Frontline: Professional Growth

2018-19

Training Manual

EVERETT PUBLIC SCHOOLS

Frontline: Professional Growth
Setting up an Account
Registering for Activities
app.frontlineeducation.com

You recently received an email invitation from no-reply@fronlineed.org to create **a new Frontline ID** or **sign in with an existing account.**

Select **Create a Frontline ID** This selection takes you to a login page to create new login.

Sign in with Existing Frontline Account (*if you are an EPS hiring manger and use Recruiting & Hiring*).

OR
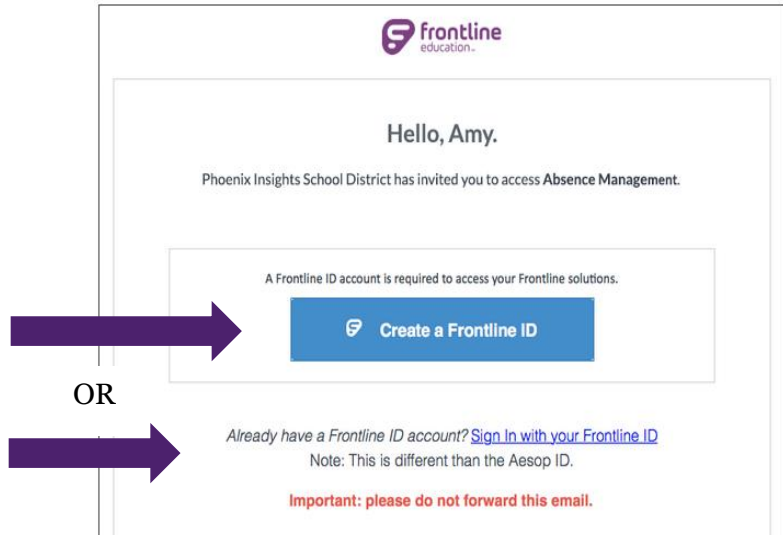
Please create your account using your **EMAIL ADDRESS for your USERNAME** (district or personal).

The password must have 1 alphabet character, 1 number or special character, and 8 total characters.

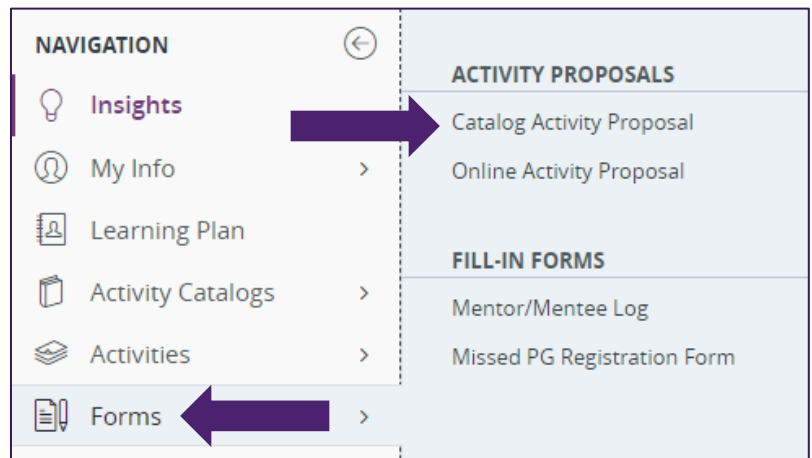Include an email address for password recovery and click **Create Frontline ID**

After creating your account, you will use a single URL sign-on page at pd.everettsd.org to switch between solutions.

Frontline: Professional Growth
Proposing an Activity

EVERETT PUBLIC SCHOOLS

frontline education

Professional Growth
Formerly MLP PDMS and MLP OASYS

Pd.everettsd.org
or
app.frontlineeducation.com

NAVIGATION ←

- Insights
- My Info >
- Learning Plan
- Activity Catalogs >
- Activities >
- Forms >

ACTIVITY PROPOSALS
Catalog Activity Proposal
Online Activity Proposal

FILL-IN FORMS
Mentor/Mentee Log
Missed PG Registration Form

To propose an activity to the district catalog, select **Forms** and **Catalog Activity Proposal.**

Activity Proposal

Annotations

Annotations are brief snippets/phrases that can be added to the activity details and are visible to registrants. These information.

Annotations can be used to color code your courses. This is not required but is a nice extra feature.

