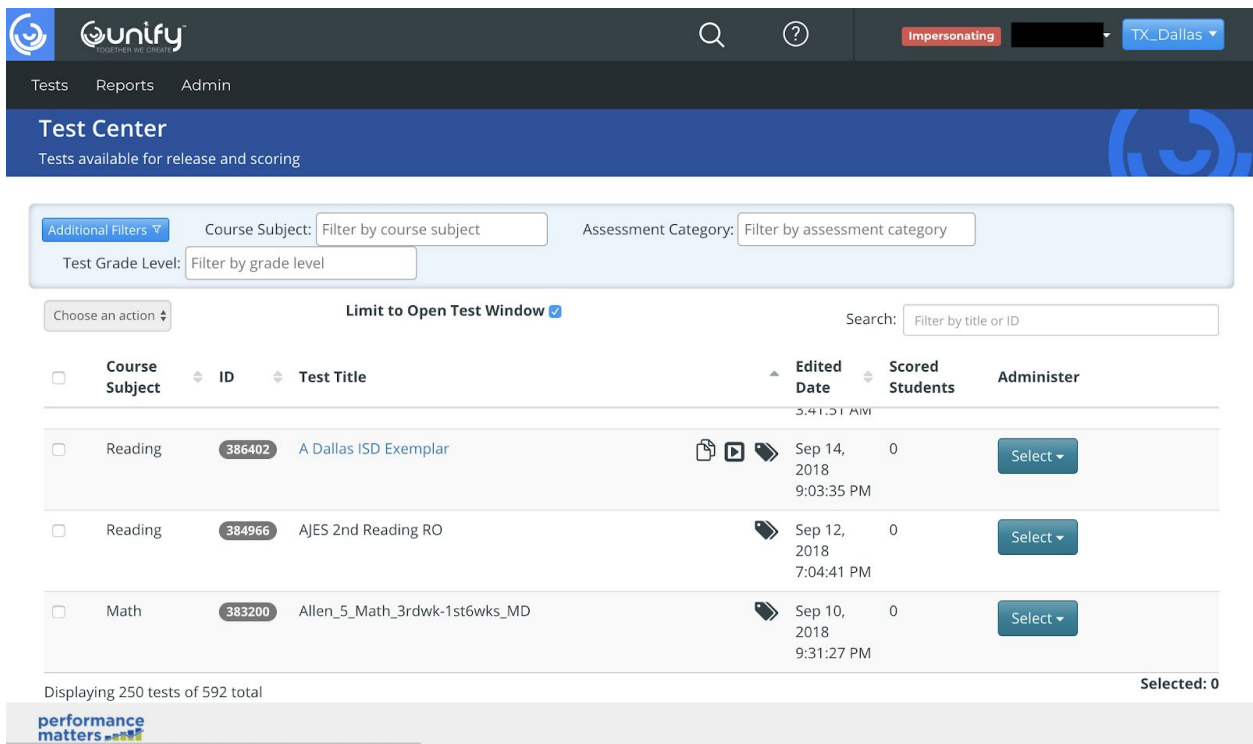
Performance Matters: Printing Answer Documents

In the Performance Matters platform:

Click the "Tests" tab on the upper left corner and select "Test Center":
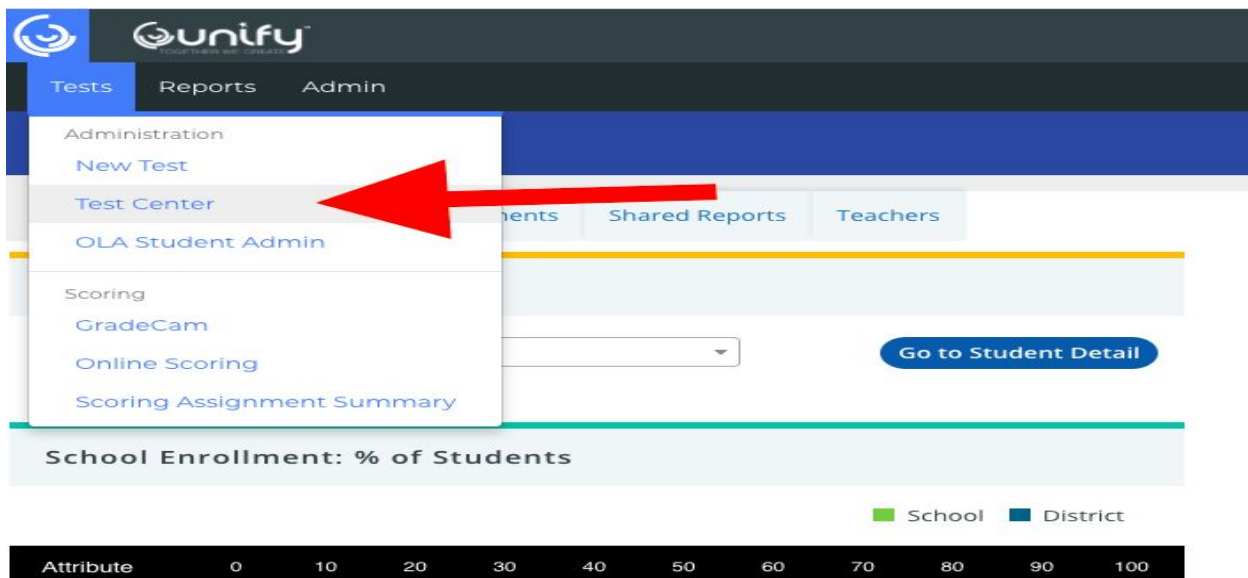
Find your test in the list. It may be necessary to narrow the results using available filters (*course/subject, assessment category, test grade level, or test title/ID*). The test will only be visible if the test window is currently open. On the right side of list, click the "select" icon for the appropriate test to open a drop-down menu.

Performance Matters: Printing Answer Documents

Click on "Release: Online/Paper Based" to download scan sheets.

All available student scan sheets will be displayed on the following page. To filter and print by class, select the classes tab shown below to get a drop-down menu of available classes. Class scans can be downloaded and printed separately.

There is an option to print blank scan sheets or preslugged scan sheets. Click the appropriate tab: "Blank Answer Sheet" or "Preslugged Sheets" and it will download to your computer as a pdf.

Performance Matters: Printing Answer Documents

Depending upon the Internet browser, the download file could be found at the bottom of the window, like the image above, or it may be found under the download icon in the upper right corner of the window as shown below.

Open the downloaded file and verify the information at the top of the scan sheet is accurate before printing the document. All scan sheets that are to be scanned on the Canon copier will have a QR code on the bottom right corner.

School Name:	Herbert Marcus Elementary School		Test ID:	3009820
Test Name:	AAA Test . DELETE ME		Test Event ID:	3011682
Teacher Name:	, Sorelly		Client ID:	3100235
Student Name:			Barcode:	0204636458
Student Code:			Teacher ID:	5017704

