Frontline: Professional Growth

2018-19

Training Manual

Frontline: Professional Growth
is not compatible with Internet Explorer.
For assistance contact:
Ingrid Stafford, istafford@everettsd.org x4114
or Susan McCoard, smccoard@everettsd.org x4127

EVERETT PUBLIC SCHOOLS

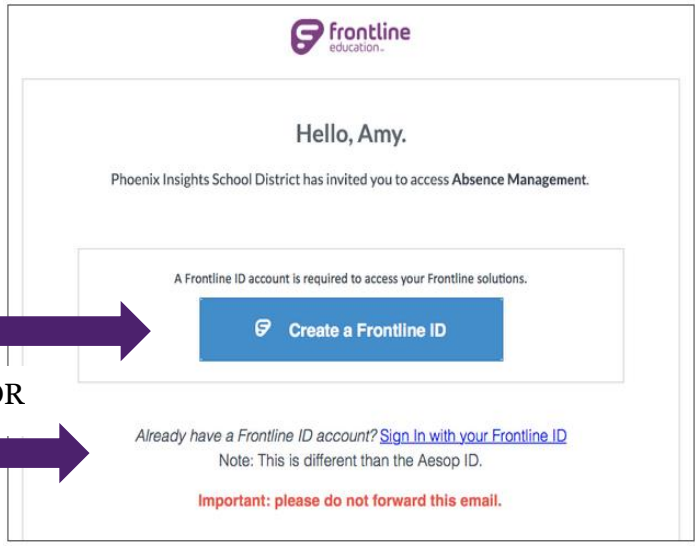
Frontline: Professional Growth

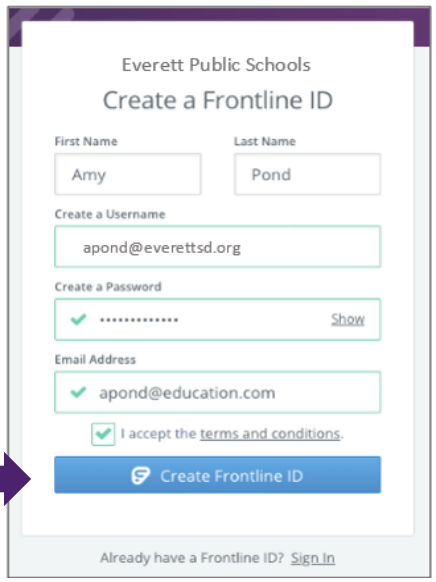
Setting up an Account
Registering for Activities
app.frontlineeducation.com

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*).