Please note: This form is used to propose an activity for the District Catalog. Once added, you must register yours

Activity Information

Indicate the details of the activity you are proposing.

Activity Title

Description

Limit Title to 30 characters Please begin your title with your building/department mail code (Ex. Silver Lake Elementary School is SLE).

The description is seen by the learners and should provide clear and concise information about the activity.

In-Service Objective/Intended Outcomes: Upon successful completion of this course, the participant will (text does NOT show in catalog description):

The objectives are required for **clock hour approval** but are not seen by learners.

Activity Code (enter phone ext as place holder)

Category --- Click To Select ---

Format --- Click To Select ---

Activity Required?
- YES
- NO

Max Enrollment (#)

Min Participants

Associated Event

The Event is used to group a collection of activities that occur as part of one event (for example: Su... the District Catalog, teachers and staff will see the events listed and can click each event for easy a...

Event this activity is part of → --- Click To Select ---

If you are hosting an event with multiple activities, please contact your system support request the event for you. We will need the event title, description, and dates. The event must be set up FIRST before adding activities to it.

Activity Resources

Select an activity specific evaluation in addition to your form specific evaluation.

Activity Evaluation → --- Click To Select --- ▼

Activity Evaluations are always required for courses offering Clock Hours, Classified Hours or Continuing Educational Units.

Wait List

Indicate the number of wait list applications that are allowed for this activity.

Max # Wait List [#]

Activity Owner/Instructor

Activity Owner
☐ Click the button below to select users
[Select User]

Instructor
```
---Not Assigned---
1 Operator, Professional Development System Op
Admin, MLP
AGUILAR, ROBERT
AL MANSOURI, SUKAWT
ALLEN, KEVIN
ALLEN, MOLLY
ANDERSON, KARI
ANDERSON, KATHRYN
BACHOUR, ROLA
BALLA, LANCE
```

Instructor Name
(if not on list)

Click the **Select Learner** button to add whomever will verify clock hours and/or pay for this activity.

Select the instructor(s) including yourself or type the name(s) if not listed.

Instructor Qualifications:

State law requires that for each Clock Hour instructor and each class we provide the following information: Academic and/or professional experience that qualifies you to teach this class e.g. degrees and current professional position (can attach resume in lieu).

Previous presenters enter ON FILE:
☐ YES
☐ NO

File Attachment:

If necessary, you may attach your resume. You MUST first upload your File to your My File Library...

Attach File: →

If you need to attach a file (agenda, resume, etc.), upload first in the **My Info** tab from the navigation pane. Once uploaded, you will be able to select it here.

Dates/Times/Location

of Meetings [1 ▼]

MeetingDate 1

Meeting 1 Date [31]

Start & End Time [▼] [:00 ▼] To [▼] [:00 ▼]

Location [ ]

Catalog Viewing Options

Indicate the date range that this activity will appear in the catalog. If left blank, the activity will show

Start Showing On (mm/dd/yyyy)

Stop Showing On (mm/dd/yyyy)

The dates selected in this catalog viewing boxes denote when a course will be shown to learners in the catalog. The stop date should be one day **AFTER** your final meeting date.

These dates will not prevent you from pre-registering learners to an activity or adding them while updating attendance.

Provider

Provider   Everett Public Schools

If not on list, enter here

PD & Paid Hours

Enter the number of hours you are seeking for this activity

Professional Development Hours

e-Timesheet Paid Hours   YES
                                NO

Paid Hours

Employees Permitted Substitutes   YES
                                         NO

Budget Code:

If your activity does not require a budget code, please enter 0 (zero). Otherwise a code is REQUIRED as this field cannot be left empty.

Credit Type

Registrants receive credit toward:
- CEU
- CLASSIFIED INSTRUCTIONAL HOURS
- CLOCK HOURS
- STEM Renewal Requirement
- NONE
- TPEP Renewal Requirement
- Required Course YES
- Required Course NO

State Defined Program Standards

Check the Box(es) that apply. Please click on each objective to see a full description of each standard.

Select ALL that apply.

