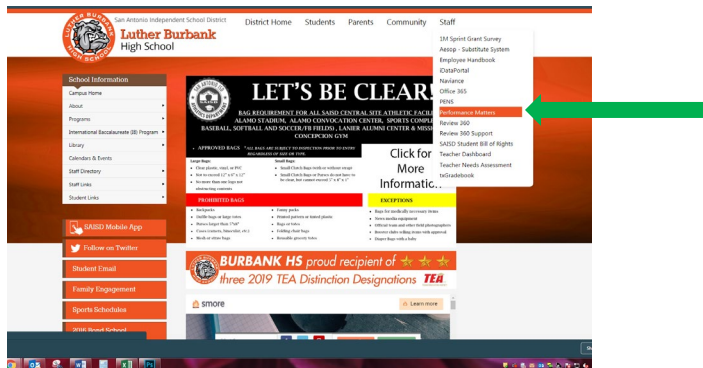
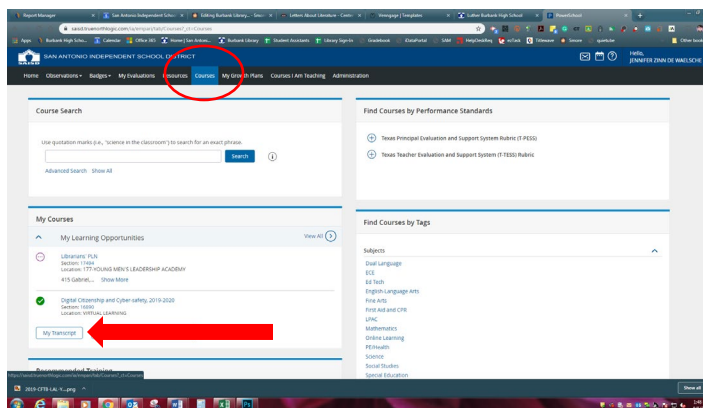


Instructions for Turning in Digital Citizenship for Professional Staff

1. Wait at least 24 hours after completing the Digital Citizenship course in Google Classroom then login to Performance Matters.



2. Click on Courses then click on My Transcript.



3. You should see the course listed. Click on the certificate number to open up the official certificate. Print or email the certificate to jdewaelsche1@saisd.net.

The screenshot shows a list of courses in the Performance Matters system. The course 'Digital Citizenship and Cyber-safety, 2019-2020' is highlighted with a red circle, and its certificate number '27617857' is also circled in red. The table below shows the details of the course.

#	Course #	Section #	Course Title	Start Date	End Date	Completion Date	Survey Status	Certificate #	Registration Status	Credit Hours
1.	14790	16890	Digital Citizenship and Cyber-safety, 2019-2020	08/12/2019	11/16/2019	08/13/2019	No surveys to take.	27617857	Completed	1.0 Hours Continuing Education (CE) Credit
2.	14786	16886	Librarians' Curriculum Day	08/06/2019	08/06/2019	08/15/2019	Survey completed August 16, 2019	45928751	Completed	7.0 Hours Continuing Education (CE) Credit
3.	14785	16885	Librarians: Welcome Back Session	08/02/2019	08/02/2019	08/23/2019	Survey completed August 23, 2019	57277361	Completed	4.0 Hours Continuing Education (CE) Credit
4.	14620	16292	SEAD_Technology Integration with friED Technology	07/17/2019	07/17/2019	08/09/2019	Survey completed July 31, 2019	65404954	Completed	3.0 Hours Continuing Education (CE) Credit
5.	14620	16290	SEAD_Technology Integration with friED Technology	07/16/2019	07/16/2019	08/21/2019	Survey completed August 1, 2019	94514610	Completed	3.0 Hours Continuing Education (CE) Credit
6.	14615	16433	Ready Tech Go 2019	06/12/2019	06/12/2019	07/31/2019	Survey completed July 31, 2019	25376789	Completed	1.0 Hours Continuing Education (CE) Credit
7.	14615	16357	Ready Tech Go 2019	06/11/2019	06/11/2019	07/31/2019	Survey completed July 31, 2019	78395955	Completed	1.0 Hours Continuing Education (CE) Credit
8.	14615	16371	Ready Tech Go 2019	06/11/2019	06/11/2019	07/31/2019	Survey completed July 31, 2019	2141584	Completed	1.0 Hours Continuing Education (CE) Credit
9.	14615	16383	Ready Tech Go 2019	06/11/2019	06/11/2019	07/31/2019	Survey completed July 31, 2019	30840218	Completed	1.0 Hours Continuing Education (CE) Credit
10.	14615	16392	Ready Tech Go 2019	06/11/2019	06/11/2019	07/31/2019	Survey completed July 31, 2019	29164997	Completed	1.0 Hours Continuing Education (CE) Credit
11.	14615	16249	Ready Tech Go 2019	06/10/2019	06/10/2019	07/31/2019	Survey completed July 31, 2019	57530428	Completed	1.0 Hours Continuing Education (CE) Credit
12.	14615	16281	Ready Tech Go 2019	06/10/2019	06/10/2019	- Not Set -	Take Survey		Complete - Pending Survey	1.0 Hours Continuing Education (CE) Credit