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

frontline education

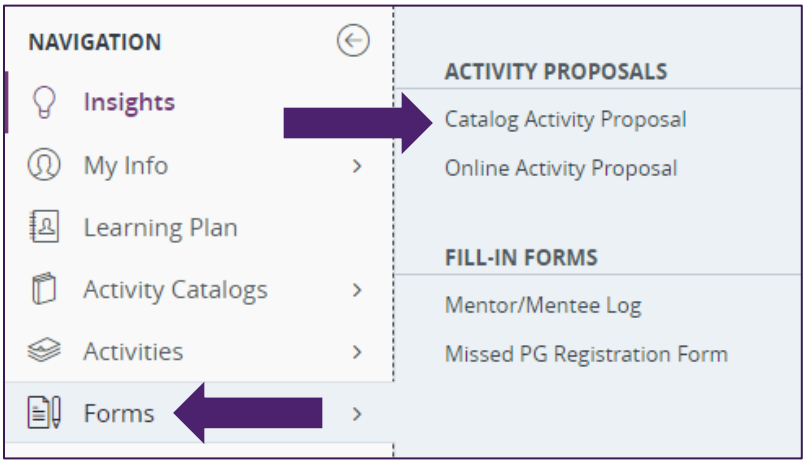
Professional Growth

Formerly MLP PDMS and MLP OASYS

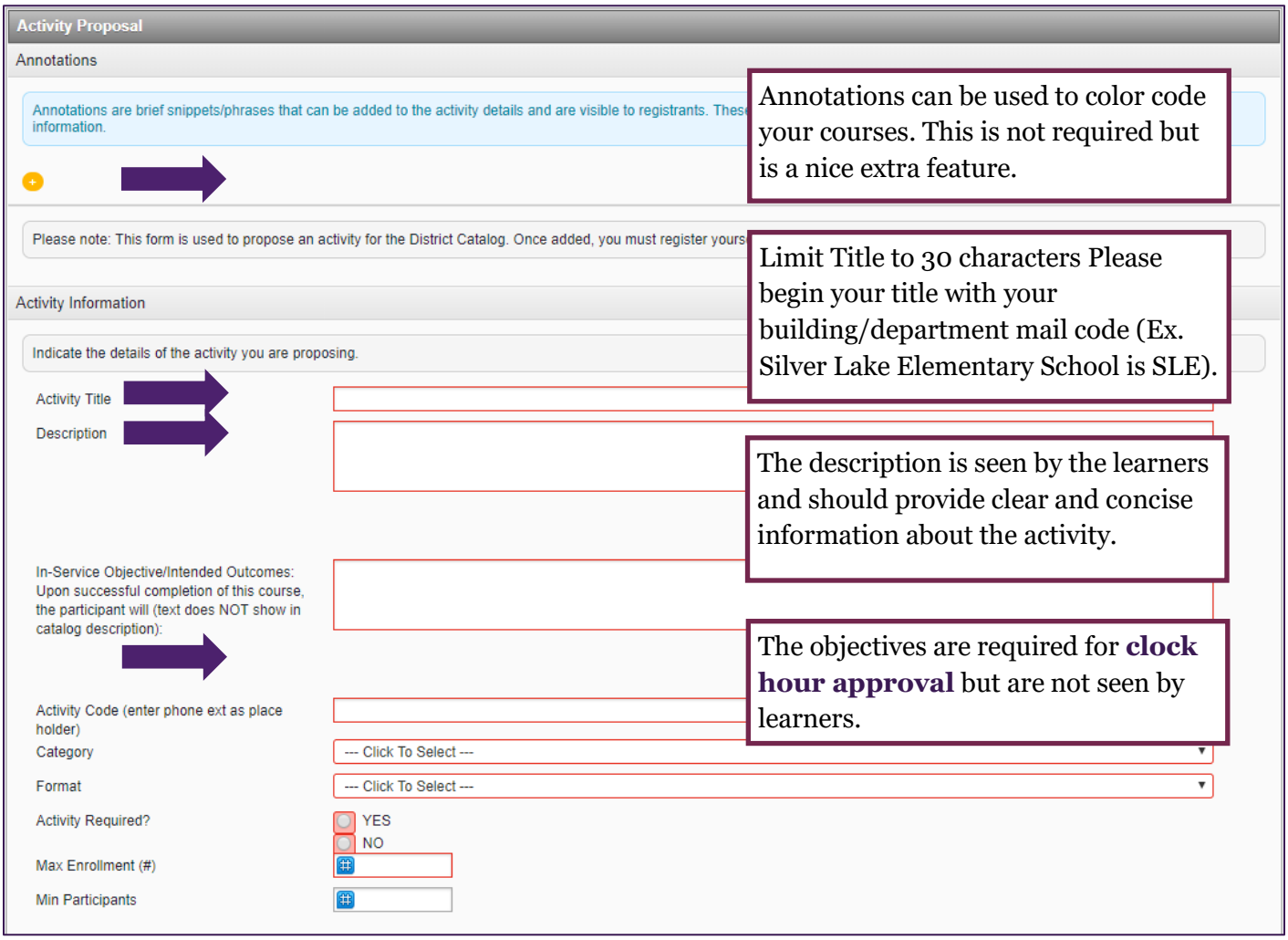
Pd.everettsd.org

or

app.frontlineeducation.com



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



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

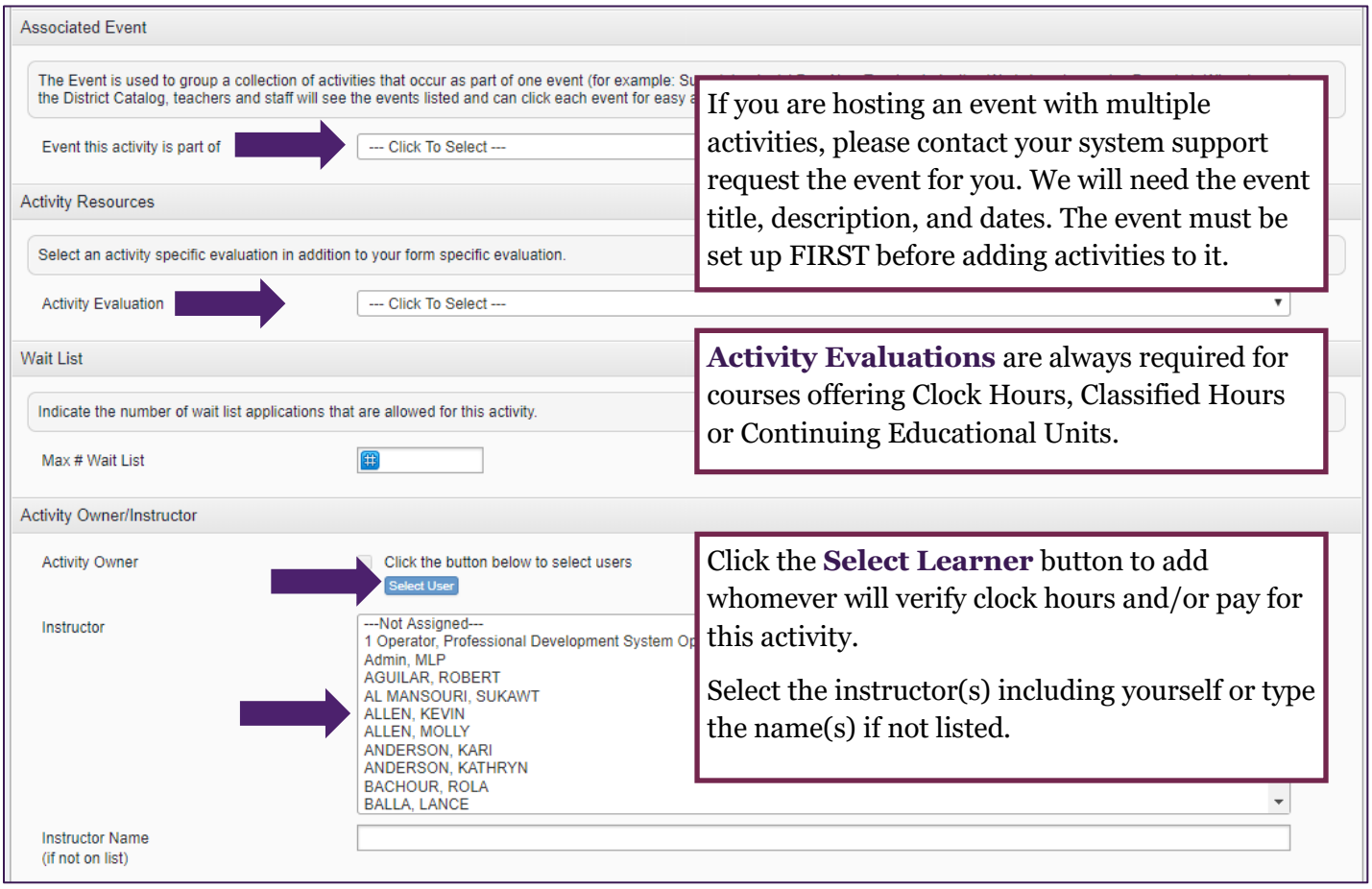
Limit Title to 30 characters Please begin your title with your building/department mail code (Ex. Silver Lake Elementary School is SLE).