Goal : Professional Contributions:
- I. Advocating for the diverse need of students
- II. School improvement activities

Goal : Professional Development:
- I. Feedback and Reflection
- II. Using professional standards and criteria
- III. Remaining current

Goal : State Defined Program Standards:
- 1. Collect and analyze evidence
- 2. School and district improvement
- 3. K-12 frameworks and curriculum alignment
- 4. Research-based instructional strategies
- 5. Current or anticipated assignment
- 6. Advocacy for students and leadership
- 7. Building a collaborative learning community

Goal : Effective Teaching:
- I. Using instructional strategies
- II. Using assessment strategies
- III. Using appropriate classroom management...etc
- IV. Designing and adapting curriculum
- V. Demonstrating cultural sensitivity
- VI. Integrating technology
- VII. Informing, involving and collaborating with families

The state defined program standards below are required for all activities providing clock hours. Click on a standard to view the complete standard verbiage.

Activities for classified instructional hours should choose **5. Current or anticipated assignment.**

EVERETT PUBLIC SCHOOLS

STEM (Science, Technology, Engineering, Math) Requirement for Certificate Renewal

Beginning in 2019, renewal applications for professional and continuing teacher certificates must document:
At least 15 clock hours with an emphasis on STEM integrations, OR
At least one goal from an annual professional growth plan (PGP) with an emphasis on STEM integration

Who does the new STEM requirement apply to?
STEM requirement applies to the following endorsements
Elementary Education (K-8) endorsement
Early Childhood Education (P-3) endorsement
Mathematics (5-12)
Middle Level Math (4-9)
Science (5-12)
Designated Sciences (5-12): Biology, Chemistry, Earth & Space Science, Physics
Technology Education
CTE Teachers

> This section is required for all STEM activities only.

Professional Development providers: Answer Yes to the following questions.

Will the STEM activity:

Have an impact on STEM experiences for students?	☐ YES	
	☐ NO	
Provide examples or resources to use with students or with other educators?	☐ YES	
	☐ NO	
Provide examples or resources about STEM-related career choices to use with students?	☐ YES	
	☐ NO	

Criteria:

Educator must participate in or demonstrate implementation of a STEM activity
The learning or activity must demonstrate authentic integration of science, technology, engineering and math, incorporating at least 2 of the 4 STEM elements.

Building Restrictions

Restrict this activity to the following buildings: ☐ Click the button below to select items
Leave blank for all [Select Items]

> Use restrictions as needed – either by building, department or grades (positions).

Department Restrictions

Restrict this activity to the following departments: ☐ Click the button below to select items
Leave blank for all [Select Items]

Grade(s) Restrictions

Check the grades this activity is appropriate for. If this activity is open to all staff, leave all options unchecked.

Grade(s) Restrictions ☐ Click the button below to select items
[Select Items]

Group(s) Restrictions

Group(s) Restrictions ☐ Click the button below to select items
[Select Items]

> Comments left here go to the PG System administrator. They are not seen by learners.
>
> Click **Save as Draft** if you're not yet ready to submit. You will find your drafts on your **Learning Plan** dashboard.
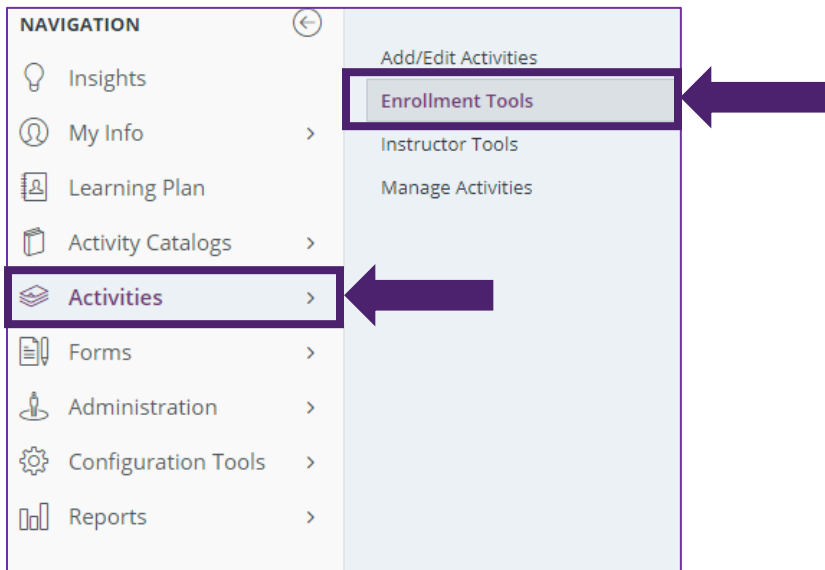
Comments

