Continuing a Course Project in Performance Matters

1. Use **Quick Links** on the SCSD homepage to access Performance Matters and log in using your SCSD username and password.
2. Click **Propose a Course** in the tabs along the top of the screen.
3. Click Course Projects in the Course Approval menu on the left.

4. A list of your course projects will appear. Click on the Actions menu next to the desired course project and select Edit Course.

5. Click on Edit Course again.

6. Use the main action menu to select course information or settings for editing.

7. Use the action menu for a specific section to edit that section.

Submit a Course for Review in Performance Matters

1. When satisfied with all information for your course, click Submit for Review.

2. Click OK when the pop-up appears.



1. Click OK again to close the confirmation.


The course will no longer appear in Current Projects; it will now appear in Submitted Courses. The course cannot be edited while in review; you can only view or copy it.

Revise a Denied Course in Performance Matters

1. Click Denied Courses in the Course Approval menu on the left.

2. Click on the Actions menu next to a denied course and select Edit Course.


Edit Course Details and Settings

1. If the course information or settings were denied, the Edit Course button will be enabled. Click to make necessary updates.

2. Use the main action menu to select course information or settings for editing.

3. Make the appropriate changes to the course and save them.
4. When all necessary changes have been made to a course, click Done.

Edit Course Sections (Instructor-Led Course Types Only)

1. If any of the course sections were denied, the Edit button will be enabled. Click to make necessary updates.

2. On the Manage Sections screen, review the comments for a denied section, then click Edit from the action menu.
3. Make the appropriate changes to the section and save them.
4. When all necessary changes have been made to a section, click Done.
5. Repeat for all sections that were denied. When complete, click Continue on the Manage Sections screen.

Resubmit the Course

1. Once you have returned to the Manage Course screen, click Resubmit for Review to resubmit your course and sections. The Status key should show as a project.

2. Click OK when the confirmation pop-up appears.
3. Click Ok again.


The course will no longer appear in Denied Courses; it will now appear in Submitted Courses.