

Frontline: Professional Growth Training Manual



Updated 3.1.22

Professional Growth EPS Professional Development System

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



Updated: 1.21.2022

Frontline PG: <https://login.frontlineeducation.com/sso/everettsd>

Learning Center: <https://pd-help.frontlineeducation.com>

GETTING STARTED	4
ACCESSING YOUR FRONTLINE PROFESSIONAL GROWTH ACCOUNT	4
SUBMITTING AN ACTIVITY PROPOSAL.....	5
SUBMITTING AN ACTIVITY FOR APPROVAL	5
SUBMITTING SELF-PACED ONLINE ACTIVITY FORM.....	9
“MORE INFORMATION” REQUESTED FROM HR	11
ACTIVITY PROPOSAL FOR SUBSTITUTE COVERAGE.....	12
FIXING A COMMON PROPOSAL ERROR.....	14
ENROLLMENT AND ATTENDANCE	15
ENROLLMENT AND INSTRUCTOR TOOLS	15
SAMPLE OF SEARCH TO FIND ACTIVE AND ARCHIVED ACTIVITIES	15
PRE-REGISTER ATTENDEES	16
UPDATE ROSTER VIEW.....	16
MY INFO.....	18
NAVIGATE THROUGH ASSIGNED EVALUATIONS, TRANSCRIPTS, REGISTRATIONS, ETC.....	18
MANAGING YOUR REGISTRATION	20
SEARCH, SIGN UP, OR DROP ACTIVITIES.....	20
GLOSSARY.....	21
SUPPORT	22
FRONTLINE PROFESSIONAL GROWTH (FLPG): AT A GLANCE AND FAQ	23

Professional Growth EPS Professional Development System

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

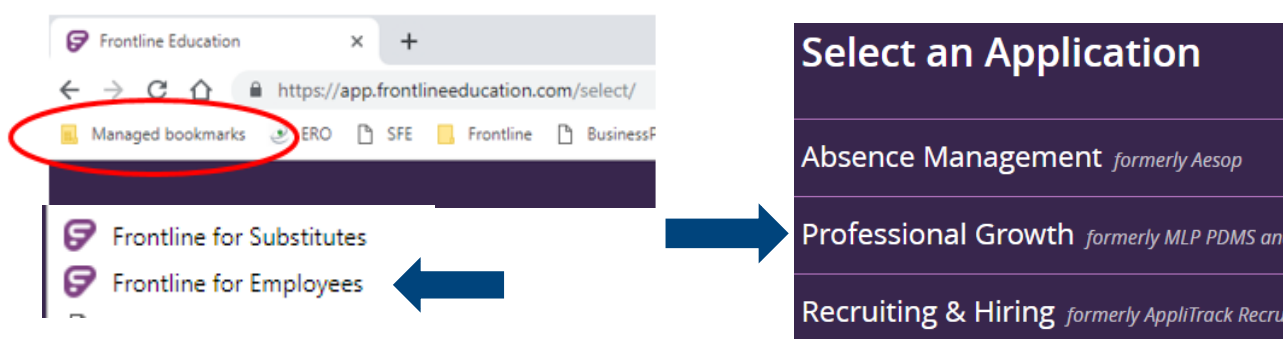
Getting Started

Accessing your Frontline Professional Growth Account

Single Sign On (Active Directory)

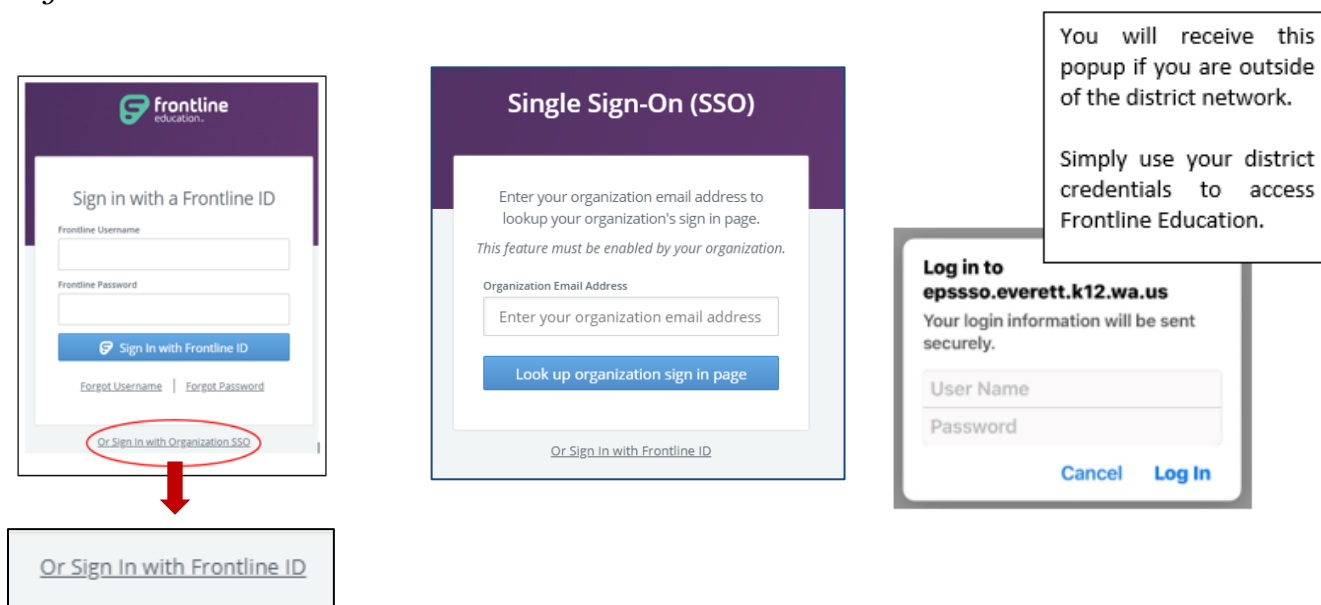
Active employees and substitutes working in Everett Public Schools may log into the Frontline Education using single sign-on technology. No Frontline credentials are required if you are logged into the district network or on a district computer.