Comments [   ]

Finish

[Submit] [Save as Draft]
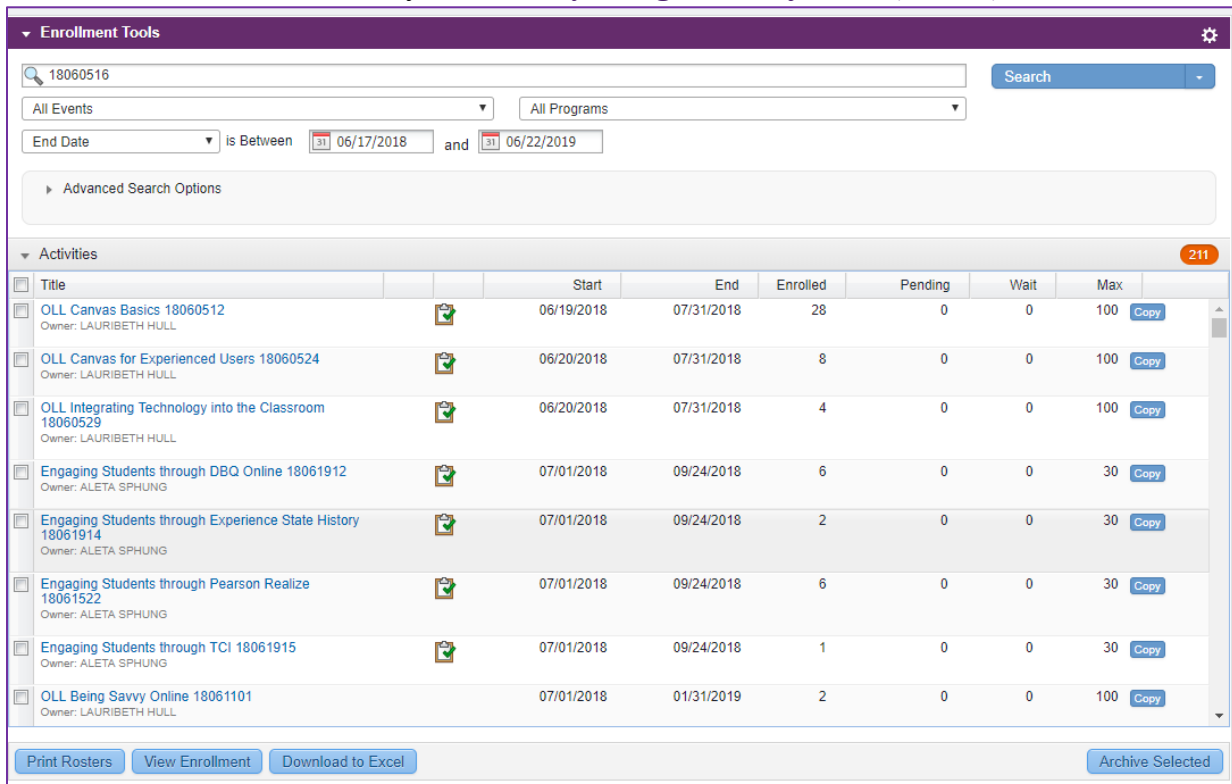
First and foremost – **Once an activity is archived, changes CANNOT BE MADE via** Professional Growth. To award any additional PD hours or pay, please use the paper timesheet or paper in-service credit form, located in [Docushare under Professional Development.](#)

Use the navigation bar and go to **Activities** > **Enrollment Tools.** If your role is instructor only, you will choose **Instructor Tools.**

NAVIGATION	
Insights	
My Info	>
Learning Plan	
Activity Catalogs	>
Activities	>
Forms	>
Administration	>
Configuration Tools	>
Reports	>

Add/Edit Activities
Enrollment Tools
Instructor Tools
Manage Activities

In the search bar, search for your Activity using **Activity Code, Title, or activities list.**

Enrollment Tools

18060516

| All Events | | All Programs |
| End Date | is Between | 06/17/2018 | and | 06/22/2019 |

