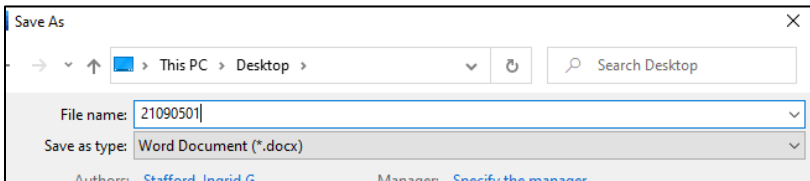


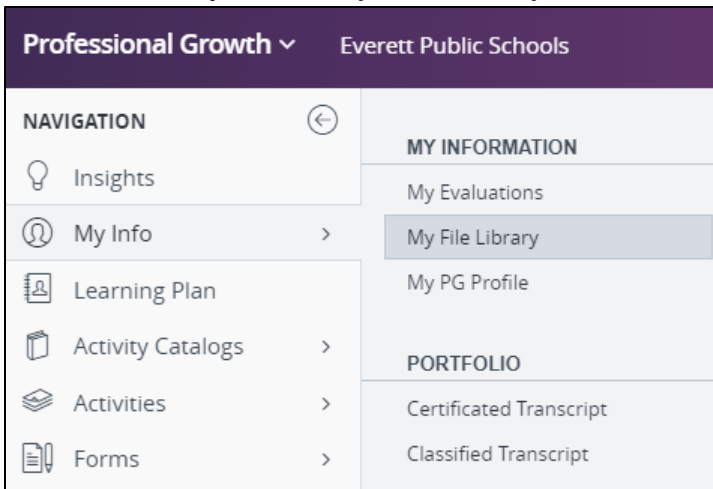
Upload AGENDA & SIGN IN SHEET to the Team Room

There are three quick steps to getting the document to the activity. First save the documents on your device. Next, upload the document to your File Library in Frontline Professional Growth. Finally, attach document to the Team Room for that activity.

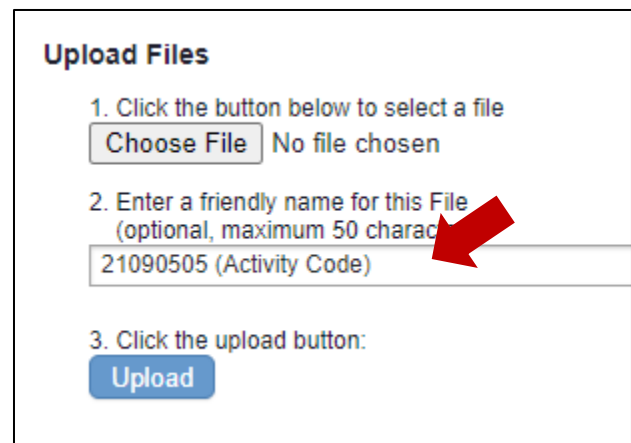
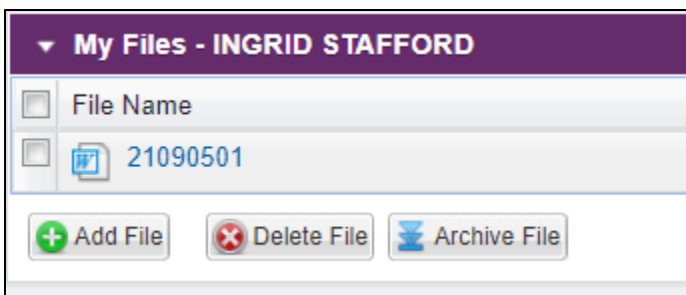
Scan & save the sign in sheet and agenda as one document. Save as: use the Activity Code for document name