The link can be found in Google Chrome on EPS Managed Bookmarks > Frontline for Employees



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

If you do find yourself on the old login page, click the link to Sign in with Organization SSO, this will be your district email address.



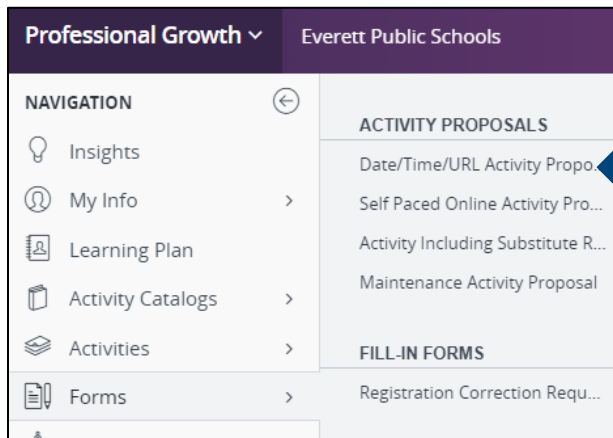
Professional Growth EPS Professional Development System

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

Submitting an Activity Proposal

Submitting an activity for approval

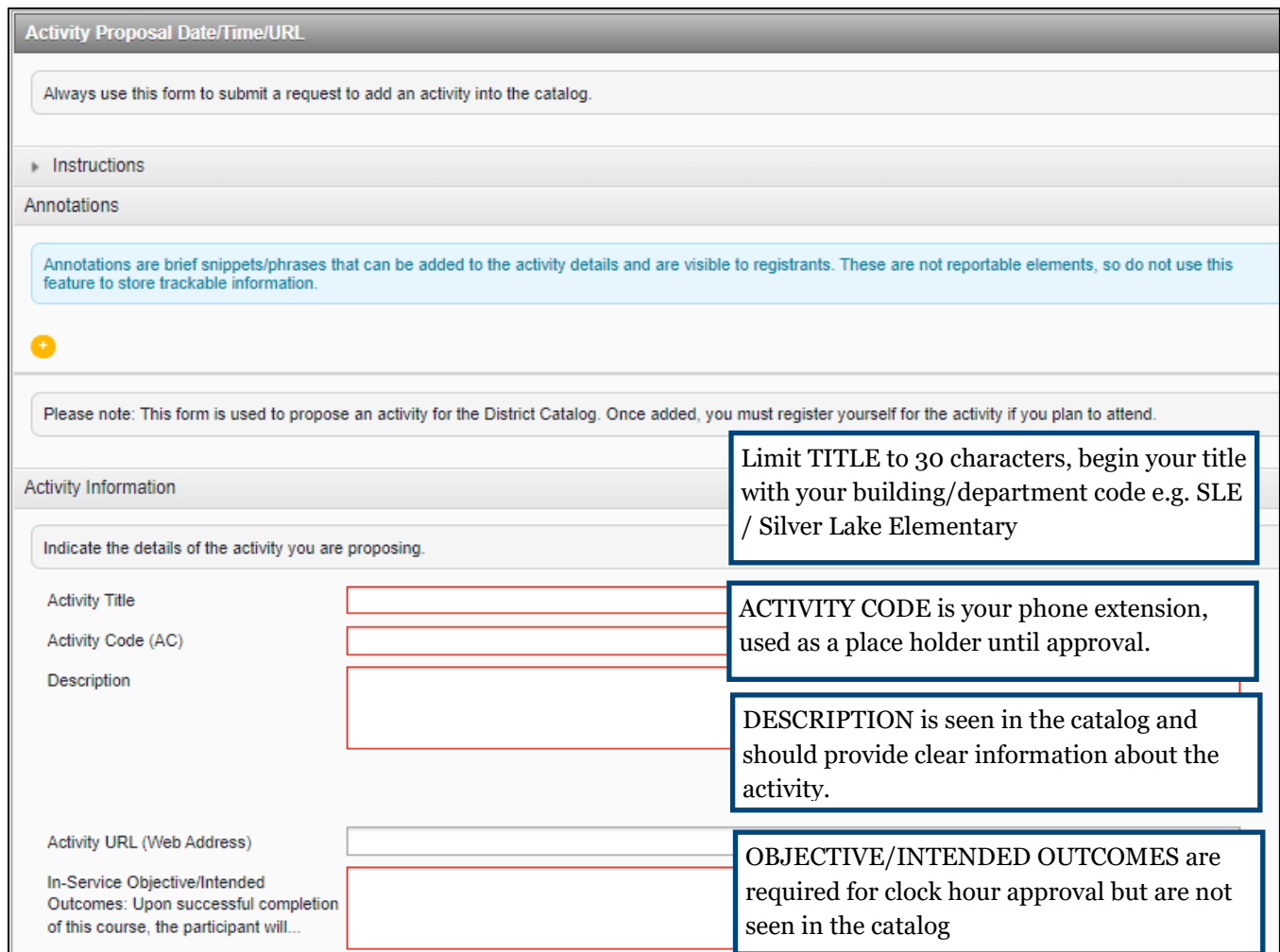
Use the screen shots below to assist you with data required for Activity Proposal. Go to Forms > Date/Time/URL Proposal or Self Paced Online Activity Proposal (Online form sample on pg. 9)



What form do I use and when?

1. In-person, Zoom & blended meetings with dates (*most common*)
2. Self-paced online and meetings with no meeting dates (Pg. 9)
3. Participant can request a sub at time of registration (Pg. 12)
4. Maintenance and Operations

Online Course Proposal on page 9
PD requiring a Substitute on page 12



Activity Proposal Date/Time/URL

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

► Instructions

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

Activity Code (AC)

Description

Activity URL (Web Address)

In-Service Objective/Intended Outcomes: Upon successful completion of this course, the participant will...