Search

▸ Advanced Search Options

Activities   211

	Title			Start	End	Enrolled	Pending	Wait	Max	
☐	OLL Canvas Basics 18060512 Owner: LAURIBETH HULL		📋	06/19/2018	07/31/2018	28	0	0	100	Copy
☐	OLL Canvas for Experienced Users 18060524 Owner: LAURIBETH HULL		📋	06/20/2018	07/31/2018	8	0	0	100	Copy
☐	OLL Integrating Technology into the Classroom 18060529 Owner: LAURIBETH HULL		📋	06/20/2018	07/31/2018	4	0	0	100	Copy
☐	Engaging Students through DBQ Online 18061912 Owner: ALETA SPHUNG		📋	07/01/2018	09/24/2018	6	0	0	30	Copy
☐	Engaging Students through Experience State History 18061914 Owner: ALETA SPHUNG		📋	07/01/2018	09/24/2018	2	0	0	30	Copy
☐	Engaging Students through Pearson Realize 18061522 Owner: ALETA SPHUNG		📋	07/01/2018	09/24/2018	6	0	0	30	Copy
☐	Engaging Students through TCI 18061915 Owner: ALETA SPHUNG		📋	07/01/2018	09/24/2018	1	0	0	30	Copy
☐	OLL Being Savvy Online 18061101 Owner: LAURIBETH HULL			07/01/2018	01/31/2019	2	0	0	100	Copy

Print Rosters   View Enrollment   Download to Excel   Archive Selected

Once you find your **activity**, click on the title

Select **Confirm attendance**

From this page, you can add additional registrants.
Make sure that hours and credits are correct for each meeting date.

Hours = Professional development hours
Credits = Paid time

If you don't see all the fields you need, (such as Credits) select **Change Settings** to add additional information.

Step 1: After **EACH MEETING DATE,** verify that the hours and/or credits are correct. Put in correct hours if attended and zero if missed.

#	Select	Name↑ Building	Approval Status	Hours#1 Jul 10	Hours#2 Jul 23	Job Title	Employee ID	Credits#1 Jul 10	Credits#2 Jul 23
1.	☐	Sample - TEST ACCOUNT, Buffy SILVER FIRS ELEMENTARY SCHOOL	In Progress	3	3		80001	0	0
2.	☐	Sample - TEST ACCOUNT, Dean GATEWAY MIDDLE SCHOOL	In Progress	3	3	teacher	80003	0	0
3.	☐	Sample - TEST ACCOUNT, Sam HM JACKSON HIGH SCHOOL	In Progress	3	3	teacher	80002	0	0
4.	☐	TEST, PLM	In Progress	3	3			0	0

Check All   Set Status -- Click to Select-- ▼   Set Checked Hours-Jul 10 ▼ =

Save   Change Settings   Delete   Print   Exit

Archive this activity? ○Yes ⦿No

Using this tool, you can update hours all at once

Step 2: After the **LAST MEETING DATE**, the owner of the activity will mark all who attended at least one meeting as **COMPLETE**. If you don't have the Complete option, please select **ATTENDANCE CONFIRMED.**

#	Select	Name↑ Building	Approval Status	Hours#1 Jul 10	Hours#2 Jul 23	Job Title	Employee ID	Credits#1 Jul 10	Credits#2 Jul 23
1.	☑	Sample - TEST ACCOUNT, Buffy SILVER FIRS ELEMENTARY SCHOOL	In Progress	3	3		80001	0	0
2.	☑	Sample - TEST ACCOUNT, Dean GATEWAY MIDDLE SCHOOL	In Progress	3	3	teacher	80003	0	0
3.	☑	Sample - TEST ACCOUNT, Sam HM JACKSON HIGH SCHOOL	In Progress	3	3	teacher	8000		
4.	☑	TEST, PLM	In Progress	3	3				

Uncheck All   Set Status -- Click to Select-- ▼   Set Checked Hours-

Save   Delete   Print

-- Click to Select--
Wait List
In Progress
Complete
Denied
No Show
Removed

-- Click to Select-- ▼
-- Click to Select--
In Progress
Attendance Confirmed
Complete
Denied
No Show

You can also remove individuals from your activity in this area, mark them as a **no-show**, etc.

Step 3: Then click **Save.**

Step 4: HR will view completed activities, move any learners in Attendance Confirmed status to Complete, and will archive the activity.

Again, once an activity is archived, should you need to award any additional hours or pay, please use the paper timesheet form or paper in-service credit form, located in [Docushare under Professional Development.](#)

For additional questions, contact Susan or Ingrid in Human Resources.

As you may already know, our previous Professional Development solution allowed for integration with SmartFind Express absence reporting system. Until we go live with Frontline: Absence Management, the new system will not integrate with absence reporting.

