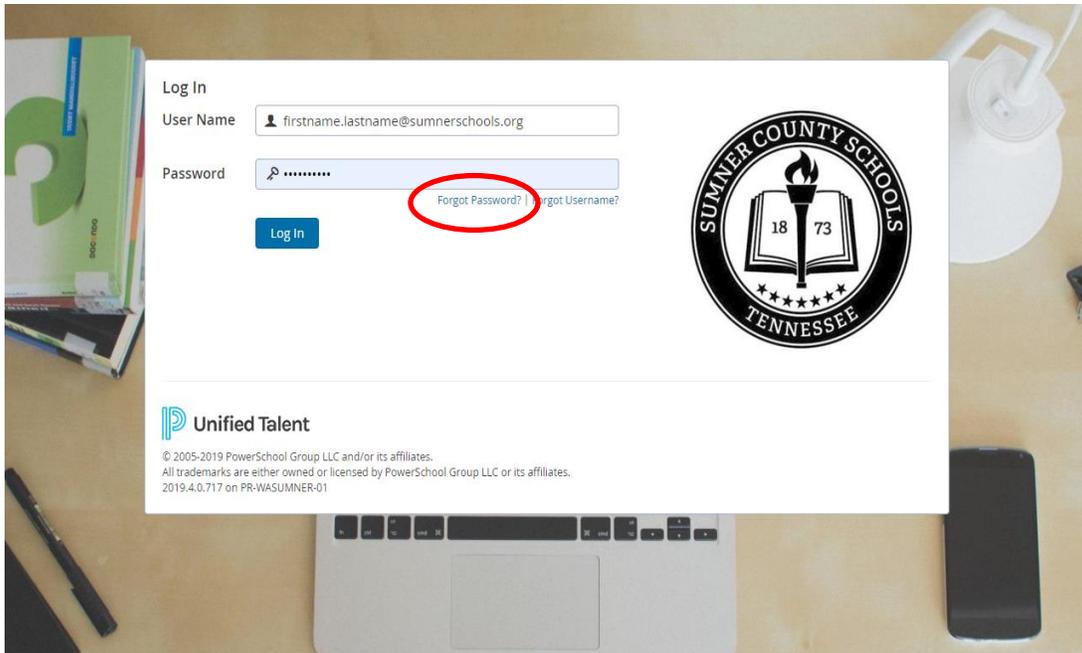


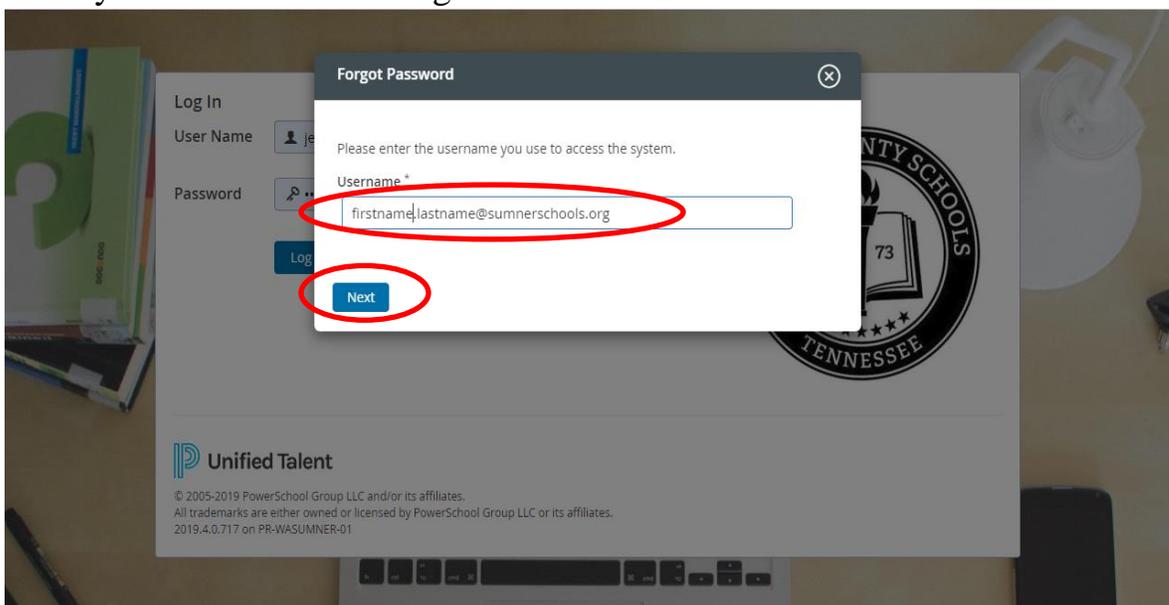
Professional Learning Platform

TrueNorth Logic (SCS PL) Login Instructions

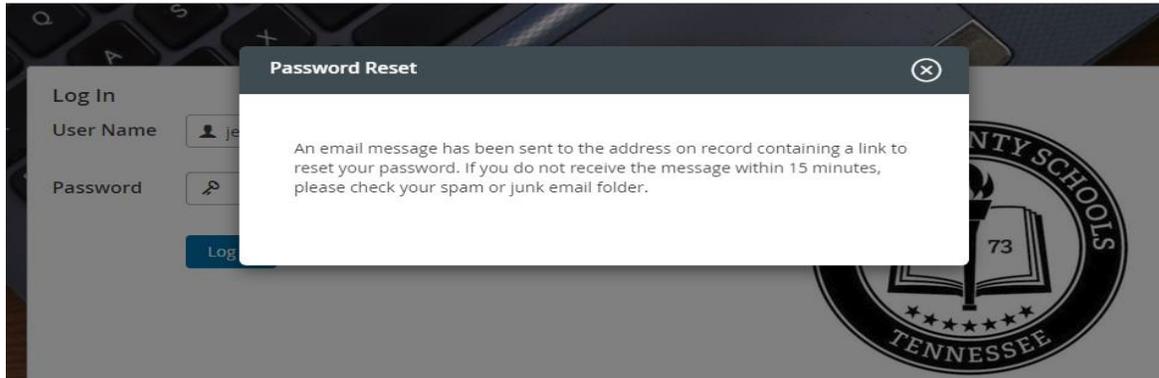
1. Click on or cut-and-paste the new link to **TrueNorth Logic**: <http://tn-sumner.truenorthlogic.com>
2. On the **TrueNorth Logic Log In** page, click on **Forgot Password?**



3. Enter your sumnerschools.org domain email and click next.



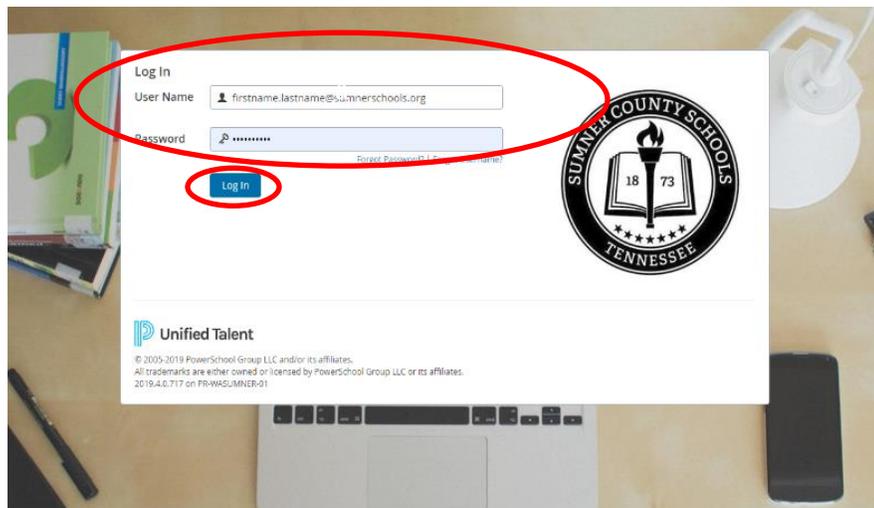
4. A **Password Reset** notification will appear that an email has been sent to your summerschools.org domain to reset your password.



5. You will receive an emailed from *noreply@truenorthlogic.com* with a link to reset your password. After clicking on the link, you will be prompted to **Reset Password**. Create a **New Password**, **Confirm New Password**, then click **Change Password**:

A screenshot of a "Reset Password" form. The form has two input fields: "New Password *" and "Confirm New Password *". A red oval highlights both input fields. Below the fields is a blue button labeled "Change Password", which is also circled in red. At the bottom of the form, there is a "Unified Talent" logo and copyright information: "© 2005-2019 PowerSchool Group LLC and/or its affiliates. All trademarks are either owned or licensed by PowerSchool Group LLC or its affiliates."

6. Return to the *TrueNorth Logic* Log In page (<http://tn-sumner.truenorthlogic.com>). Your **User Name** is your summerschools.org email domain. Enter your **User Name** and newly created password, then click **Log In**.