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

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

Frontline: Professional Growth

Proposing an Activity

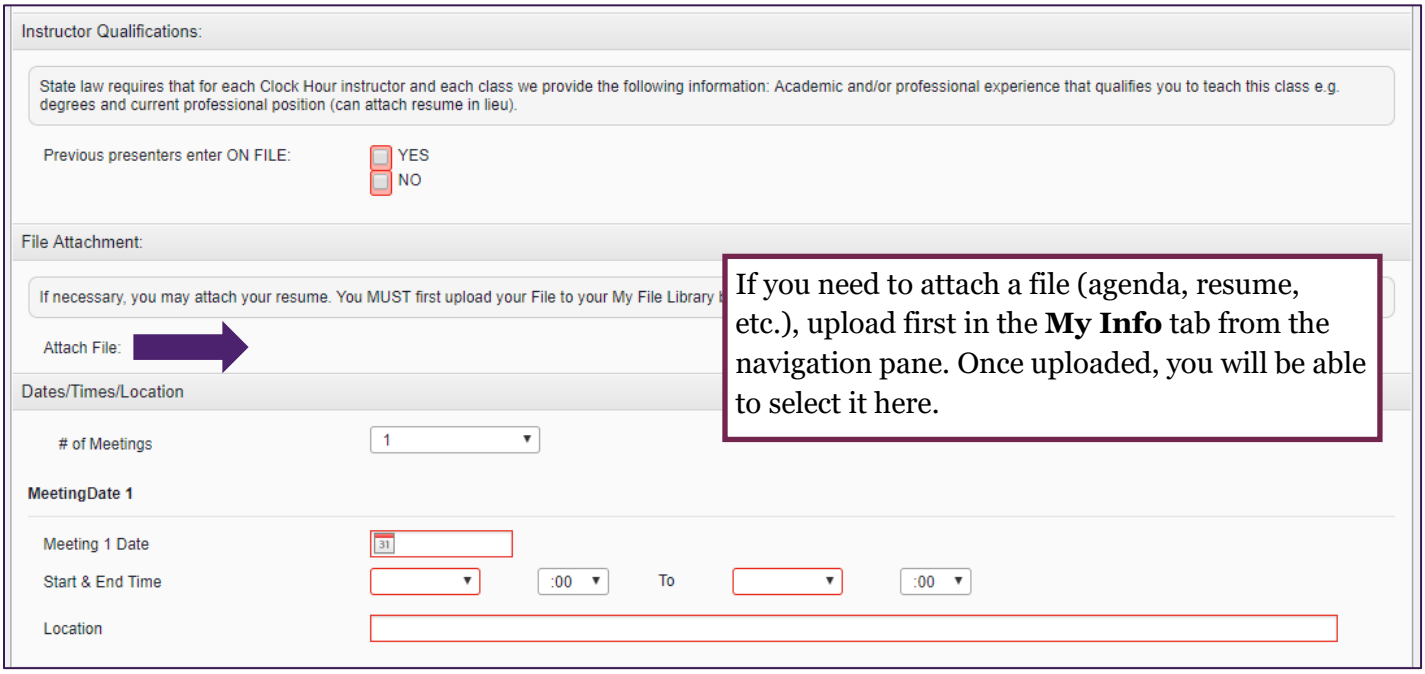


If you are hosting an event with multiple activities, please contact your system support request the event for you. We will need the event title, description, and dates. The event must be set up FIRST before adding activities to it.

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

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.



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.

Frontline: Professional Growth

Proposing an Activity

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.**

Frontline: Professional Growth

Proposing an Activity

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

This section is required for all STEM activities only.

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

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:
Leave blank for all

☐ Click the button below to select items
Select Items

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

Department Restrictions

Restrict this activity to the following departments:
Leave blank for all

☐ Click the button below to select items
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

Comments

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.

Finish

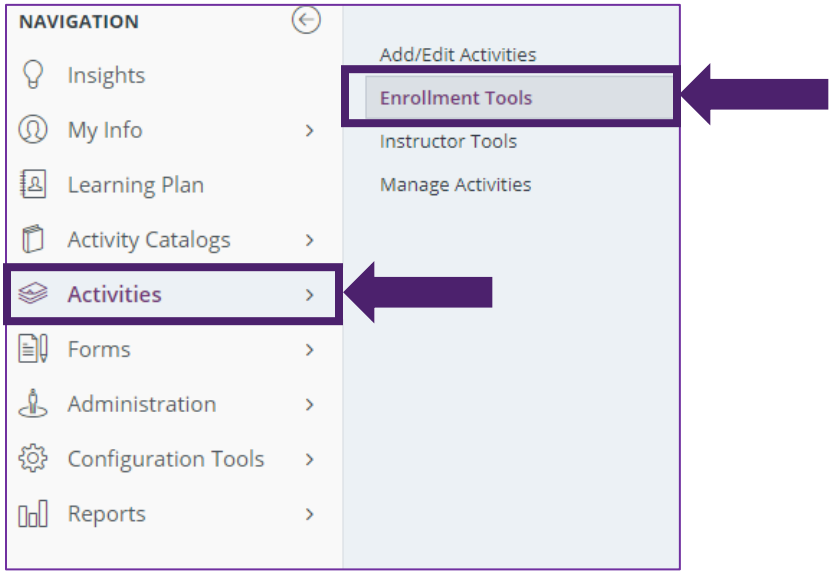
Submit | Save as Draft

Frontline: Professional Growth

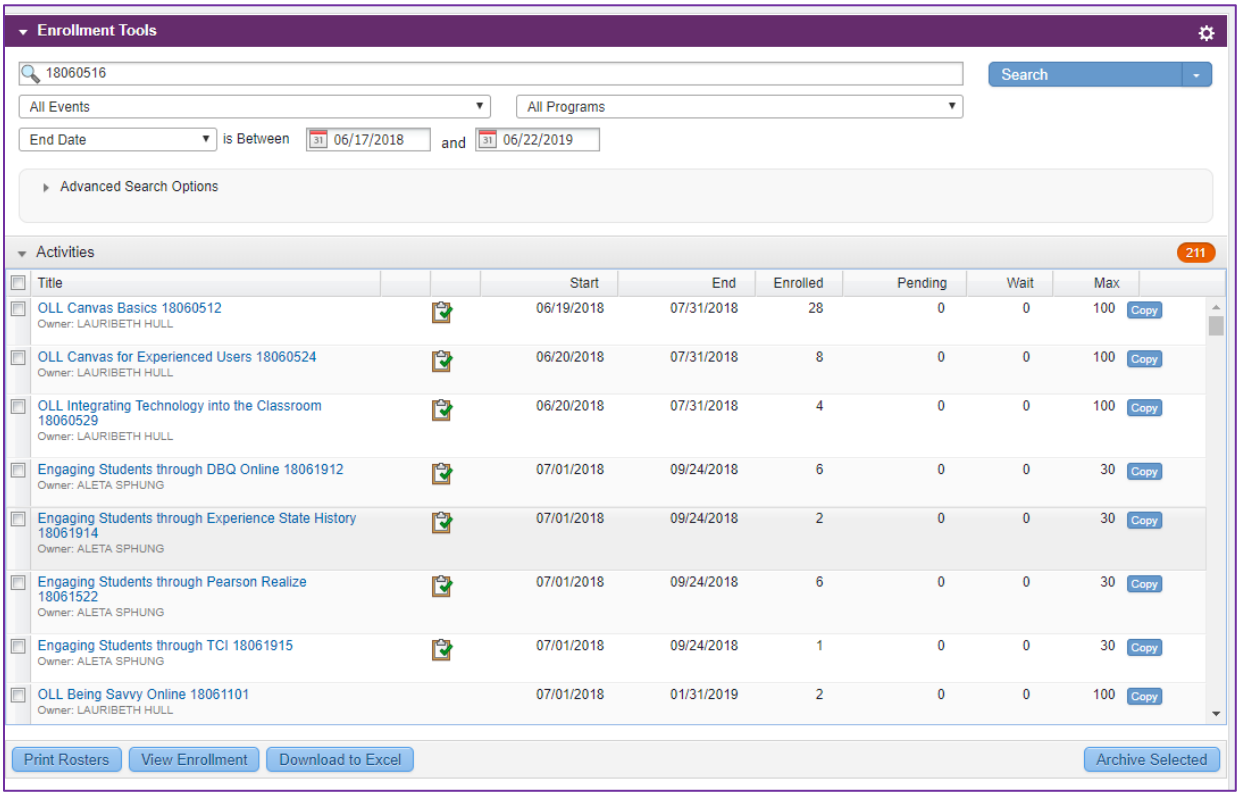
Adding Learners, Marking, and Completing Final Attendance