Until both systems are live, employees will report their own absence in SmartFind using an approved and prearranged designated reason and budget code provided by the instructor, trainer or facilitator when instructed to do so. They will receive instructions on how to do this.

When inviting staff to attend an activity, please **use the following text** in an email with instructions for them to follow. Consistency in our message will lessen any confusion.

After you have registered for _____**activity title**_____ *in Professional Growth, you will need to enter your absence in* [SmartFind](#) *to request a substitute. Select* __**(reason 51 or 52)**__ *and enter budget code*__**(see next page for your department temporary budget codes)**__.

* Important: Temporary reason and budget codes must be updated to valid reason and budget codes in SmartFind before they are verified.

Professional development questions, call Susan x 4127 or Ingrid x 4114
Absence and substitute questions, call Kylie x 4111

Code	School / Department	Admin	Manager
100000000	Emerson Elementary	Paul Edwards	M Van Aelst
200000000	Garfield Elementary	Monique Beane	D Knutson
300000000	Hawthorne Elementary	Celia O'Connor-Weaver	P Tetrault
400000000	Jackson Elementary	Falicia Green	C Daybell
500000000	Jefferson Elementary	Elizabeth Kelley	T Tolpingrud
600000000	Lowell Elementary	Cindy Foster	W Hagin
700000000	Madison Elementary	Amanda Overly	J Schug Quiroz
800000000	Monroe Elementary	Heather Paddock	B Lewis
900000000	Woodside Elementary	Betty Cobbs	S Smith
1000000000	Silver Lake Elementary	Elizabeth Nunes	H Harris
1100000000	View Ridge Elementary	Tina Farias	C Hansen
1200000000	Cedar Wood Elementary	David Jones	C Bowsher
1300000000	Whittier Elementary	Tony Wentworth	M Cooper
1400000000	Mill Creek Elementary	Brenda Fuglevand	R Hitchcock
1500000000	Silver Firs Elementary	Kim Brenner	C Gray
1600000000	Penny Creek Elementary	Maggie Heater	C Miller-Burkardt
1700000000	Forest View Elementary	Darren Larama	K Davidson
2100000000	Evergreen Middle	Christine Avery	J Curtiss
2200000000	North Middle	Mary O'Brien	T Odell
2300000000	Heatherwood Middle	Laura Phillips	A Waddle
2400000000	Eisenhower Middle	Kevin Allen	M Rude
2500000000	Gateway Middle	Shelley Boteh	L Lambert
3100000000	Cascade High	Cathy Woods	W Heiser
3200000000	Everett High	Lance Balla	J Chavez
3300000000	Jackson High	Dave Peters	S Al-Mansouri
3400000000	Sequoia High	Kelly Shepherd	T Koenen
4100000000	Human Resources	Debbie Kovacs	I Stafford
5300000000	Curriculum	Peter Scott	B Sphung
5400000000	Athletics	Robert Polk	S Sundrstrom
5600000000	Assessment	Catherine Matthews	J Pickering
5700000000	OTG	Jeanne Willard	S Cole
5800000000	Special services	Becky Clifford	P McClinchy
5900000000	CTE / STEM	Brian Day	S Perry
6000000000	Early Learning	Chad Golden	J Madison / R Bachour
6100000000	Partnerships / Volunteers	Dana Riley Black	S Perry
6300000000	LITS	JoAnne Buiteweg	S Barbano
6400000000	Categorical	Cynthia Jones	K Barton / A Perusse / A Glaser / Y Huang
6500000000	Title 1	Cynthia Jones	K Barton / A Perusse / A Glaser / Y Huang
6600000000	Student Support Services	Becky Ballbach	R Howe
7400000000	Maint. & Operations	Molly Ringo	T Dickenson
7600000000	Food Services	Joanna Peeler	L Tipping
7700000000	Community services	Ysella Perez	D Stratton-Gregory
7800000000	Transportation	John Pike	C Denny
8100000000	Assistant Superintendent, S	Larry Fleckenstein	K Newcom
8200000000	Deputy Superintendent, Teaching and Learning	Joyce Stewart	D Biggs
8300000000	Assistant Superintendent, C	Sally Lancaster	K Parken

Frontline – The vendor for HR software applications: Recruiting and Hiring, Absence Management, and Professional Learning Management and Growth Focused Evaluations (Professional Growth).