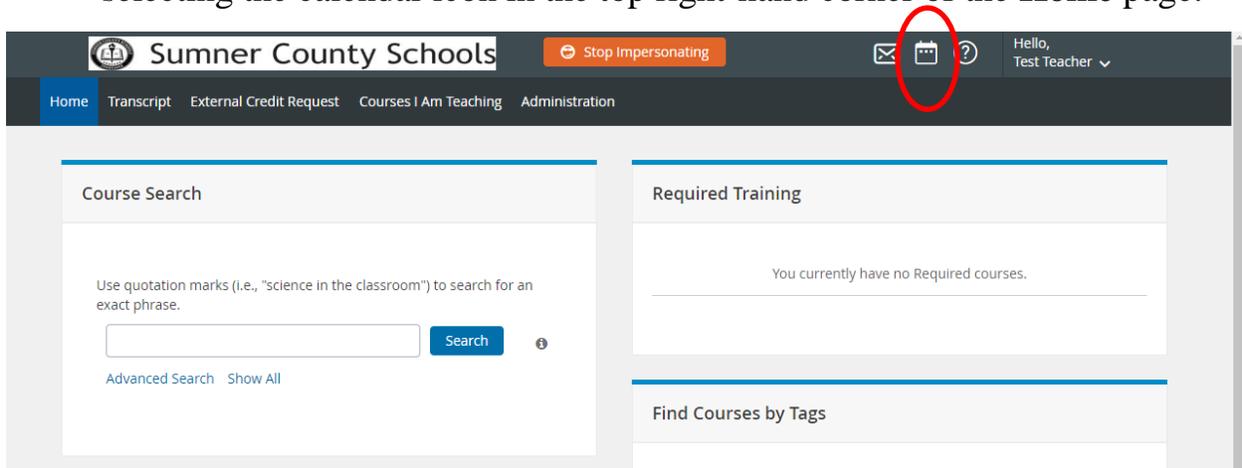


Registering for Trainings in TrueNorth Logic

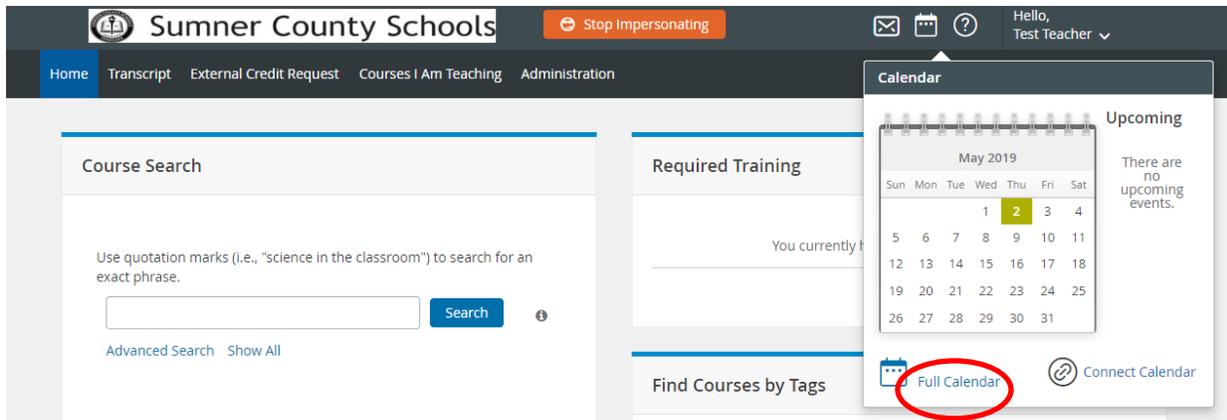
There are two options for educators to register for trainings. If you know the exact date of month, use **Option 1**. If you know the title or key words in the title, skip to **Option 2**. **If you will not be able to attend a course you have registered for, please make sure to follow the Withdrawal steps detailed after Option 2.**

Option 1: Trainings by *calendar date*

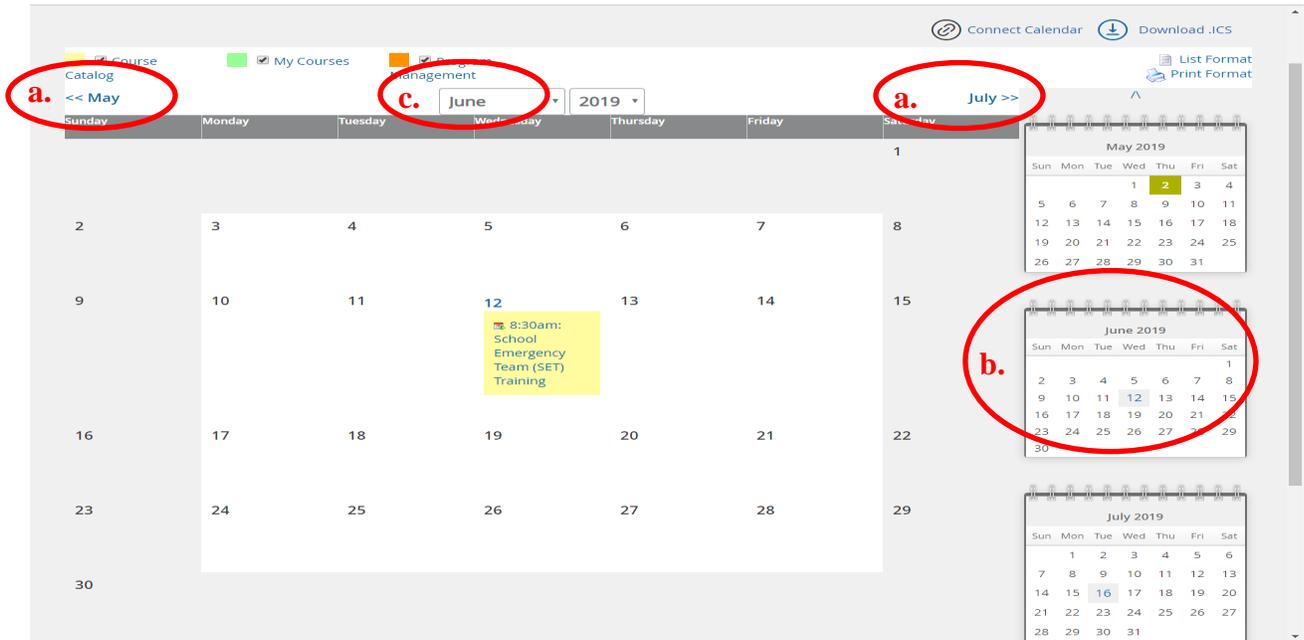
1. Once logged in, you can view and register for available trainings by selecting the calendar icon in the top right-hand corner of the **Home** page.