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.**



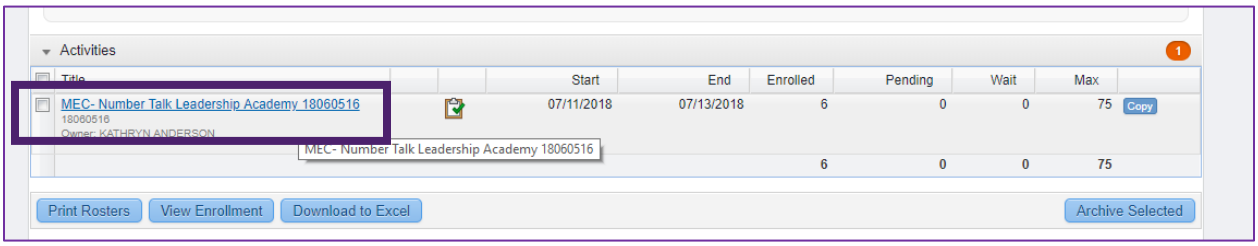
In the search bar, search for your Activity using **Activity Code, Title, or activities list.**



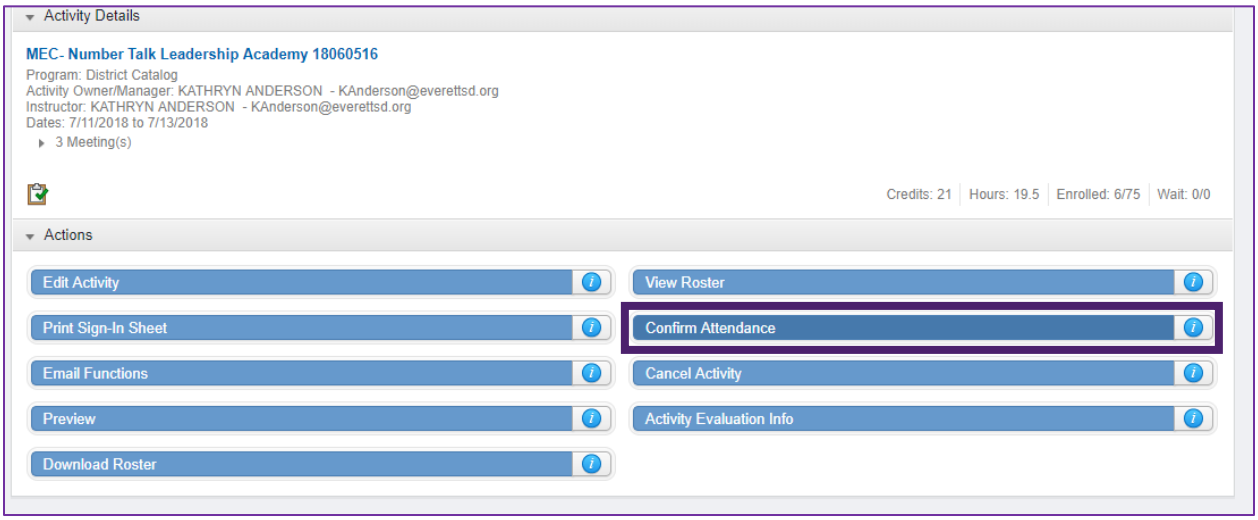
Frontline: Professional Growth

Adding Learners, Marking, and Completing Final Attendance

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

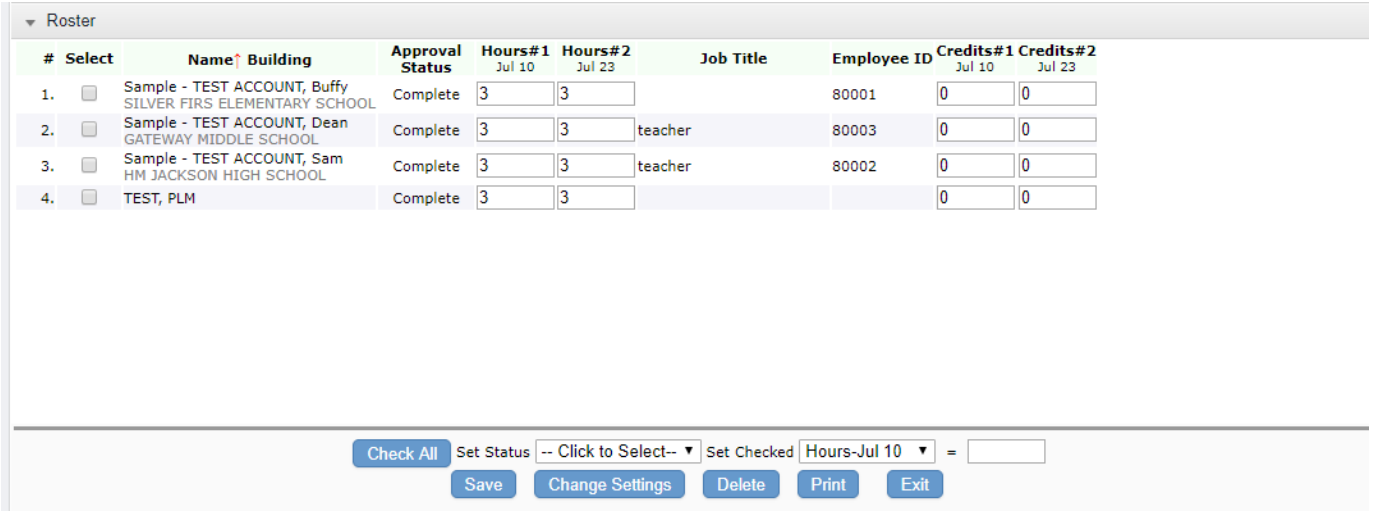


Select **Confirm attendance**



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

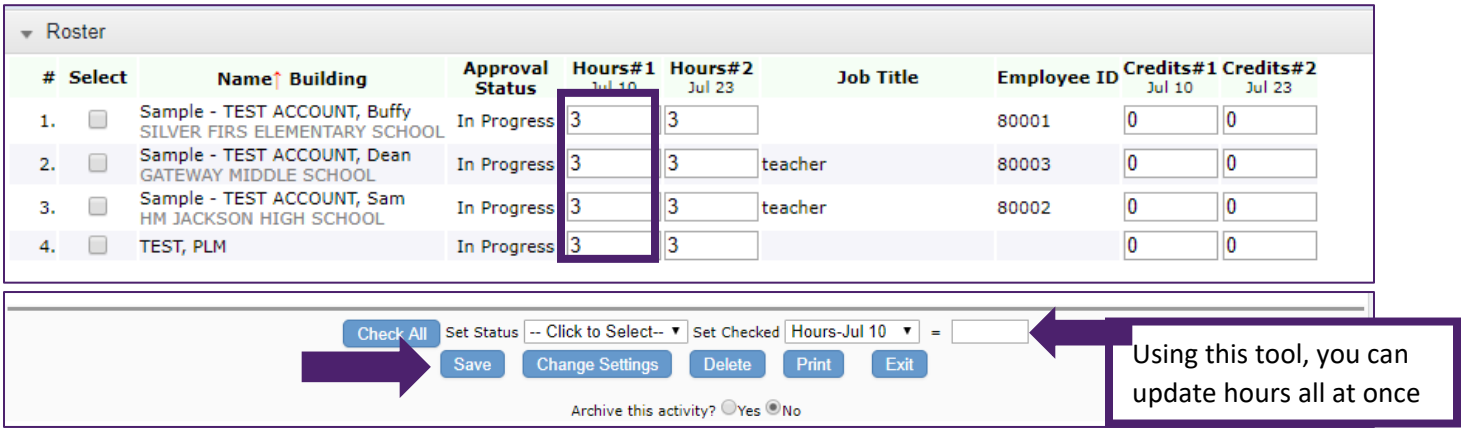


Frontline: Professional Growth

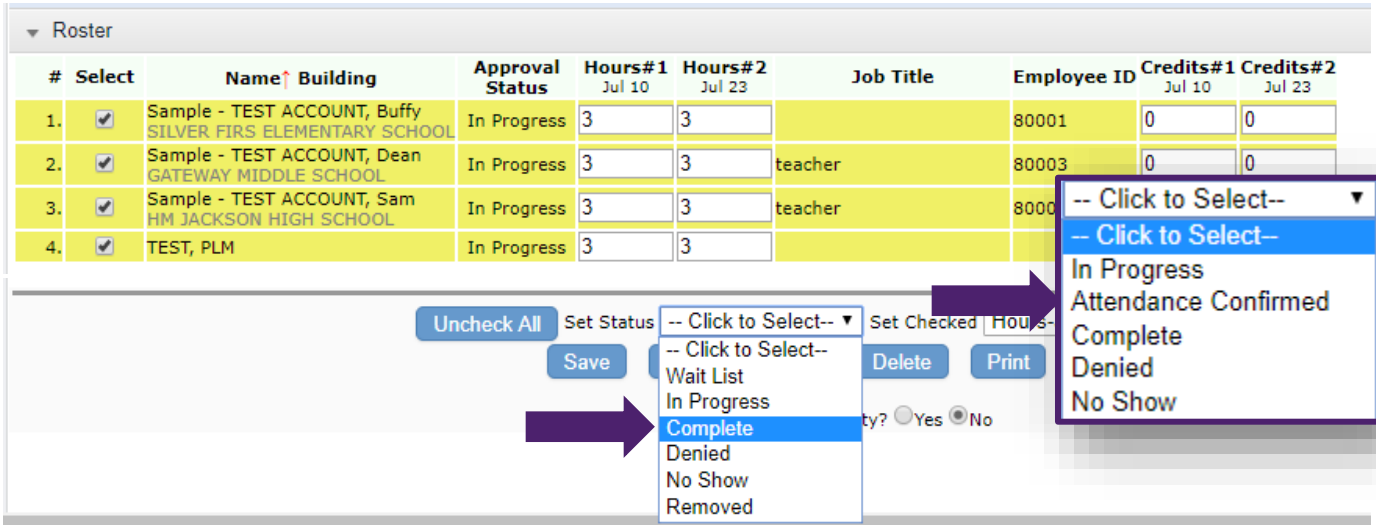
Adding Learners, Marking, and Completing Final Attendance

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.



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.**



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.

Frontline: Professional Growth

Setting up Activities Allowing Substitutes

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