Limit TITLE to 30 characters, begin your title with your building/department code e.g. SLE / Silver Lake Elementary

ACTIVITY CODE is your phone extension, used as a place holder until approval.

DESCRIPTION is seen in the catalog and should provide clear information about the activity.

OBJECTIVE/INTENDED OUTCOMES are required for clock hour approval but are not seen in the catalog

Professional Growth EPS Professional Development System

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

of Meetings

1

MeetingDate 1

Meeting 1 Date

31

Start & End Time

:00

To

Location

Additional Information

How will clock hours be tracked and awarded?

--- Click To Select ---

If Other (Comments)

Is this a required activity?

☐ YES
 ☐ NO

Event this activity is part of

--- Click To Select ---

Category

--- Click To Select ---

Format

--- Click To Select ---

Target Audience

--- Click To Select ---

Enrollment Information

Max Enrollment (#)

Min Participants

Max # Wait List

Activity Resources

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

Activity Evaluation

1. PROFESSIONAL LEARNING EVALUATION FORM (OSPI Required)

Activity Owner/Instructor

Activity Owner

Click the button below to select users

Select User

Instructor

---Not Assigned---

1 Operator, Professional Development System Op

ADAMS, CATHERINE

Admin, MLP

AL MANSOURI, SUKAWT

AL-RASHID , TAREK

ALF, STEPHANIE

ALLEN, KEVIN

ALTERMOTT, JOHNATHAN

ANDERSON, KELLY

ARNOLD, ANNE

Instructor Name

(if not on list)

Previous presenters enter ON FILE:

☐ YES
 ☐ NO

Chose number of meetings and details for each meeting date. One activity can have multiple meeting dates. Awarded hours will be all meeting hours totaled.

Clock hours can be tracked in a variety of methods. Use the drop-down menu choices or describe your own.

Complete all other required fields; Category, Format, Target Audience, Required, Enrollment & Participants.

EVENTS with multiple activities, please contact your system support to request the event. Provide title, description, and dates. Set up event before adding activities to it.

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

Click "Select User" to add the owner. The activity owner is responsible for attendance and will verify clock hours and/or pay for this activity.

Select the instructor(s) (hold ctrl to select multiples) including yourself or type the name(s) if not listed.

Choose YES for any instructor who is a current employee.

6

Professional Growth EPS Professional Development System

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

Upload file first to your File Library, this is found in My Info from the navigation pane. Once uploaded, you will be able to select it here.

File Attachment:

If necessary, you may attach your resume. You MUST first upload your File to your My File Library before it will be visible in this section to select.

Attach File:

- ☐ - Right_Response_2021_22_Flier_rev_1.18.22.pdf (194k) [View](#)
- ☐ PCE Social Emotional - PCE_Social_Emoional_Learning_22011103.docx (15k) [View](#)

Catalog Viewing Options

Indicate the date range that this activity will appear in the catalog. If left blank, the activity will show immediately, until the start date of the activity has passed.

Start Showing On (mm/dd/yyyy)

Stop Showing On (mm/dd/yyyy)

CATALOG VIEWING OPTION denotes when an activity can be seen in the course catalog.

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

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

Employees Permitted Substitutes

- ☐ YES
☐ NO

The most common type of Professional Development Hours is Clock Hours. Para educators and teachers use clock hours for certificate renewal & salary placement.

e-Timesheet Paid Hours is any additional pay outside of the participants workday and contract time. Pay processed through FLPG and not submitted on timecard online. Activity Owner will confirm the paid hours in the attendance record under "Credits"

Credit Type

Registrants receive credit toward:



- ☐ CLASSIFIED PD HOURS
☐ CLOCK HOURS
☐ CULTURAL COMPETENCY Renewal Requirement
☐ STEM Renewal Requirement
☐ CEU
☐ FCS (FUNDAMENTAL COURSE OF STUDY)
☐ NONE

All activities paying a substitute or e-Timesheet require an account code. Enter 00 if not applicable.

Select appropriate credit type(s). Clock hours are approved by committee and can take 24 hours for approval. Minimum 1 hour, 30 min intervals.

Select STEM if answered YES to the three questions on the next page.

Select at least one Goal.

Use 5. "Current or anticipated assignment" for a course if not offering clock hours.

State Defined Program Standards

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

Select ALL that apply.

Goal : Content & objectives must relate to or



- ☐ 1. Opportunities for participants to collect and analyze data
☐ 2. Professional certificate standards
☐ 3. Paraeducator standards of practice as defined by the state
☐ 4. School and district improvement efforts
☐ 5. Current or anticipated assignment
☐ 6. Research-based instructional strategies & practices
☐ 7. Advocacy for students and leadership

Professional Growth EPS Professional Development System

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

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

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

This section is required for STEM activities.

If answered YES to all three questions you can check STEM for the Credit Type above.

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 e

Building Restrictions

Restrict this activity to the following buildings:

☐ Click the button below to select items
Leave blank for all

Select Items

Department Restrictions

Restrict this activity to the following departments:

☐ Click the button below to select items
Leave blank for all

Select Items

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

Once done, the system support specialist will send your course proposal for approval. You will receive an approval email with the Activity Code.

Hint: Save the proposal as a draft before submitting

Finish

Submit

Save as Draft

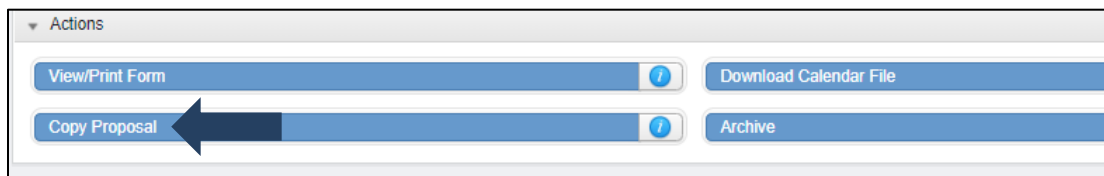
Later return to your Learning Plan > Manage > Copy