Student Answers

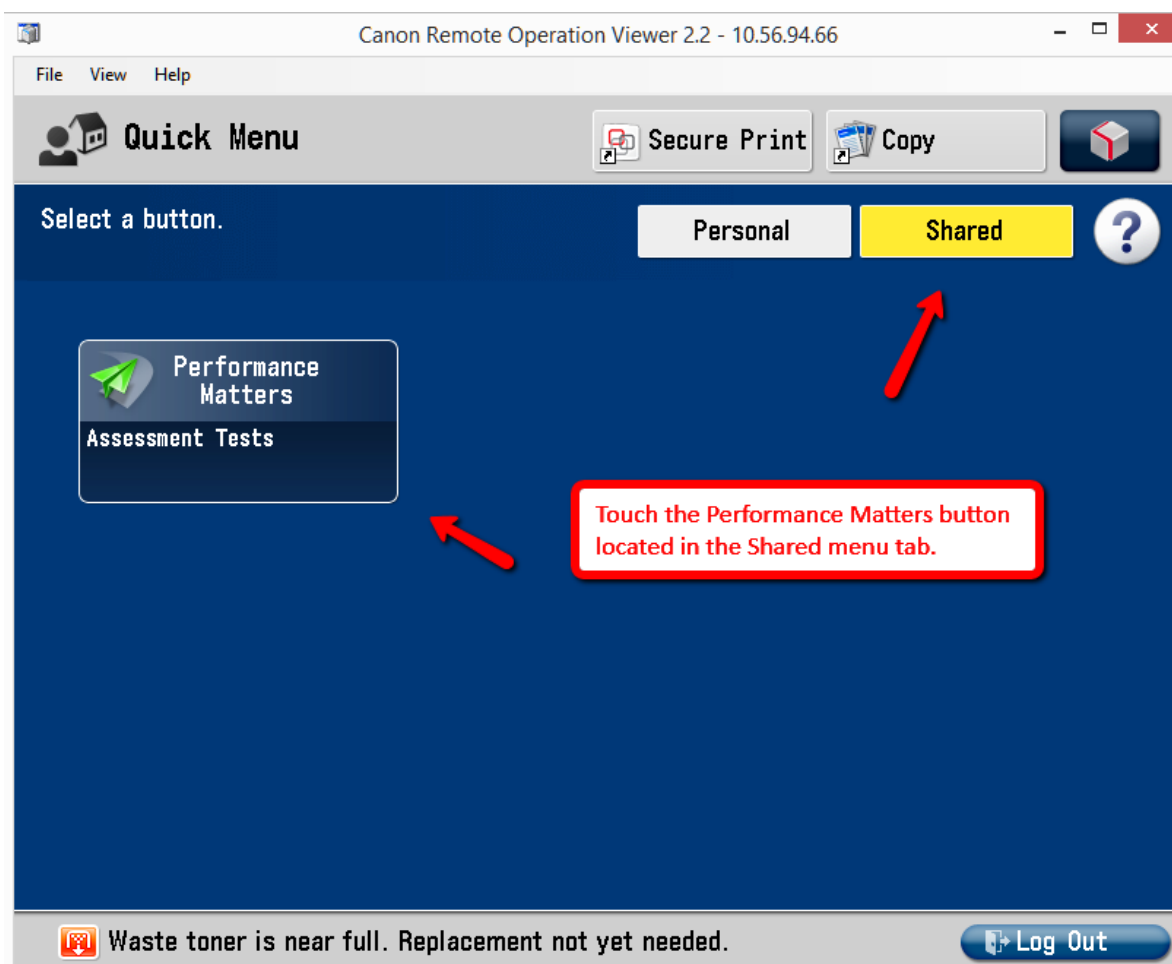| 1	ⓐ ⓑ ⓒ ⓓ
2	ⓐ ⓑ ⓒ ⓓ
3	ⓐ ⓑ ⓒ ⓓ
4	ⓐ ⓑ ⓒ ⓓ

performance matters

1

Performance Matters Assessment Test Scan Instructions

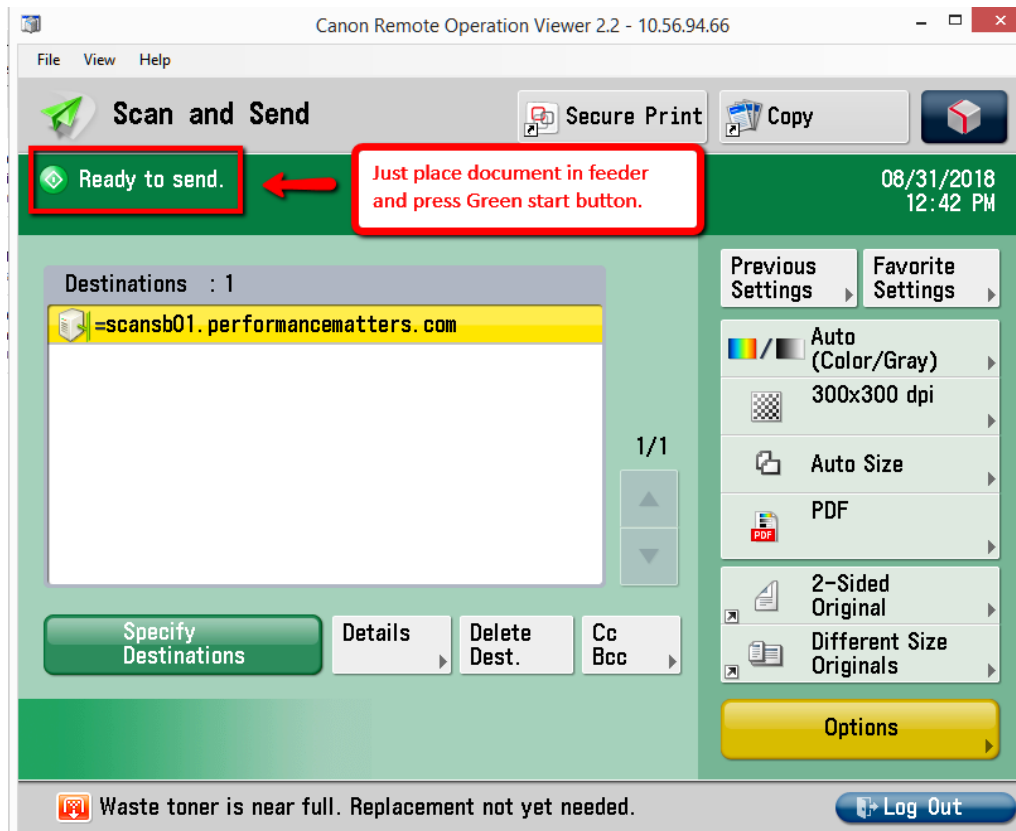1. Press the Quick Menu button on your machine, which looks like this:

2. **Touch the Performance Matters button located under the Shared Tab.**
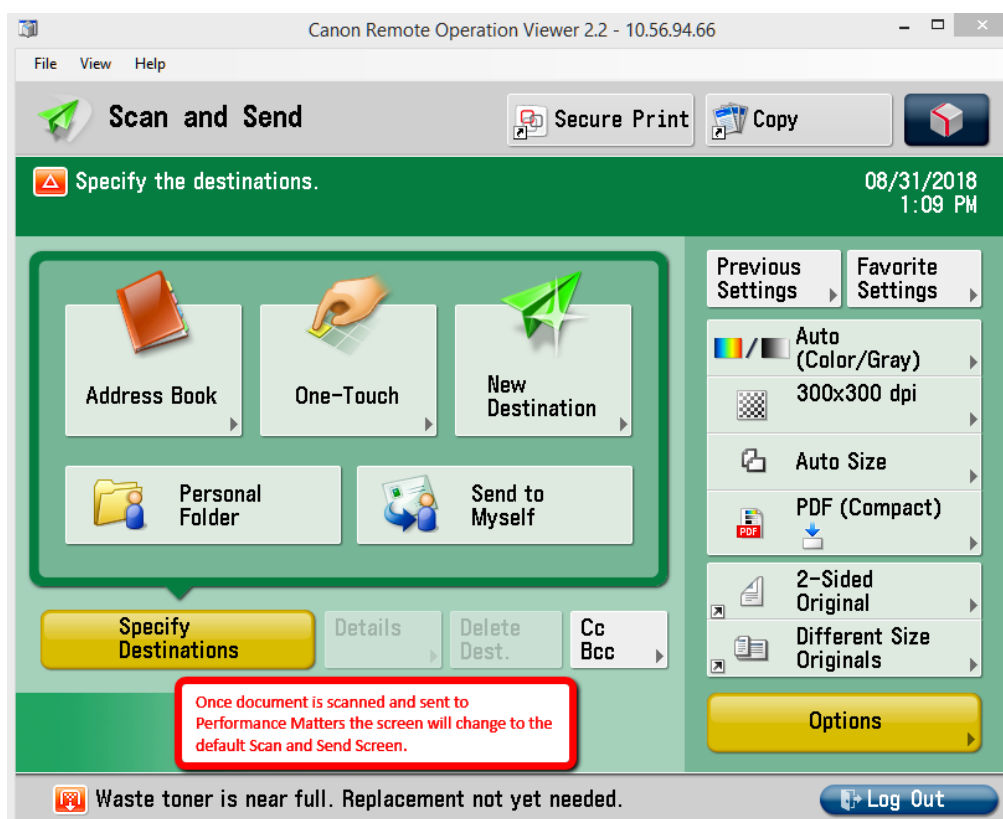
Performance Matters Assessment Test Scan Instructions

3. **You are ready to scan and send your documents to Performance Matters. Place documents in feeder and press the Green start button.**
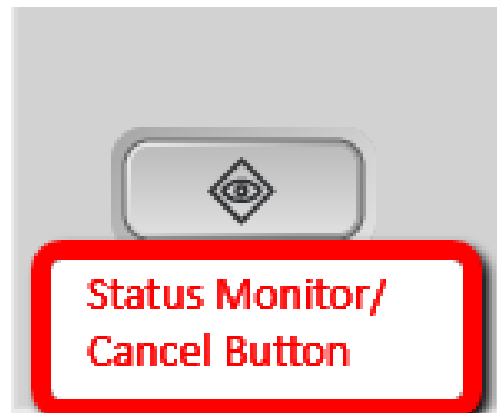

4. **Your document will be scanned through the feeder and sent. Once it's finished scanning through the feeder the screen will change to the default Scan and Send screen.**

Performance Matters Assessment Test Scan Instructions

5. **If you would like to verify that the scan was sent, press the Status Monitor/Cancel Button, Press Send, Press Log, and look at the activity log to confirm that under the Result column it shows "OK".**

Status Monitor/ Cancel Button