Frontline: Professional Growth

Setting up Activities Allowing Substitutes

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: Professional Growth
Glossary

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:

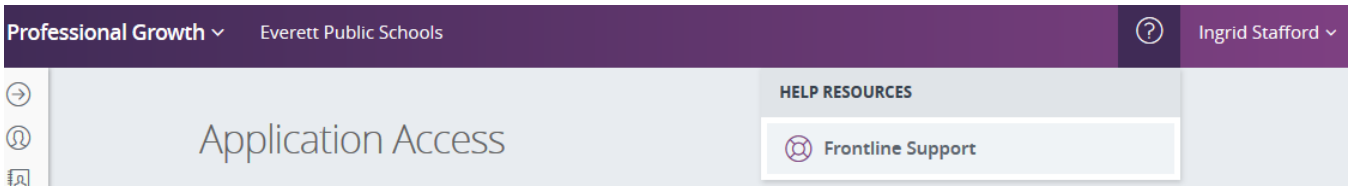
1. **Building Restrictions** - Click on the buildings that should only be able to see this activity.

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

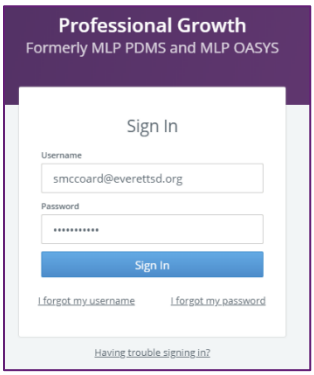
PLMS Webinars > Managing Activities > Catalog Administration
PLMS Webinars > Orientation > PLMS Instructor Orientation
PLMS Webinars > Orientation > PLMS Learner Orientation

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

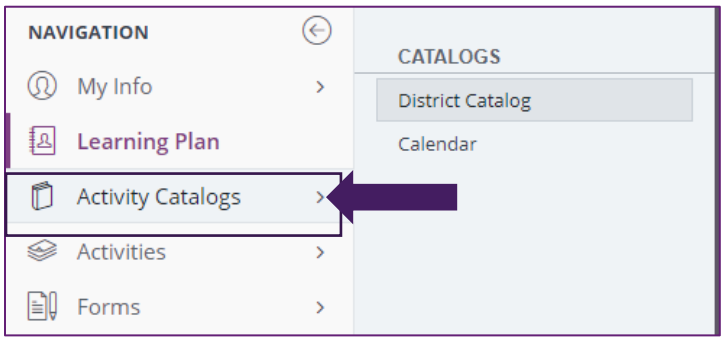
Navigating your information

app.frontlineeducation.com



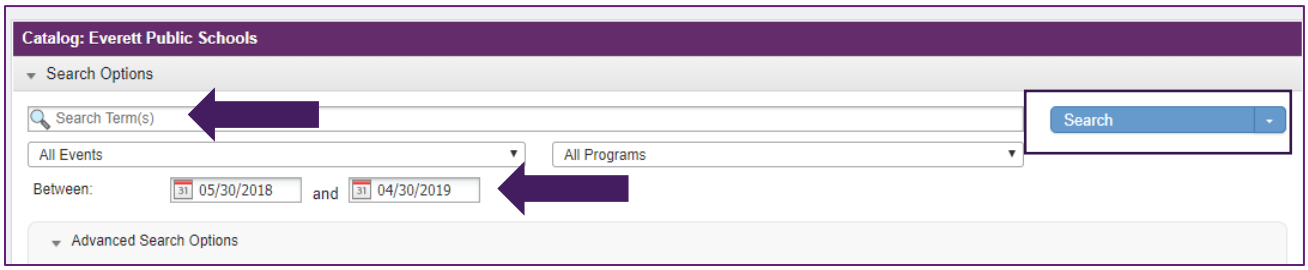
Welcome, by now you will have received an invitation from noreply@frontlineeducation.com to create your FLPG login. Add pd.everettsd.org as a favorite link on your desktop for future access.