Manage	Archive	03/24/2020	03/24/2020	i-Ready Paraeducator Training 20031702
Manage		03/25/2020	03/25/2020	i-Ready Paraeducator Training 20031703
Manage	Archive	03/25/2020	03/25/2020	i-Ready Paraeducator Training 20031704

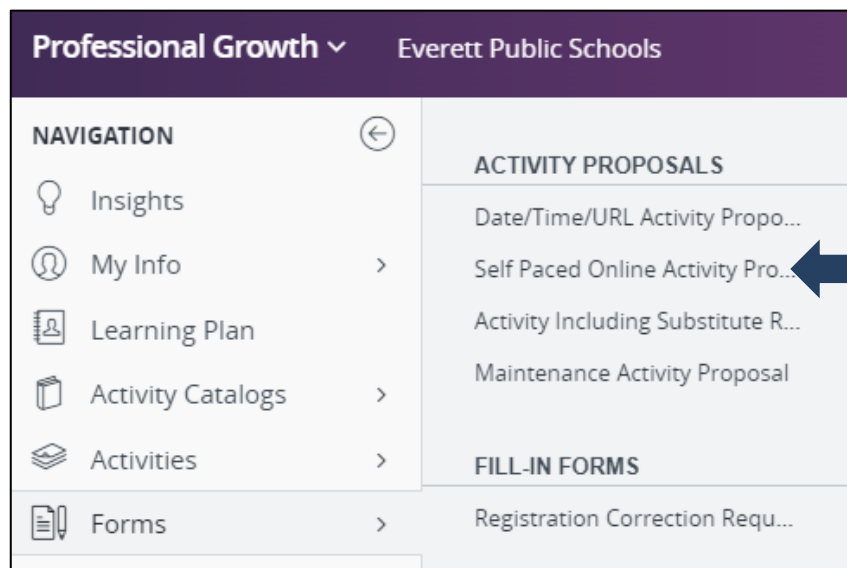
Professional Growth

EPS Professional Development System

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



Submitting Self-Paced Online Activity Form



Create online meeting(s) in Zoom (example). Copy the web address before proposing it in Frontline Professional Growth. When completing all the required details on the activity proposal form you can refer to the instructions on the previous pages, they will be the same as the Date/Time/URL Activity Form.

https://everettsd.zoom.us/j/83200437'" data-bbox="93 595 884 979"/>

Professional Growth EPS Professional Development System

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

Activity Format	Online	URL/Web Link is the website for your training.
Online Hours	1	
URL/Web Link	https://everettsd.zoom.us/j/8320043792	
Online Course Availability Dates		Online Start & End Date are when the course is open for participant to complete it.
Online Start Date	03/25/2020	
Online End Date	03/25/2020	
Online Catalog Viewing Options		Start Showing Online date is the day you want the activity viewable for registration in Frontline Professional Growth.
Indicate the date range that this activity will appear in the catalog.		
Start Showing Online (mm/dd/yyyy)	3/17/2020	
Stop Showing Online (mm/dd/yyyy)	3/27/2020	

Once done, the system support specialist will send your course proposal for approval. You will receive an approval email with the course number.

Hint: Save the proposal as a draft while proposing.

Finish
<div> <div>Submit</div> <div>Save as Draft</div> </div>

Later return to your Learning Plan > Manage > Copy

Manage	Archive	03/24/2020	03/24/2020	i-Ready Paraeducator Training 20031702
Manage		03/25/2020	03/25/2020	i-Ready Paraeducator Training 20031703
Manage	Archive	03/25/2020	03/25/2020	i-Ready Paraeducator Training 20031704

Actions	
View/Print Form	Download Calendar File
Copy Proposal	Archive

Professional Growth EPS Professional Development System

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

“More Information” requested from HR

Occasionally the activity proposal may require more information for approval. If this is the case, you can locate the proposal in your Learning Plan, sort by status and look for Final Approval – More Info

My Proposals					
Actions	Start Date	End Date	Activity Title	Status	
Manage Archive	07/16/2019	07/16/2019	Academic and Organizational Success for Middle and High School Students 19061509	APPROVED	
Manage Archive	08/23/2019	08/23/2019	Links Curriculum - Secondary Life Skills and Ex RR 19061904	APPROVED	
Manage Archive	08/22/2019	08/22/2019	STARS Curriculum - Elementary Life Skills and ExRR 19061905	APPROVED	
Manage Archive	08/13/2019	08/13/2019	Dyslexia Overview 19061805	APPROVED	
Manage Archive	08/27/2019	08/27/2019	Social Thinking - Positive Action - RR/Achieve 19063017	Final Approval - More Info	
Manage Archive	09/23/2019	09/23/2019	Right Response Initial Certification Training 19041805	PENDING	

Social Thinking - Positive Action - RR/Achieve 19063017

Activity Details

Social Thinking - Positive Action - RR/Achieve 19063017

1 Meeting(s)

#	Date	Time	Location
1.	Tue Aug 27, 2019	8:00 am to 3:00 pm	CRC Port Gardner B

Participants will learn about the concepts of Social Thinking and the curriculum maps for the Positive Action Curriculum ELEMENTARY 8:00am to 11:00am SECONDARY 12:00pm to 3:00pm

Hours: 3.00 | Form: Catalog Activity Proposal

Approval Status

#	Administrator	Approval Type	Comments	Status
1	Professional Development System Operator 1 Operator	Final	Offering 3 pd hours? Seat time is longer so Im just checking (IS)	PENDING
2	INGRID STAFFORD	Final Approval		

If you have any questions regarding the approval of this request, please contact the appropriate approver(s) listed above.

More Information Required

An administrator has requested additional information please read the comments above, then enter your response below and click submit to re-send the request

Read comment in Approval Status, respond here to re-submit.

Characters left 2000

Submit

Professional Growth EPS Professional Development System

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

Activity proposal for Substitute Coverage

If your activity requires an employee to report an absence for a substitute, the employee should initiate their own substitute request when they register for the course. Although this is not required, the budget authority can enter the pd absences or vacancies when necessary.