2. Click on **Full Calendar**.



3. From here, you have three options:
 - a. scroll from month-to-month at each end of the main calendar displayed;
 - b. select the month of the training from the drop-down window in the center of the page;
 - c. or click on the month from the right-hand side.



4. Click on the number of the date (ex: July 26)

7	8 A Revisit to Bridge... 8:30 am - 3:30 pm LearnZillion Initial... 8:30 am - 3:30 pm	9 Effective Strategie... 8:30 am - 3:30 pm For Elementary M... 8:30 am - 3:30 pm Show More...	10 5th Grade Standar... 8:30 am - 11:30 am LearnZillion Initial... 8:30 am - 3:30 pm Show More...	11 1st grade Read to ... 8:30 am - 3:30 pm ELL Collaborative ... 8:30 am - 3:30 pm Show More...	12	13
14	15 TCI (Therapeutic C... 8:00 am - 4:00 pm LearnZillion Initial... 8:30 am - 3:30 pm	16 LearnZillion Initial... 8:30 am - 3:30 pm School Emergency... 8:30 am - 3:30 pm	17 InformTN Training 8:30 am - 11:30 am LearnZillion Lead... 8:30 am - 3:30 pm Show More...	18 Gobs of Google 8:30 am - 3:30 pm New to Bridges 8:30 am - 12:30 pm Show More...	19	20
21	22 Science in the Cla... 8:00 am - 4:30 pm Guided Reading f... 8:30 am - 3:30 pm Show More...	23 STAR Training for ... 8:00 am - 3:00 pm Autism 2.0 8:30 am - 3:30 pm Show More...	24 Elementary Librar... 8:30 am - 3:30 pm Guided Reading f... 8:30 am - 3:30 pm Show More...	25 New Hire Orientat... 8:30 am - 3:30 pm SPDG 2.0 - Succes... 8:30 am - 3:30 pm	26 DRIVE Summer 20... 8:00 am - 11:00 am DRIVE Summer 20... 8:00 am - 11:00 am Show More...	27
28	29	30 SPED Teacher Assi... 8:30 am - 3:30 pm Teacher Assistant ... 8:30 am - 3:30 pm	31 SPARK Training 8:00 am - 3:00 pm SPARK Training 8:00 am - 3:00 pm			

5. Select the training on the date you want to attend.

The screenshot shows the Sumner County Schools website's calendar interface. At the top, there are navigation links: Home, Transcript, External Credit Request, PD Playlists, Administration, Support, Courses I Am Teaching, and Propose A Course. The main heading is "Calendar Day View" with a date selector set to July 26, 2019. Below this, there are filter buttons: Course Catalog (checked), My Courses (checked), Section Blackout Dates (unchecked), and Program Management (checked). The calendar displays a list of events for Friday, July 26, 2019. The event "Management - Routines & Procedures - Grade Band Session @ Northfield Church" is circled in red. Other events include "DRIVE Summer 2019-2020 AM - Kickoff" at Hendersonville High School, Long Hollow, and Northfield Church, and "Management - Routines & Procedures - Grade Band Session" at Hendersonville High School, Beech High School, Gallatin High School, Long Hollow Baptist, and Station Camp High School.

6. Click on the Sections tab next to Course Details.

The screenshot shows the Sumner County Schools website's course details page for "#10039 School Emergency Team (SET) Training". The page header includes the Sumner County Schools logo, a "Stop Impersonating" button, and user information: "Hello, Test Teacher". The main heading is "View Learning Opportunity" with a search bar. Below this, there is a section for "Instructor Led" courses. The course title is "#10039 School Emergency Team (SET) Training". A note states: "*All courses are conducted at EB Wilson 685 East Main Street, Gallatin, TN 37066 *You MUST sign up for the classes through the PL program *You MUST be approved by your administrator and school nurse to participate in the SET program *Your administrator will determine PD time for the classes. *Please note some classes are all-day trainings. *Some trainings may be split Read More". There are buttons for "Credit" and "Views 0". At the bottom, there are two tabs: "Course Details" and "Sections", with "Sections" circled in red. Below the tabs, there is a table with columns for "Points", "Hours", "Day 1", "Day 2", "Day 3", "Day 4", and "Day 5". The "Hours" column shows a value of 6.0.

