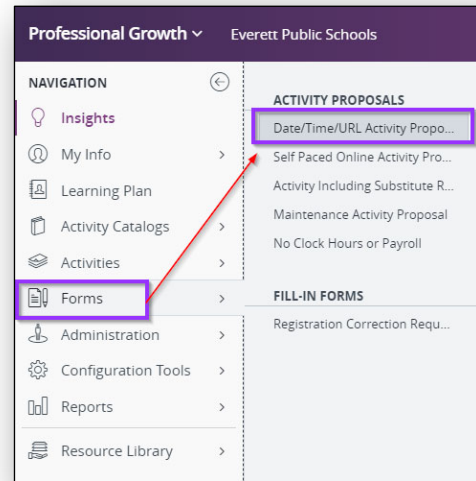


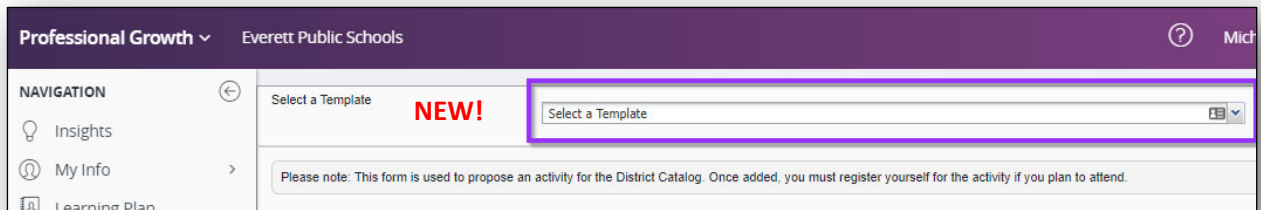


Frontline: Professional Growth Using Course Proposal Templates

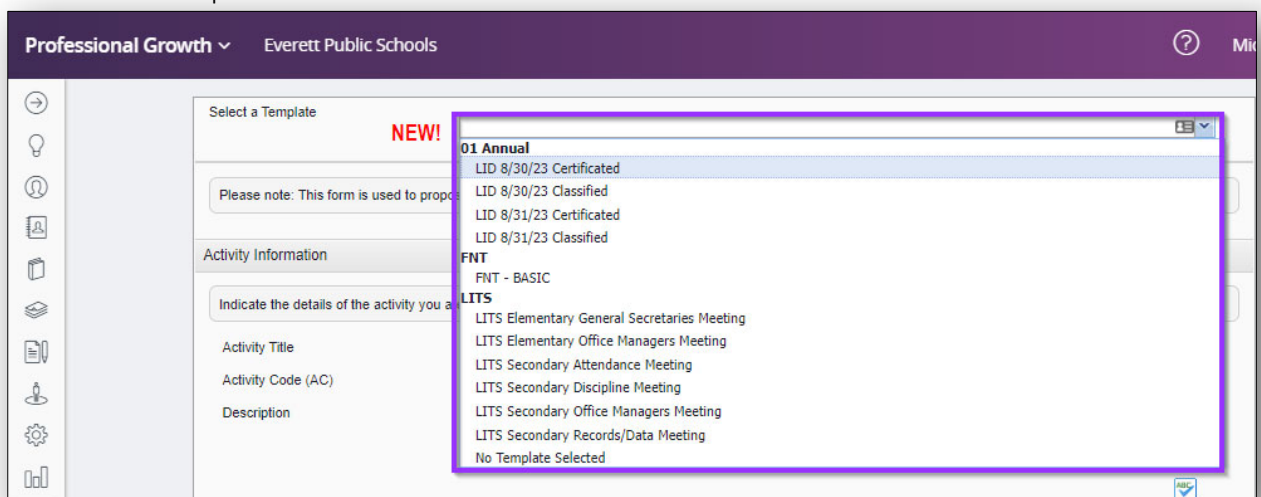
1. Create Frontline Professional Growth course proposal by selecting:
Forms -> Date/Time/URL Activity Proposal



2. Click on the down arrow for the Template drop down menu at the top of the page



3. Select the template for the course





Frontline: Professional Growth

Using Course Proposal Templates

4. Update highlighted areas

Activity Information

Indicate the details of the activity you are proposing.

Activity Title *****Insert School Initials*** Limited Learning Improvement Day - August 30, 2023**

Activity Code (AC) 0000

Description Learning Improvement day to enhance community building for staff and students. Review data and Strategic Priorities to create a plan for academic and the social emotional growth of students.

Activity URL (Web Address)

In-Service Objective/Intended Outcomes: Upon successful completion of this course, the participant will... Academic and Social Emotional supports for the upcoming school year. To build collaboration and community with staff and to develop skills to support student growth measured by improved overall grades and positive behavior.

of Meetings 1

Meeting 1

Meeting 1 Date 08/30/2023

Start & End Time 00:00 To 00:30

Location **update required**

Activity Resources

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

Activity Evaluation 1. EVALUATION FOR PROFESSIONAL LEARNING (OSPI Required)

Enable Team Room File Sharing ☒ Yes ☐ No

Activity Owner/Instructor

Activity Owner Click the button below to select users

Instructor

Instructor Name (if not on list)

Previous presenters enter ON FILE: ☒ YES ☐ NO

PD & Paid Hours

Enter the number of hours you are seeking for this activity

Professional Development Hours 4.5

e-Timesheet Paid Hours ☒ YES ☐ NO

Paid Hours 4.5

Account Code (required for subs and additional pay). If N/A, enter 00 **update required**

Participant requires a substitute to attend ☐ YES ☒ NO

If yes, how many substitutes are needed?

Group(s) Restrictions

Group(s) Restrictions ☐ Click the button below to select items

Finish

Submit **Save as Draft**

Replace with School Initials

Update Time and Location for your school

Assign Course Owner

Assign Instructor

(If more than one instructor, hold the CTRL key while selecting each name)

Update Budget

↓ Scroll to the bottom

Submit Proposal