Professional Development & Paid Hours	
Enter the number of PD hours and paid hours you are offering for this activity	
Professional Development Hours	<input type="text" value="3"/>
Pay e-timesheet through FL PG	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Paid Hours Total	<input type="text" value="0"/>
Account Code (required for subs and additional pay). If N/A, enter 00.	<input type="text" value="121212123123456"/>
Check YES if employee is allowed a substitute.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Select for District Release or Job Related for leaves requiring a substitute.	<input type="checkbox"/> DISTRICT RELEASE <input checked="" type="checkbox"/> JOB RELATED <input type="checkbox"/> OTHER <input type="checkbox"/> N/A
Who is responsible for entering employee absence or substitute request?	<input type="checkbox"/> SCHOOL OR DISTRICT OFFICE <input checked="" type="checkbox"/> EMPLOYEE AT TIME OF REGISTRATION <input type="checkbox"/> N/A
Additional information for district administrator approving your proposal	<input type="text"/>

With this information from the course proposal HR admin can update the absence at the time it is initiated in Absence Management.

The activity owner or instructor inviting staff to attend may send this or a similar message to employees when inviting them to an activity. Feel free to edit as needed –

*SAMPLE: Thank you for taking an interest in our upcoming class on **(fill in the blank)**. You will request your substitute a little differently than how we have done it in the past. The absence will automatically be created as you register for the course. Please follow the instructions on the screen to provide absence and substitute needs. Prearranged subs must be confirmed before registering as you will have an opportunity to provide their name on the course registration form.*

Professional Growth EPS Professional Development System

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

Employee will request approval for absence and provide details.

Registration Options

Request Approval

Absence is not created until your attendance for this activity is approved. Email notification will be sent to you when approved. You can manage your registration in Frontline Professional Growth > Learning Plan > My Requests - Pending Prior Approval > Select **Manage** for more information.

Please choose an accurate # of meetings/days. Also, be specific & include start & end times for meetings.

of Meetings

1

MeetingDate 1

Meeting 1 Date

03/11/2020

Start & End Time

8 AM

:

00

To

3 PM

:

30

Location

CRC - Board Room

Sub Needed for Date #1

☒ Yes

☐ No

Required

Absence Period1

☒ AM

☐ PM

☒ FULLDAY

☐ NO ABSENCE

Location of Absence1

LOWELL ELEMENTARY SCHOOL

Sub notes

Lesson plans on my desk. Have a great day!

Has a substitute accepted this assignment?

☐ Yes

☒ No

If YES Provide Name

Professional Growth EPS Professional Development System

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

Fixing a Common Proposal Error

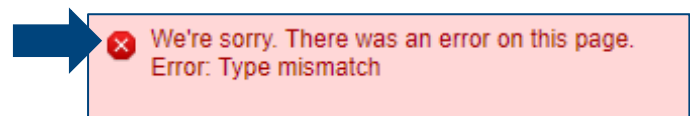
Activity Proposal Fixing Error: Type mismatch

Locate your proposal from your Learning Plan Tab > Select Manage to the left of your activity.

The screenshot shows the 'NAVIGATION' sidebar on the left with 'Learning Plan' selected. A blue arrow points to 'Learning Plan'. The main content area has a purple header 'News and Info' and a section 'My Proposals'. Below this is a table with columns: 'Actions', 'Start Date', 'End Date', and 'Activity Title'. A row shows '01/15/2019', '01/15/2019', and 'Test Activity'. A blue arrow points to the 'Manage' button in the 'Actions' column. Below the table is a section 'My Requests - Buffy Sample - TEST ACCOUNT'.

Select Fix Form

The screenshot shows the 'Actions' section with two rows of buttons. The first row has 'View/Print Form' and 'Fix Form'. The second row has 'Copy Proposal' and 'Drop'. A blue arrow points to the 'Fix Form' button.



Adding the activity owner Select User > Add Selected (owner and instructors are not always the same person)

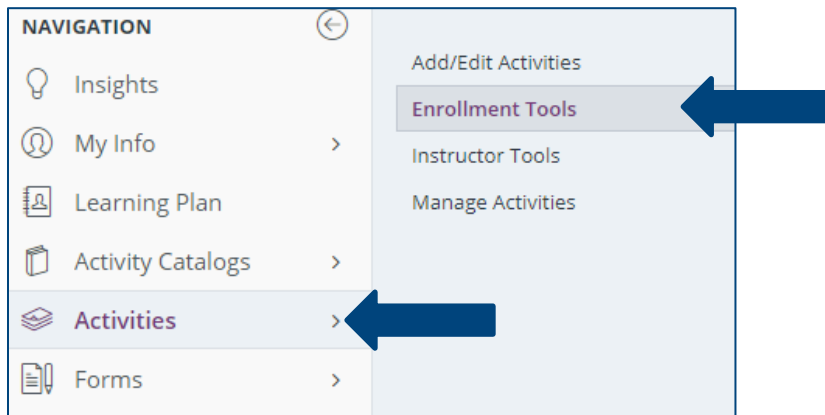
The screenshot shows the 'Activity Owner/Instructor(s)' section. It has a text box for 'Activity Owner' and a 'Select User' button. A blue arrow points to the 'Select User' button. Below this is a 'Users' section with a 'Filters' table and a 'Users' table. The 'Filters' table has columns for 'Basic Info' and 'Building'. The 'Users' table has columns for 'Name' and 'Building'. A blue arrow points to the 'Users' table.

When accurately submitted, you will see the status as pending on your Learning Plan tab.

Enrollment and Attendance

Enrollment and instructor tools

Use the navigation bar and go to Activities > Enrollment Tools. ALWAYS for attendance taking.



Sample of search to find active and archived activities

These criteria will usually find all activities.