Activity – The professional development offering, formerly known as a course and session in ERO.

Activity Formats allows district admins to specify a list of activity formats that will be available for selection on each activity request form. This information is helpful when categorizing activities in reports. Districts and organizations typically use Activity Formats to include the following selections - Instructor taught, blended, book study, online learning, PLC, etc.

Activity Owner - An activity can have only ONE activity owner, and is treated the same as an instructor, with two additional features, can use the completed status when taking attendance and archive the activity once attendance has been taken.

Category – is the curriculum categories we use to identify the department activities.

Event – The Event is used to group a collection of activities that occur as part of one event (for example: New Staff Induction, In-service Day, etc.). When browsing the district catalog, teachers and staff will see the events listed and can click each event for easy access to that event's activities.

Insights Platform vs. Legacy – We have the Insights Platform with a side bar navigation to access system features (you will hear mention of the legacy version in some training videos).

Meetings – formerly known as the occurrence.

Program – District catalog or online content.

Purpose – As a staff member completes activities, the credits will be tracked against the selected purpose. The teacher or staff member can monitor their progress towards the purpose by examining their Portfolio, which lists all activities according to each purpose. Clock hours, classified instructional hours, CEU, STEM (multiple can be selected).

Restrictions – When you add an activity, you can use the sections below to filter:
1. **Building Restrictions** - Click on the buildings that should only be able to see this activity.

2. **Department Restrictions** - Click on the departments that should only be able to see this activity.
3. **Grades** - Click on the grades that should only be able to see this activity.
4. **Groups** - Click on the groups that should only be able to see this activity. If no groups are visible, you can create custom groups by going to Config Summary-->Groups.

Roles & user level

1. Config Admin – PD approver, system operator
2. District Catalog Admin/Instructor– Principal, facilitator, director, office manager. All who propose an activity and will have complete access to enrollment tools.
3. Instructor – Limited access in the instructor tab. And can only take attendance, but not award the hours and must mark Owner of activity to receive enrolment tools.
4. Learner – All staff who register for an activity.

Support - Locate and select the Frontline Support icon. This selection opens the Learning Center in a new browser tab where you can review help resources and learning materials.

Recommended Webinars

PLMS Webinars > Managing Activities > Catalog Administration
PLMS Webinars > Orientation > PLMS Instructor Orientation
PLMS Webinars > Orientation > PLMS Learner Orientation

Team room – Team rooms allow those involved in an activity to participate in threaded, online discussions. Once added to an activity, the team room allows users to communicate, participate, and share files, and it also enables administrators to track participation and run reports on log submissions.

Frontline: Professional Growth
Navigating your information

app.frontlineeducation.com

Welcome, by now you will have received an invitation from noreply@frontlineeducation.com to create your FLPG login. Add pd.everettsd.org as a favorite link on your desktop for future access.

You will be directed to access Frontline: Professional Growth to register for all in-district classes, workshops, and other professional opportunities.

In the left navigation pane, select **Activity Catalog**, find the **District Catalog** or Calendar to search for Professional Development offerings.

Find your activity by searching a title, activity code, or date for more search options select Advance Search.

Use the Calendar view to find an Activity. Search day, month, or **LIST** view (as shown below)

EVERETT PUBLIC SCHOOLS

Catalog: Everett Public Schools

Search Options

🔍 first aid

All Events ▼ | All P

Between: 31 07/05/2018 and 31 06/30/2019

▸ Advanced Search Options

Search Results (1 - 20 of 20)

1. Coaches Only First Aid/CPR/AED Certification 18061803
Program: District Catalog
Activity Owner/Manager: SARAH SUNDSTROM - ssundstrom@everettsd.c
Dates: 8/14/2018

Coaches Only Provide coaches with the mandatory First Aid, CP

2. First Aid / CPR 18062002 ⬅
Program: District Catalog
Activity Owner/Manager: SUSAN MCCOARD - SMccoard@everettsd.org
Dates: 9/3/2018

First Aid

First Aid/CPR is a required course for positions considered high risk. V
seating. If your position is not required to have First Aid/CPR certificat
Rescuer duties; understanding privacy issues; rescuer and victim safe
breathing problems; adult/child choking; bad allergic reactions; epinephrine pen pr
stroke, seizures, shock; bleeding you can see practice sessions; wounds; adult/chi
*Sessions are held twice per month on Mondays, except on Holidays.