Credit Types:	Points	Hours	Day 1	Day 2	Day 3	Day 4	Day 5
Hours	-	6.0	-	-	-	-	-

7. Click **Register** on the session for the date and time you would like to attend.

The screenshot shows the Sumner County Schools website interface. At the top, there is a navigation bar with the school logo, the name "Sumner County Schools", and a "Stop Impersonating" button. Below this is a menu with "Home", "Transcript", "External Credit Request", "Courses I Am Teaching", and "Administration". A search bar contains the text "set". The main heading is "View Learning Opportunity" with a sub-heading "View Learning Opportunity". Below this, there is a section for "Instructor Led" with the title "#10039 School Emergency Team (SET) Training". A disclaimer states: "*All courses are conducted at EB Wilson 685 East Main Street, Gallatin, TN 37066 *You MUST sign up for the classes through the PL program *You MUST be approved by your administrator and school nurse to participate in the SET program *Your administrator will determine PD time for the classes. *Please note some classes are all-day trainings. *Some trainings may be split Read More". There are "Credit" and "Views 0" indicators. Below this, there are two tabs: "Course Details" and "Sections". The "Sections" tab is active, displaying a table with the following data:

SECTION NUMBER	SECTION TITLE	DATE	INSTRUCTOR	ADDRESS	MAX CLASS SIZE	REGISTERED	LOCATION/ROOM NUMBER	SECTION NOTES	
1	10040	SET Training - All Day Training June 12, 2019 - June 12, 2019 8:30 AM - 3:30 PM	Kerri Sowell - kerri.sowell@sumnerschools.org	685 East Main Street Gallatin, TN 37066	24	0	—	—	Register
2	10041	SET Training - All Day Training July 16, 2019 - July 16, 2019 8:30 AM - 3:30 PM	Kerri Sowell - kerri.sowell@sumnerschools.org	685 East Main Street Gallatin, TN 37066	24	0	—	—	Register
	SFT	October 17, 2019 - October		685 East					

8. Confirm Course Registration title, date, time & location; then Click Next.

The screenshot shows the Sumner County Schools website interface for the "Course Registration" page. The browser address bar shows the URL: "https://tn-sumner.truenorthlogic.com/U/P/Channel/-/ExternalChannel?_ct=Home&Path=%2Ffia%2Fapp%2Fregistration%2Fstart%3Fid%3D10040". The page title is "Course Registration". Below this, there is a section for "Registering for Course: School Emergency Team (SET) Training". The main heading is "Confirm Course Selection". Below this, there is a message: "Please confirm the following information to complete the course registration. Click Next to continue". The "Course Information" section displays the following details:

Course Title:	School Emergency Team (SET) Training	Location/Room Number:															
Section:	SET Training - All Day Training	Street Address:	685 East Main Street														
Credit Types: How much do I have?	<table border="1"><thead><tr><th>Points</th><th>Hours</th><th>Day 1</th><th>Day 2</th><th>Day 3</th><th>Day 4</th><th>Day 5</th></tr></thead><tbody><tr><td>Hours</td><td>-</td><td>6.0</td><td>-</td><td>-</td><td>-</td><td>-</td></tr></tbody></table>	Points	Hours	Day 1	Day 2	Day 3	Day 4	Day 5	Hours	-	6.0	-	-	-	-	City:	Gallatin
Points	Hours	Day 1	Day 2	Day 3	Day 4	Day 5											
Hours	-	6.0	-	-	-	-											
Section Notes:		State:	TN														
Class Dates:	06/12/2019 - 06/12/2019	Zip:	37066														
			Map														

9. A **Congratulations** notification will appear to indicate you have successfully registered. A confirmation email will also be sent to your summerschools.org domain email.

The screenshot shows the Summer County Schools website interface. At the top, there is a navigation bar with the school logo and name, a 'Stop Impersonating' button, and user information 'Hello, Test Teacher'. Below the navigation bar, there is a 'Congratulations' banner with a green checkmark icon and the text 'You have successfully registered for School Emergency Team (SET) Training.' Below the banner, there are links for 'My Course List' and 'Course Search'. Further down, there is a 'Calendar Updates' section with a link to connect to an external calendar. At the bottom, there is a 'Unified Talent' logo and copyright information: '©2005-2019 PowerSchool Group LLC and/or its affiliates. All trademarks are either owned or licensed by PowerSchool Group LLC or its affiliates. 2019.4.0.717 on PR-WASUMNER-01'.