A screenshot of the 'Enrollment Tools' search interface. It features a search bar labeled 'Activity Code or Title'. Below this are filters for 'All Events' and 'All Programs'. A date range filter is set to 'Start Date' 'is Between' '06/01/2018' and '04/06/2020'. An 'Advanced Search Options' section includes dropdowns for 'Purpose: All', 'Category: All', and 'Activity Format: All'. An 'Include:' dropdown is open, showing options: 'All' (highlighted in yellow), 'Active Only', 'Archived Only', and 'All' (highlighted in green). At the bottom, there is a section labeled 'Activities'.

Locate your activity, click on the title and select the Action desired

A screenshot of the 'Activities' table. The table has columns: Name, Start, End, Enrolled, Pending, Wait, and Max. A row is selected, highlighted with a blue box, showing the activity 'MEC- Number Talk Leadership Academy 18060516'. A tooltip is visible over this row, displaying the activity name and the number '6'. Below the table, there are buttons for 'Print Rosters', 'View Enrollment', 'Download to Excel', and 'Archive Selected'.

Name	Start	End	Enrolled	Pending	Wait	Max
MEC- Number Talk Leadership Academy 18060516	07/11/2018	07/13/2018	6	0	0	75
MEC- Number Talk Leadership Academy 18060516			6	0	0	75

Professional Growth EPS Professional Development System

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

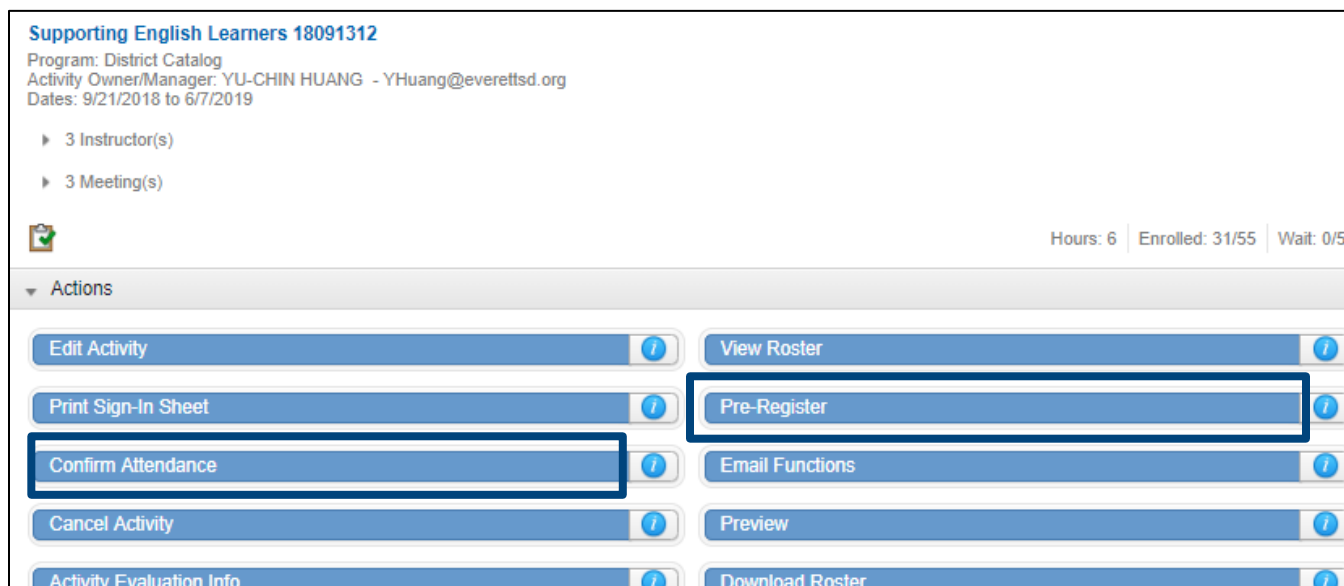


A screenshot of the 'Actions' menu in the Professional Growth system. The menu is titled 'Actions' and contains ten buttons arranged in two columns. Each button has a blue background and a white 'i' icon in the top right corner. The buttons are: Edit Activity, View Roster, Print Sign-In Sheet, Pre-Register, Confirm Attendance, Email Functions, Cancel Activity, Preview, Activity Evaluation Info, and Download Roster.

If an activity is archived, changes **CANNOT BE MADE** in Professional Growth. To award any missed PD hours or pay, use a paper in-service credit form or paper timesheet. Forms can be found in [Docushare](#).

Pre-register attendees

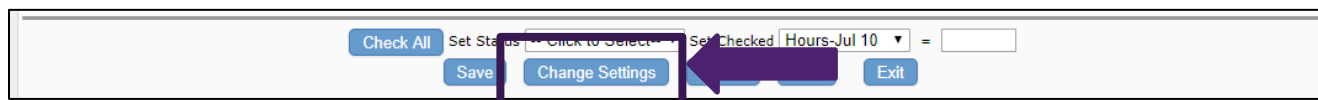
You can pre-register if the activity has not concluded or use Confirm Attendance to add attendees.



A screenshot of the activity details page for 'Supporting English Learners 18091312'. The page shows the program name, activity owner/manager (YU-CHIN HUANG), and dates (9/21/2018 to 6/7/2019). It also lists 3 Instructor(s) and 3 Meeting(s). A status bar at the top right shows 'Hours: 6', 'Enrolled: 31/55', and 'Wait: 0/5'. Below the status bar is the 'Actions' menu, which is identical to the one in the first screenshot. The 'Pre-Register' button is highlighted with a red box, and the 'Confirm Attendance' button is also highlighted with a red box.

Update roster view

Select Change Settings at the bottom of the roster to choose the columns you need to display.



A screenshot of the bottom bar of the roster view. It contains several buttons: 'Check All', 'Set Status', 'Click to Select', 'Set Checked', 'Hours-Jul 10', and 'Exit'. The 'Change Settings' button is highlighted with a red box, and a red arrow points to it from the right.

The Change Settings screen will allow you to add more data to the roster list. Please be sure that both **Hours** and **Credits** are selected as shown below.