Once desired activity is located, click on the title for the details.

Sign Up Now to register.

First Aid / CPR 18062002
Program: District Catalog
Activity Owner/Manager: SUSAN MCCOARD - SMccoard@everettsd.org
Dates: 9/3/2018

First Aid

▾ 1 Meeting(s)

#	Date	Time
1.	Mon Sep 3, 2018	4:30 pm to 7:30 pm

First Aid/CPR is a required course for positions considered high risk. We regr
seating. If your position is not required to have First Aid/CPR certification you
Rescuer duties; understanding privacy issues; rescuer and victim safety; glov
breathing problems; adult/child choking; bad allergic reactions; epinephrine p
stroke, seizures, shock; bleeding you can see practice sessions; wounds; adu
*Sessions are held twice per month on Mondays, except on Holidays.

Registration Options ➡ [Sign Up Now]

Profile and activities select **Learning Plan** from the Navigation bar.

NAVIGATION ⊘

ⓞ My Info >

🖾 Learning Plan ⬅

📕 Activity Catalogs >

📚 Activities >

📑 Forms >

Registered activities will appear in **Approved and/or In-Progress.** To drop an activity or complete the evaluation select **Manage** and chose an action.
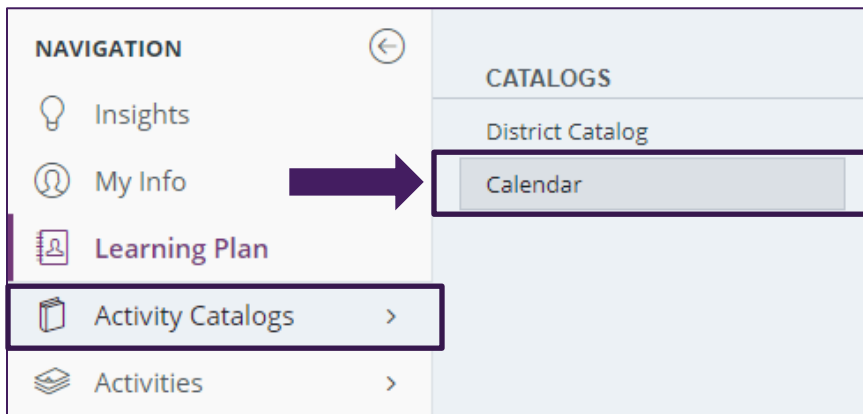
⊟ Approved and/or In-Progress (3 Record(s))

➡ [Manage] | Updating Your Classroom Website LITS 18052501 | 07/24/2018 | 07/24/2018 |

Contact Susan McCoard x4127 or Ingrid Stafford x4114 for questions or concerns.

Professional Growth
Formerly MLP PDMS and MLP OASYS

Sign In

Username
smccoard@everettsd.org

Password
••••••••••

Sign In

I forgot my username   I forgot my password

Having trouble signing in?

You will receive an invitation from the system shortly after your hire date. Please use your district email address as your username and follow the prompts to set up your password. Add pd.everettsd.org as a favorite link on your desktop for future access.

You will be directed to access Frontline: Professional Growth to register for all in-district classes, workshops, and other professional opportunities.

NAVIGATION

My Info

Learning Plan

Activity Catalogs

Activities

Forms

CATALOGS

District Catalog

Calendar

In the Navigation pane, select **Activity Catalog**, find the **District Catalog** to search for Professional Development offerings.

Or use the Calendar option to browse by date.

Catalog: Everett Public Schools

Search Options

Search Term(s)

Search

All Events   All Programs

Between: 05/30/2018 and 04/30/2019

Advanced Search Options

Purpose: All

Goal: All

You can search by date, content area, purpose, etc. Be sure to select **search**.

After you search for a specific activity, click on the title for more details. To sign up, click on **Sign Up Now**.

To review your schedule, click on Learning Plan from the Navigation bar.

All activities for which you have signed up will appear under Approved and/or In-Progress

You can also use the Calendar view to find an Activity.

While you can search by day or month, we find that the **LIST** view is the most user friendly.
(Shown below)

Make sure that you've selected **District Catalog** and **EPS Online Catalog** to see all of Everett's courses.

Follow the steps above to sign up for an activity.

Questions regarding this process, contact Susan or Ingrid in HR.