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

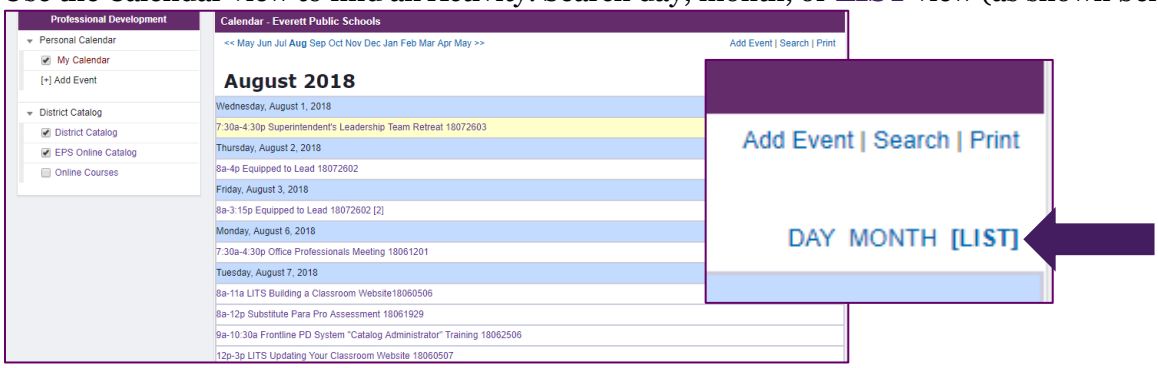


In the left navigation pane, select **Activity Catalog**, find the **District Catalog** or Calendar to search for Professional Development offerings.

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)



Frontline: Professional Growth

Navigating your information

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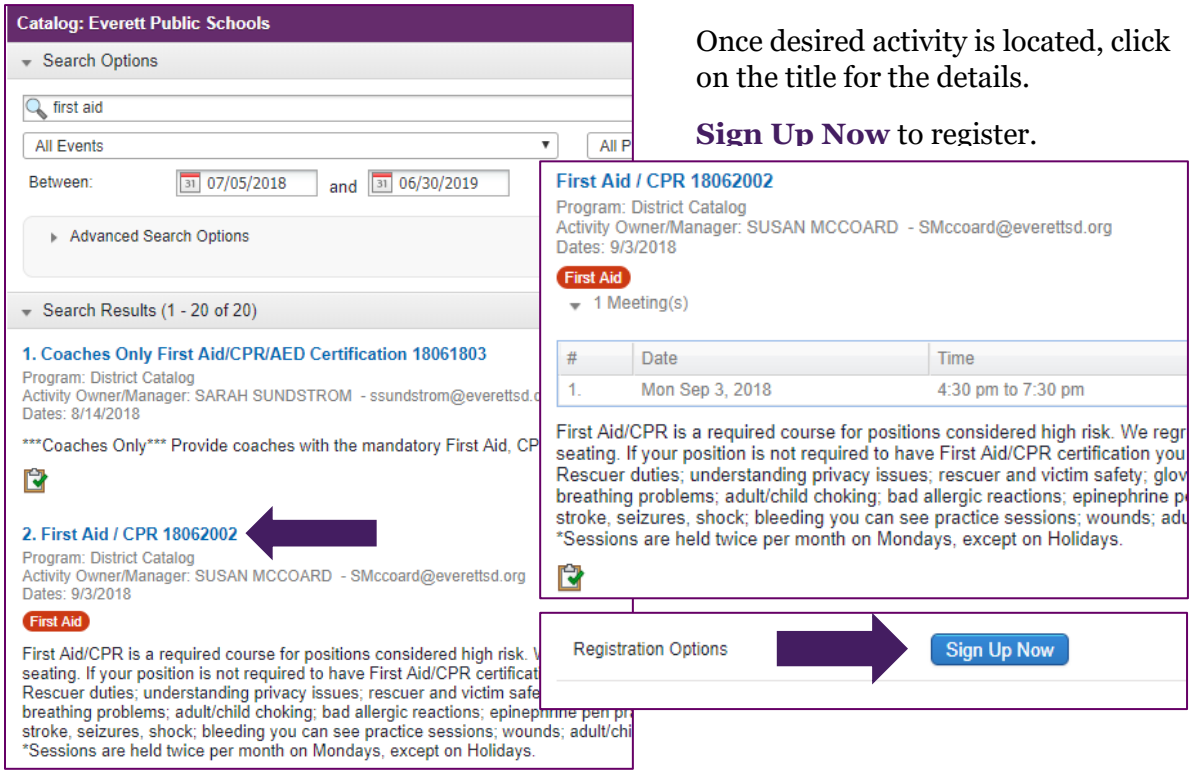
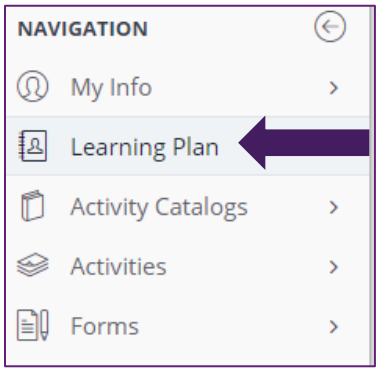


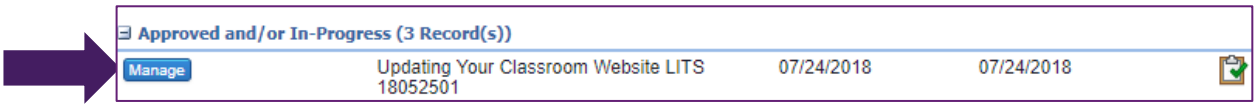
Once desired activity is located, click on the title for the details.

Sign Up Now to register.

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



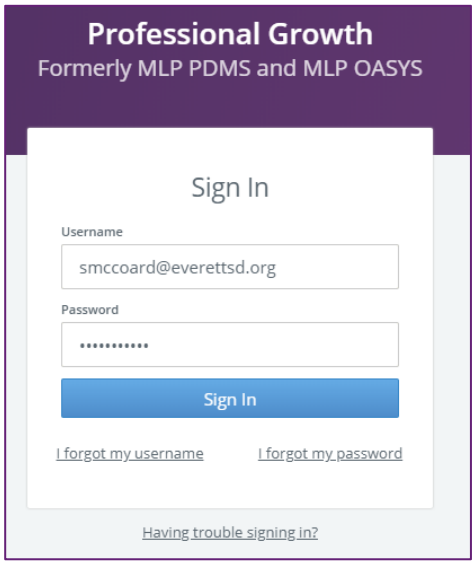
Registered activities will appear in **Approved and/or In-Progress.** To drop an activity or complete the evaluation select **Manage** and chose an action.



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

Frontline: Professional Growth

Viewing the Catalog & Registering for Activities



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.