Option 2: Trainings by *title search*

1. If you know the title of the training, from the **Home** page, type it in the **Course Search** box and click **Search**.

The screenshot shows the Summer County Schools website interface with the 'Course Search' box highlighted. The 'Course Search' box contains a text input field labeled 'Name of Training' and a 'Search' button. A red circle highlights the 'Name of Training' input field, and another red circle highlights the 'Search' button. Above the input field, there is a note: 'Use quotation marks (i.e. "science in the classroom") to search for an exact phrase.' Below the input field, there are links for 'Advanced Search' and 'Show All'. To the right of the 'Course Search' box, there is a 'Required Training' section with the text 'You currently have no Required courses.' Below the 'Required Training' section, there is a 'Find Courses by Tags' section.

- Options for the available trainings under the title you searched will appear. Click **Register** on the session for the date and time you would like to attend.

The screenshot shows a web browser window with the URL <https://tn-sumner.truenorthlogic.com/U/P/Channel/-/ExternalChannel?Path=%2Ffia%2Fempari%2Flearning%2Fcourse%2Fsearch%2FdoCourseSearch&search...>. The page header includes the Summer County Schools logo, a "Stop Impersonating" button, and navigation links for Home, Transcript, External Credit Request, Courses I Am Teaching, and Administration. A search bar contains the text "set".

The search results section shows "(1) Results for set" and "Sort By: Course Title: A to Z". The main result is for "#10039 School Emergency Team (SET) Training", which is marked as "Instructor Led". A note states: "*All courses are conducted at EB Wilson 685 East Main Street, Gallatin, TN 37066 *You MUST sign up for the classes through the PL program *You MUST be approved by your administrator and school nurse to participate in the SET program *Your administrator will determine PD time for the". Below this, there are three registration options:

Course Title	Date/Time	Seats	Register
#10040 SET Training - All Day Training	06/12/2019 @ 8:30 AM	Seats:23 left of 24	Register
#10041 SET Training - All Day Training	07/16/2019 @ 8:30 AM	Seats:24 left of 24	Register
#10042 SET Training - September 12 and 17	09/12/2019 @ 4:00 PM	Seats:24 left of 24	Register

The "Register" button for the 07/16/2019 session is circled in red. At the bottom of the page, there are navigation controls showing "1 of 1 page(s)" and a "10 per page" dropdown.

- Confirm Course Registration title, date, time, and location; click **Next**.

The screenshot shows the "Course Registration" page for "School Emergency Team (SET) Training". The page title is "Registering for Course: School Emergency Team (SET) Training". The main heading is "Confirm Course Selection". A message reads: "Please confirm the following information to complete the course registration. Click Next to continue".

The "Course Information" section displays the following details:

Course Title:	Location/Room Number:
School Emergency Team (SET) Training	
Section:	Street Address:
SET Training - All Day Training	685 East Main Street
Credit Types:	City:
Points: 6.0	Gallatin
Hours:	State:
6.0	TN
Day 1:	Zip:
	37066
Day 2:	Map:
Day 3:	
Day 4:	
Day 5:	

The "Class Dates" are listed as "06/12/2019 - 06/12/2019". A "Next" button is circled in red at the bottom left of the page.

4. A **Congratulations** notification will appear to indicate you have successfully registered. A confirmation email will also be sent to you summerschools.org domain email.

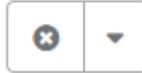
The screenshot shows the Sumner County Schools website interface. At the top, there is a navigation bar with the school logo, the name 'Sumner County Schools', a 'Stop Impersonating' button, and user information 'Hello, Test Teacher'. Below the navigation bar is a dark blue header with the text 'Congratulations' and 'Congratulations' below it. The main content area features a green notification box with a checkmark icon and the text 'Congratulations' and 'You have successfully registered for School Emergency Team (SET) Training.' Below this notification are two links: 'My Course List' and 'Course Search'. Underneath the notification is a section titled 'Calendar Updates' with a link to connect to an external calendar. At the bottom of the page, there is a 'Unified Talent' logo and copyright information: '©2005-2019 PowerSchool Group LLC and/or its affiliates. All trademarks are either owned or licensed by PowerSchool Group LLC or its affiliates. 2019.4.0.717 on PR-WASUMNER-01'.

Withdraw from a training you have registered for.

1. From the right-hand side of the **Home** page, click on **Manage And Withdraw From Courses** under **My Courses**.

The screenshot shows the 'My Courses' section of the website. The 'My Courses' header is circled in red. Below it, there is a section for 'My Learning Opportunities' with a 'View All' button. A message states 'No learning opportunities were found.' Below this message are two buttons: 'My Transcript' and 'Manage And Withdraw From Courses', both of which are circled in red. Below the 'My Learning Opportunities' section is a 'Recommended Training' section with the text 'You currently have no Recommended courses.'