Add the file My Info > My File Library



Add File (to Team Room) > Choose File (saved as Activity Code) > Upload



Open your activity in Enrollment Tools to upload documents

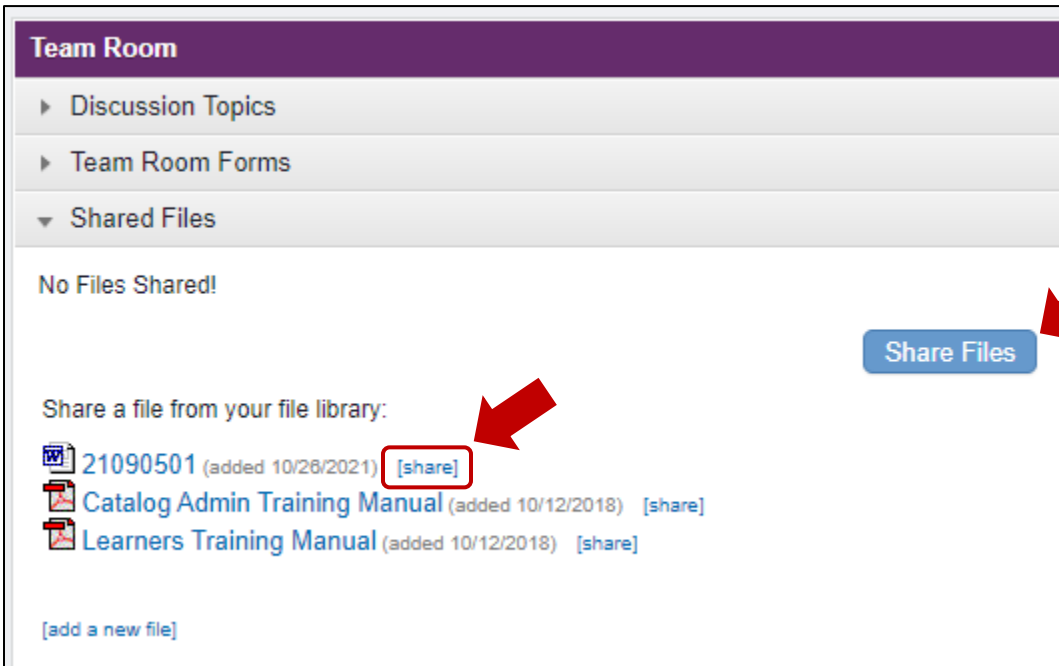
Enrollment Tools > Actions > Team Room > Share Files > Click on [share]



Actions

- Edit Activity
- Team Room (Comments: 0 | Files: 0)
- View Roster
- Print Sign-In Sheet
- Pre-Register
- Confirm Attendance

Share Files > [share] *careful not to miss this small link*



Team Room

- Discussion Topics
- Team Room Forms
- Shared Files

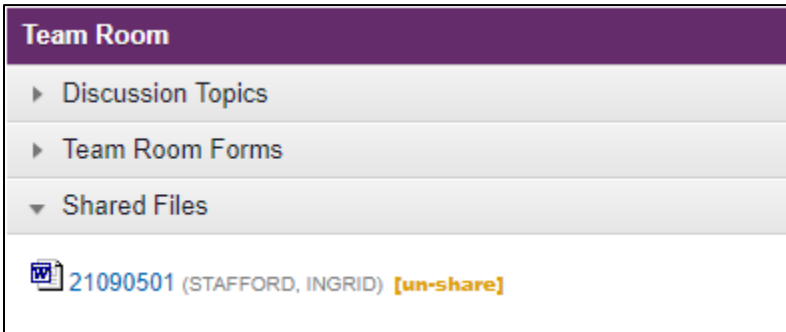
No Files Shared!

Share a file from your file library:

- 21090501 (added 10/26/2021) [share]
- Catalog Admin Training Manual (added 10/12/2018) [share]
- Learners Training Manual (added 10/12/2018) [share]

[add a new file]

Done



Team Room

- Discussion Topics
- Team Room Forms
- Shared Files

- 21090501 (STAFFORD, INGRID) [un-share]

“Team Rooms” may need to be enabled to past activities. Please check FL PG first and if it is not a selection in “Actions” send an email pd@everettsd.org requesting Team Room be enabled.