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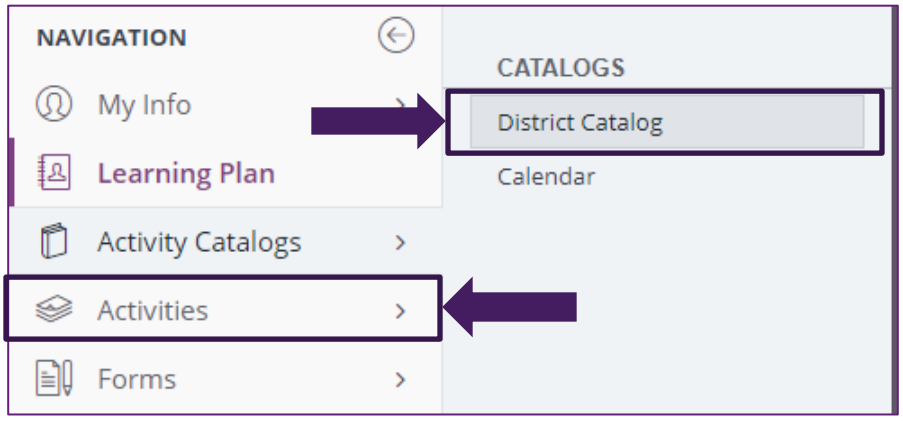
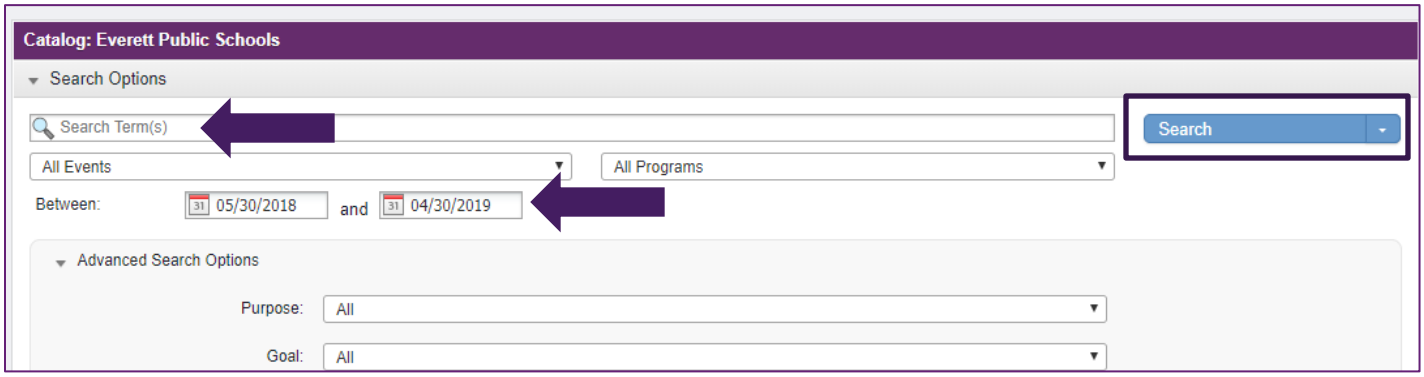


In the Navigation pane, select **Activity Catalog**, find the **District Catalog** to search for Professional Development offerings.

Or use the Calendar option to browse by date.

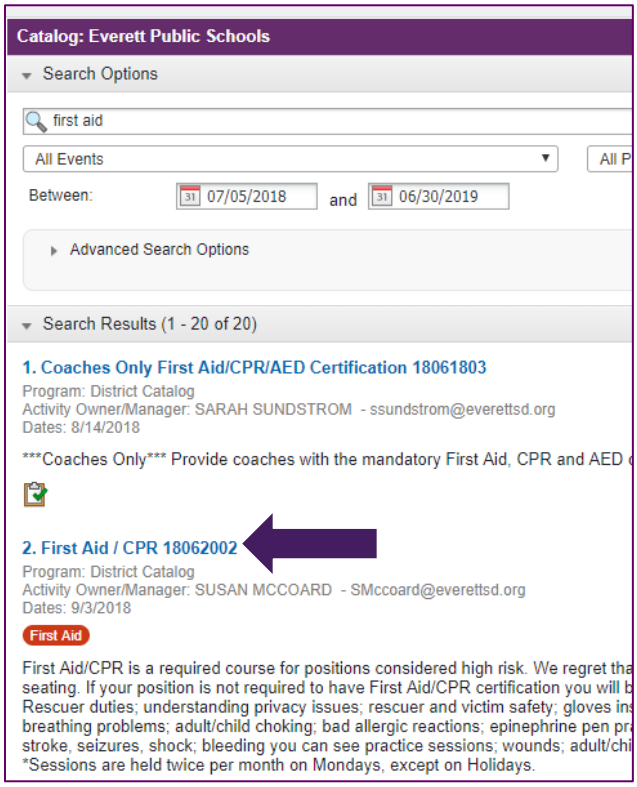


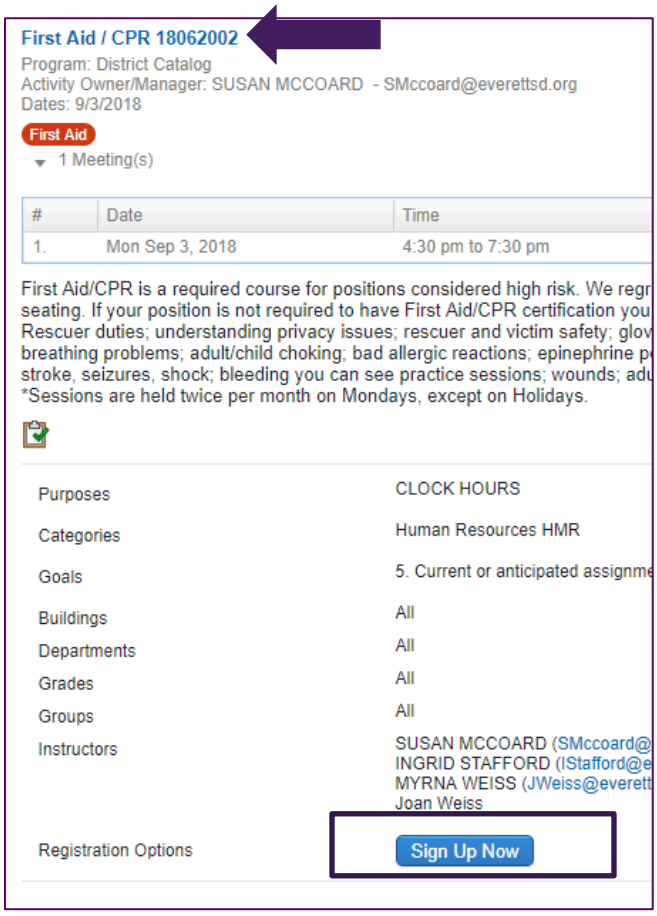
You can search by date, content area, purpose, etc. Be sure to select **search**.