Professional Growth EPS Professional Development System

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

The screenshot shows the 'Roster' section with 'Roster Column Options'. A dropdown menu is open for 'Column 3', showing options like 'Hours', 'Credits', 'Evaluation Status', etc. A blue arrow points from the dropdown to the 'Column 3' label. Another blue arrow points from the 'Save & Exit' button to the text below.

Roster Column Options
Choose The Columns To Display In The Roster

Column 1 Participant Last Name, First Name (Preset)
Column 2 Approval Status (Preset)
Column 3 Hours
Column 4 -- Click to Select --
Column 5 -- Click to Select --
Column 6 -- Click to Select --
Column 7 -- Click to Select --

Email Options
Send Automatic Email Notification To Users When Their Approval Status:
Is Changed to IN PROGRESS ☐ Yes ☒ No
Is Changed to WAIT LIST ☐ Yes ☒ No

Miscellaneous Options
Show Building Name in Roster ☐ Yes ☒ No
Include Drops in Roster? ☐ Yes ☒ No

Save & Exit Cancel

Participant Last Name, First Name (Preset)
Approval Status (Preset)
Hours
-- Click to Select --
-- Click to Select --
Hours
Credits
Evaluation Status
Team Room Forms Status
Email Address
Job Title
Date Submitted
Date Completed
Sub Required
Sub Requested
Employee ID
Show Purposes
Active Employee (yes/no)
Comments

Be sure to click Save & Exit to return to the roster screen.

The screenshot shows the bottom of the 'Roster' form with the 'Save & Exit' button highlighted by a blue box and a blue arrow pointing to it.

Show Building Name in Roster ☐ Yes ☒ No
Include Drops in Roster? ☐ Yes ☒ No

Save & Exit Cancel

Reminder value for Hours vs. Credits

Hours = Professional development **H**ours

Credits = Paid hours (**C**ash)

Attendance Protocol

Step 1: After each meeting date, verify that the hours and/or credits are correct. Put in correct hours if attended and "o" if absent.

The screenshot shows the 'Roster' table with columns for #, Select, Name, Building, Approval Status, Hours#1, Hours#2, Hours#3, Awarded Hours, Job Title, Employee ID, Credits#1, Credits#2, Credits#3, and Awarded Credits. A blue box highlights the 'Hours#1' column. Another blue box highlights the 'Credits#1' column. A blue arrow points from the 'Set Status' dropdown menu to the text below.

Roster

#	Select	Name	Building	Approval Status	Hours#1 Sep 18	Hours#2 Sep 19	Hours#3 Sep 20	Awarded Hours	Job Title	Employee ID	Credits#1 Sep 18	Credits#2 Sep 19	Credits#3 Sep 20	Awarded Credits
1.	<input type="checkbox"/>	HELM, KYLIE	COMMUNITY RESOURCE CENTER	Complete	7	4	2	13	ADMIN ASST	12575	8	4	3	14
2.	<input type="checkbox"/>	MCCOARD, SUSAN	COMMUNITY RESOURCE CENTER	Complete	7	4	2	13	ADMIN ASST	11533	8	4	3	14
3.	<input type="checkbox"/>	Sample - TEST ACCOUNT, Buffy	SILVER FIRS ELEMENTARY SCHOOL	Complete	7	4	0	11		80001	8	4	0	12
4.	<input type="checkbox"/>	Sample - TEST ACCOUNT, Dean	GATEWAY MIDDLE SCHOOL	Complete	7	4	2	13	teacher	80003	8	4	3	14
5.	<input type="checkbox"/>	Sample - TEST ACCOUNT, Sam	HM JACKSON HIGH SCHOOL	Absent	0	0	0	0	teacher	80002	0	0	0	0
6.	<input type="checkbox"/>	STAFFORD, INGRID	COMMUNITY RESOURCE CENTER	Complete	0	4	2	6	SYST SUPT ANL 1	06762	0	4	3	7

Check All Set Status -- Click to Select-- Set Checked Hours-Sep 18 Save Change Settings Delete Print Exit

Using this tool, you can update hours all at once

Professional Growth EPS Professional Development System

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

Step 2: After the last meeting, the owner will mark all who attended at least one meeting as Confirmed, or Complete depending on your permissions. Calculate and update the Awarded Hours/Credits.

▼ Roster														
#	Select	Name	Building	Approval Status	Hours#1 Sep 18	Hours#2 Sep 19	Hours#3 Sep 20	Awarded Hours	Job Title	Employee ID	Credits#1 Sep 18	Credits#2 Sep 19	Credits#3 Sep 20	Awarded Credits
1.	<input checked="" type="checkbox"/>	HELM, KYLIE	COMMUNITY RESOURCE CENTER	Complete	7	4	2	13	ADMIN ASST	12575	8	4	3	14
2.	<input checked="" type="checkbox"/>	MCCOARD, SUSAN	COMMUNITY RESOURCE CENTER	Complete	7	4	2	13	ADMIN ASST	11533	8	4	3	14
3.	<input checked="" type="checkbox"/>	Sample - TEST ACCOUNT, Buffy	SILVER FIRS ELEMENTARY SCHOOL	Complete	7	4	0	11		80001	8	4	0	12
4.	<input checked="" type="checkbox"/>	Sample - TEST ACCOUNT, Dean	GATEWAY MIDDLE SCHOOL	Complete	7	4	2	13	teacher	80003	8	4	3	14
5.	<input type="checkbox"/>	Sample - TEST ACCOUNT, Sam	HM JACKSON HIGH SCHOOL	Absent	0	0	0	0	teacher	80002	0	0	0	0
6.	<input checked="" type="checkbox"/>	STAFFORD, INGRID	COMMUNITY RESOURCE CENTER	Complete	0	4	2	6	SYST SUPT ANL 1	06762	0	4	3	7

If an activity is archived, changes CANNOT BE MADE in Professional Growth. To award any missed PD hours or pay, use a paper in-service credit form or paper timesheet. Forms can be found in [Docushare](#).

My Info

Navigate through assigned evaluations, transcripts, registrations, etc.

