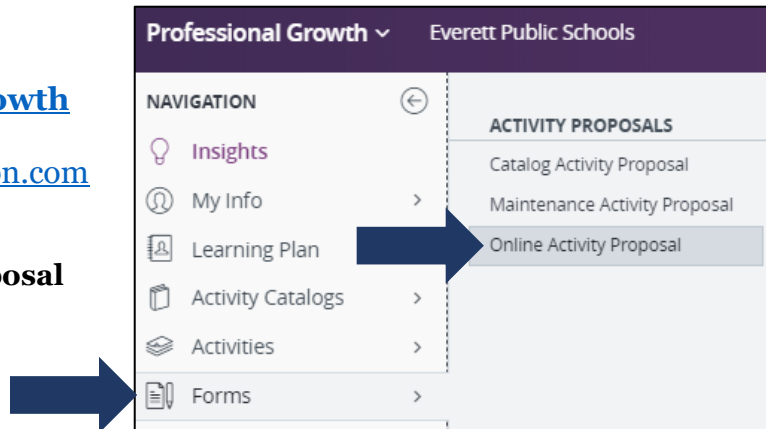# Online Professional Development
Proposing a course for online training, including Zoom

You will first want to know or create your online meeting(s) and obtain the meeting link (URL) prior to proposing the online course.

Frontline Professional Growth

https://login.frontlineeducation.com/sso/everettsd

Forms > Online Activity Proposal

Professional Growth ⌄	Everett Public Schools
NAVIGATION ←	**ACTIVITY PROPOSALS**
💡 Insights	Catalog Activity Proposal
🧑 My Info ›	Maintenance Activity Proposal
📇 Learning Plan	Online Activity Proposal
📖 Activity Catalogs ›	
📚 Activities ›	
📰 Forms ›	

Complete the details required on the form as you would for all course proposals.

Online Activity Proposal

Use this form to submit a request to add an activity into the catalog.

Annotations

Annotations are brief snippets/phrases that can be added to the activity details and are visible to registrants. These are not reportable elements, so do not use this feature to store trackable information.

⊕

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

Activity Information

Indicate the details of the activity you are proposing.

Activity Title

Description

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

> In the Description, after providing course details, list the date, time and weblink (URL) of your online meeting.
>
> For example:
> ***Once registered, visit this link to view the training on March 25 at 9am https://everettsd.zoom.us/j/8320043792***

Characters left **2048**

You will also place your URL/weblink in the box provided.

- Start Showing Online date is the day you're proposing activity and Stop Showing Online date is the day after our presentation or registration.
- Complete the rest of the form as you would for a standard professional development activity.
- Once done, the system support specialist will send your course proposal for approval. You will receive an email y they're approved with the course number.
- Hint: Save the proposal as a draft. While your course is in proposal status, copy it if you are creating multiple opportunities. Later return to your Learning Plan Tab. Select Manage next to a course

Then Select on Copy Proposal.

If you have questions during this process, please contact Ingrid Stafford x4114