Frontline: Professional Growth

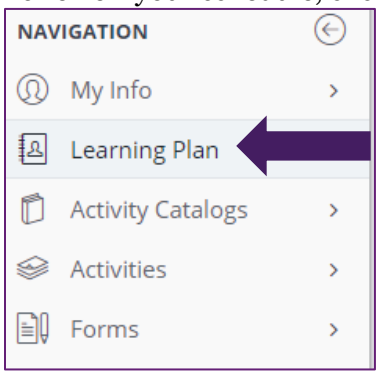
Viewing the Catalog & Registering for Activities

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

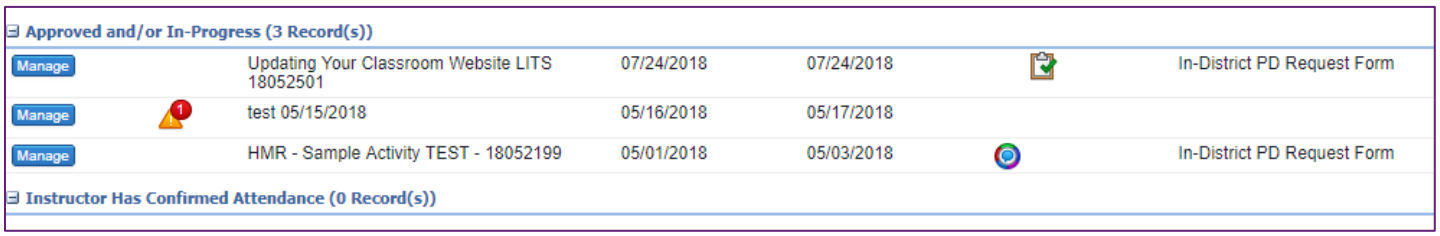




To review your schedule, click on Learning Plan from the Navigation bar.



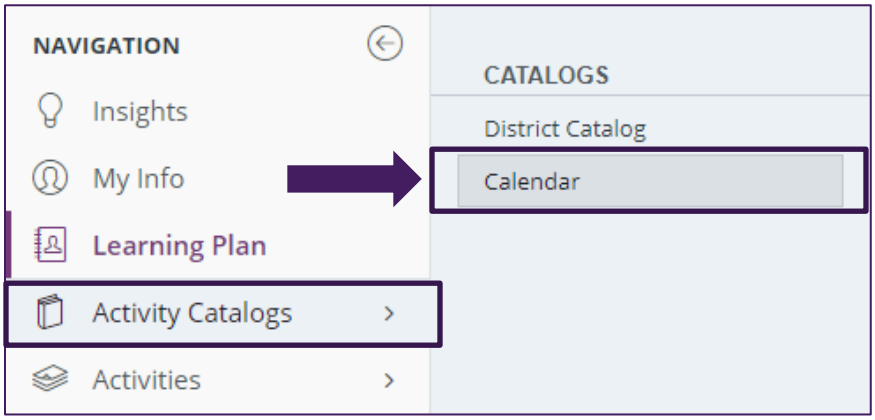
All activities for which you have signed up will appear under Approved and/or In-Progress



Frontline: Professional Growth

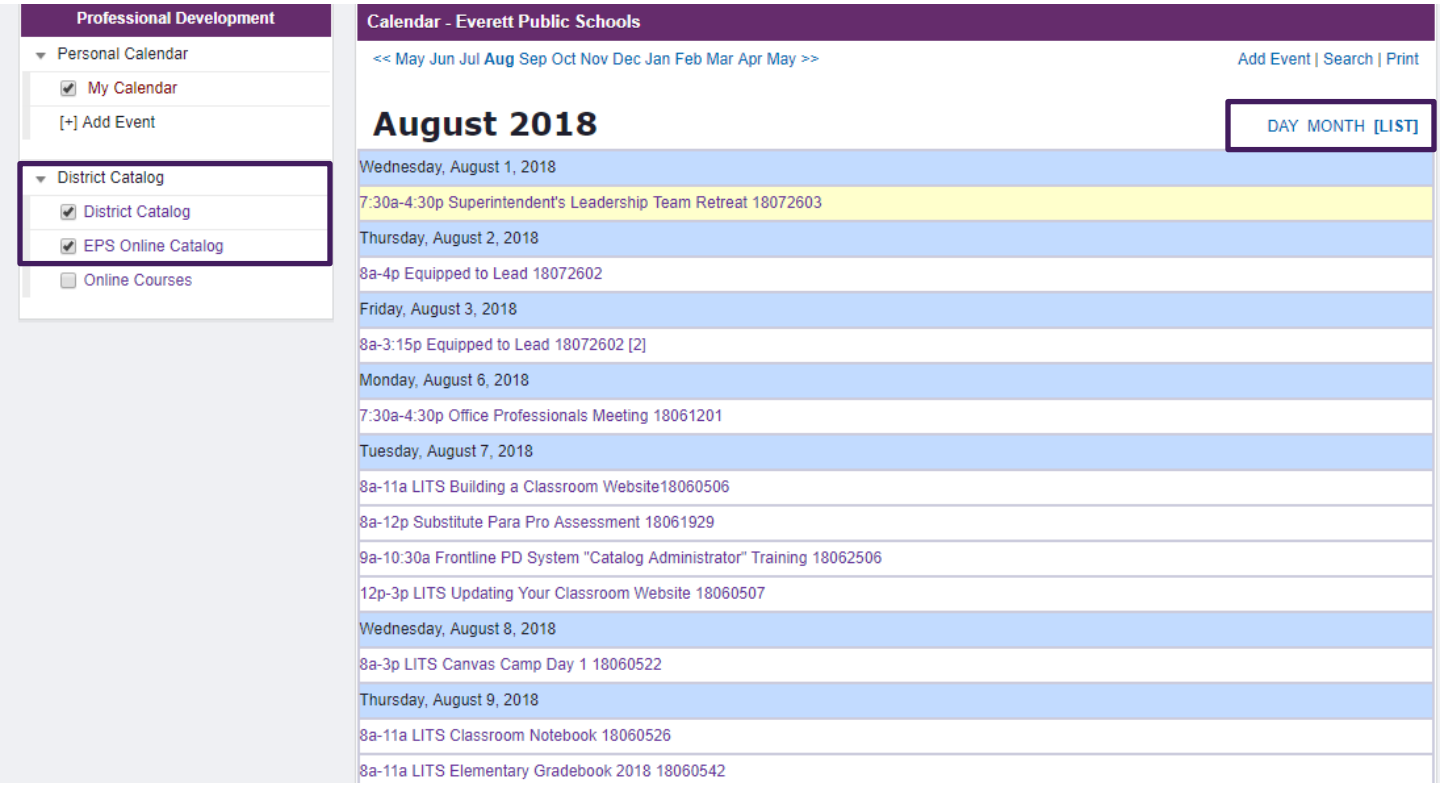
Viewing the Catalog & Registering for Activities

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.