2. Click on the dark circle with the X next to the training you would like to withdraw from.



Sumner County Schools

Stop Impersonating

Hello, Test Teacher

Home Transcript External Credit Request Courses I Am Teaching Administration

My Learning Opportunities

Search for Learning Opportu...

My Courses >

My Transcript

Registered Learning Opportunities Wait List

ACTIONS	LEARNING OPPORTUNITY	SURVEY
 	10032: Karine's test Morning	Please return here after you finish your course to take the survey.
 	10039: School Emergency Team (SET) Training SET Training - All Day Training	No surveys to take.

Unified Talent

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3. Then click **Withdraw**

Microsoft Office x Mail - Jeff Yawn x Sumner - Profes x Calendar - Jeff Y x Your session has x PowerSchool x Tennessee Acad x

https://tn-sumner.truenorthlogic.com/U/P/Channel/-/ExternalChannel?ct=Home&Path=%2Fia%2Fempari%2Flearning%2Fregistration%2FconfirmWithdraw...

Sumner County Schools

Stop Impersonating

Hello, Test Teacher

Home Transcript External Credit Request Courses I Am Teaching Administration

Confirm Withdraw

My Learning Opportunities > Confirm Withdraw

Instructor Led

School Emergency Team (SET) Training | SET Training - All Day Training

Section Number: 10040
Location: 685 East Main Street
Gallatin, TN 37066

Jun 12 June 12, 2019 - June 12, 2019
8:30 AM - 3:30 PM

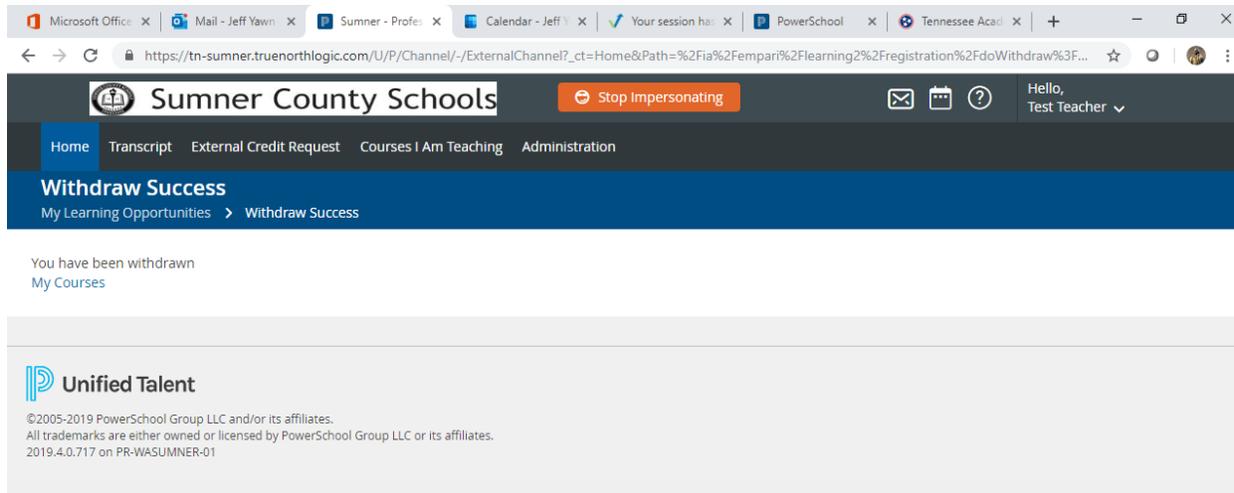
Please confirm that you wish to withdraw from the following course.

Withdraw Cancel

Unified Talent

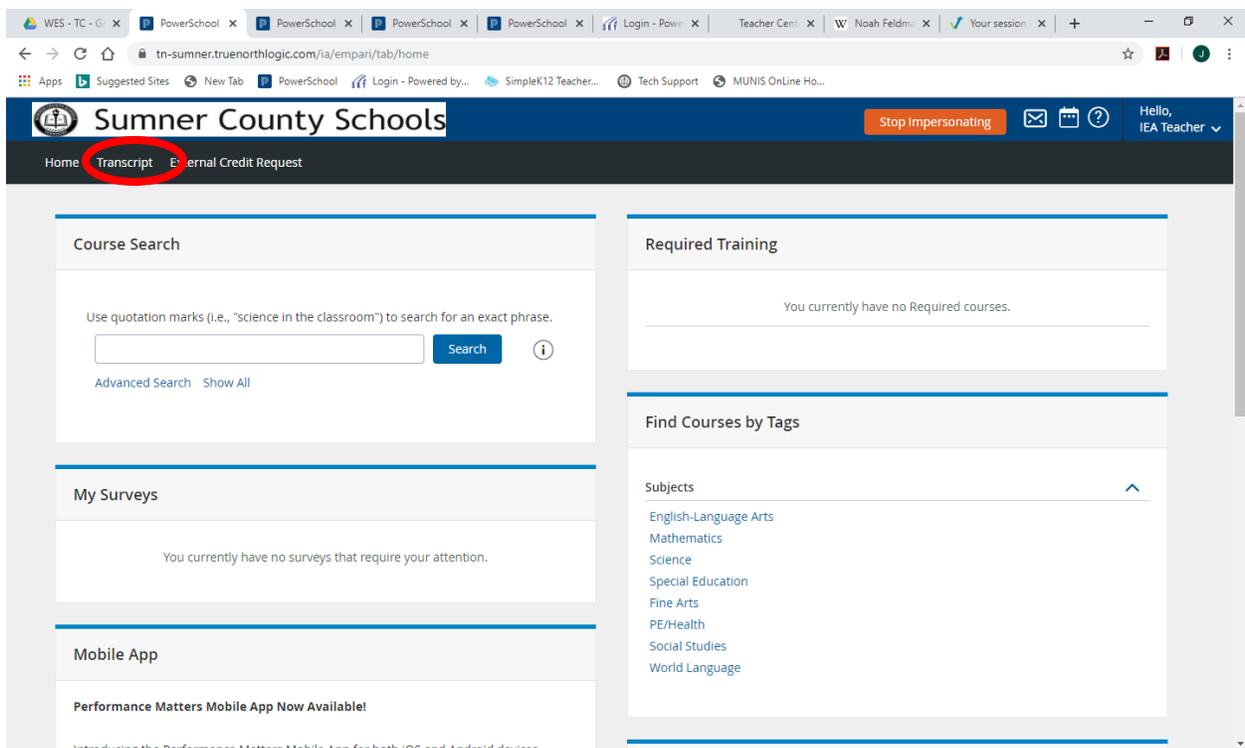
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4. A **Withdraw Success** notification will appear to indicate you have successfully withdrawn from the course.



TrueNorth Logic (SCS PL) Review Transcript Instructions

1. After logging into TrueNorth Logic(SCS PL), Select “Transcript”



- Fill in “Section End Date From:” with 05/01/2019 and the “Section End Date To:” with 04/15/2020. Those are the dates through which Professional Learning may be earned in the 2019-2020 School Year.

The screenshot shows the 'My Transcript' search interface. The browser address bar displays the URL: tn-summer.truenorthlogic.com/ia/empair/tab/Transcript?_ct=Transcript. The page title is 'My Transcript'. The search criteria are as follows:

- Name: IEA Teacher
- Employee ID: ST10652
- Sites: Elementary, Benny C. Bills Elementary; Secondary, Hendersonville High School; Elementary, J. C. Anderson Elementary; Secondary, Joseph E. Shafer Middle School; Secondary, Knox Doss Middle at Drakes Creek; Secondary, Rucker Stewart Middle School; Elementary, Station Camp Elementary
- Demographics: Instructional; Instructional: Special Education Teacher
- Section Completed Date From: (empty)
- Section Completed Date To: (empty)
- Section End Date From: 05/01/2019
- Section End Date To: 04/15/2020

The 'Section End Date From' and 'Section End Date To' fields are circled in red. A blue 'Search' button is located at the bottom left of the search area.

- Once the dates have been entered, click “Search”

This screenshot is identical to the one above, showing the 'My Transcript' search interface with the same search criteria. In this view, the blue 'Search' button at the bottom left of the search area is circled in red.

- Scroll down and review the transcript. If you note any errors or have any questions, please contact Jennifer Stafford at Jennifer.Stafford@sumnerschools.org. Please remember that all PL must be submitted to Jennifer Stafford by April 15, 2020.

The screenshot shows a web browser window with the URL tn-sumner.truenorthlogic.com/ia/app/course/newTranscript. The page displays a transcript for three courses. Below the table is a 'Total:' section with a summary table.

#	Course #	Section #	Course Title	Start Date	End Date	Completion Date	Certificate #	Registration Status	Credit Hours
1.	10360	10561	Required Day 3 - OES	11/01/2019	11/01/2019	12/05/2019	53325609	Completed	0.0 Day 1 0.0 Day 2 6.0 Day 3 0.0 Day 4 0.0 Day 5 Required Hours
2.	10197	10339	EL Required Day 2	07/31/2019	07/31/2019	12/05/2019	1973324	Completed	0.0 Day 1 6.0 Day 2 0.0 Day 3 0.0 Day 4 0.0 Day 5 Required Hours
3.	10075	10089	Wit and Wisdom	07/24/2019	07/24/2019	12/05/2019	57162600	Completed	6.0 Hours Hours

Total:							
Points	Hours	Day 1	Day 2	Day 3	Day 4	Day 5	
	6.0						New Hire
							Hours
							Licensure PDPs
		0.0	6.0	6.0	0.0	0.0	Required Hours

- If you need to print your transcript or save it as a PDF, select "Print" or "Email PDF".

This screenshot is identical to the one above, but with the 'Email Pdf' and 'Print' buttons in the top right corner circled in red to highlight them.