Professional Growth EPS Professional Development System

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

Learning Plan

▼ My Requests - PLM TEST

Actions	Activity Title	Start Date	End Date		FormName
[-] Save as Draft (0 Record(s))					
-- no records --					
[-] Wait List (1 Record(s))					
WAIT LIST					
Manage	First Aid / CPR 18062005	10/22/2018	10/22/2018		Registration Form: In-District PD
[-] Pending Prior Approval (0 Record(s))					
-- no records --					
[-] Approved and/or In-Progress (3 Record(s))					
IN PROGRESS					
Manage	First Aid / CPR 18062009	12/17/2018	12/17/2018		Registration Form: In-District PD
Manage	LETRS Paraeducator Training 18082450	10/11/2018	10/25/2018		Registration Form: In-District PD
Manage	New Classified Employees' Orientation 18062853	09/07/2018	09/07/2018		Registration Form: In-District PD
[-] Instructor Has Confirmed Attendance (0 Record(s))					
-- no records --					
[-] Awaiting Final Credit (0 Record(s))					
-- no records --					
[-] Denied (0 Record(s))					
-- no records --					
[-] Recently Completed (2 Record(s))					
COMPLETED					
Manage	Office Professionals Meeting 18061201	08/06/2018	08/06/2018		EVALUATION
Manage	test test 18073199	07/10/2018	07/23/2018		
View My Portfolio for full list					



Clip board icon indicates a course evaluation is required.
Select Manage to open another menu and click on the Evaluation to complete.

Recently Completed (2 Record(s))					
Manage	Office Professionals Meeting 18061201	08/06/2018	08/06/2018		Registration Form: In-District PD
Manage	test test 18073199	07/10/2018	07/23/2018		Registration Form: In-District PD
View My Portfolio for full list					

Manage

Manage completed activities and access evaluations

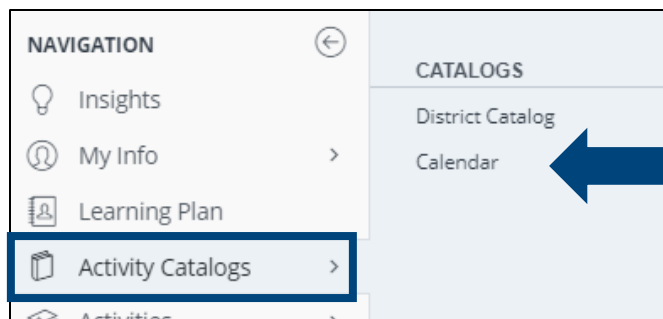
Actions	
View/Print Form	Download Calendar File
Print Certificate	Office Professionals Meeting Evaluation

Professional Growth EPS Professional Development System

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

Managing Your Registration

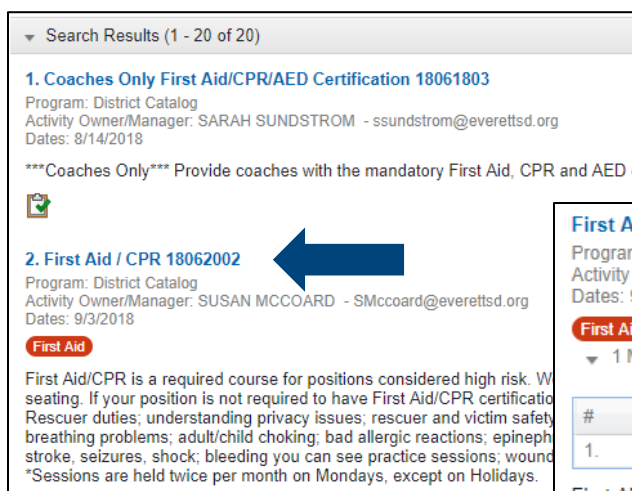
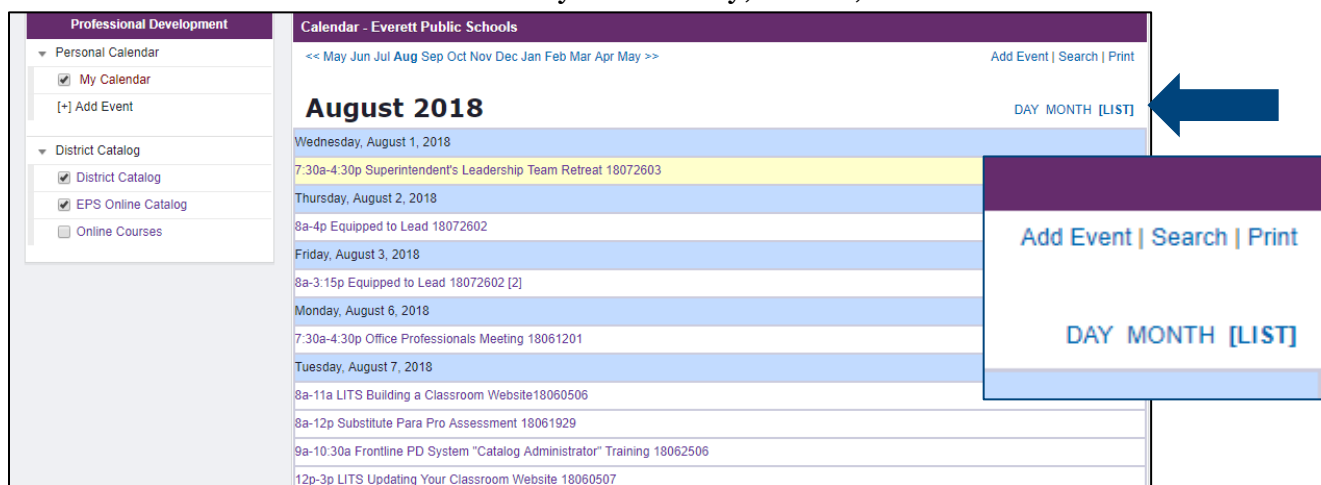
Search, sign up, or drop activities



Using the left navigation pane, select Activity Catalog and search by District Catalog or Calendar.

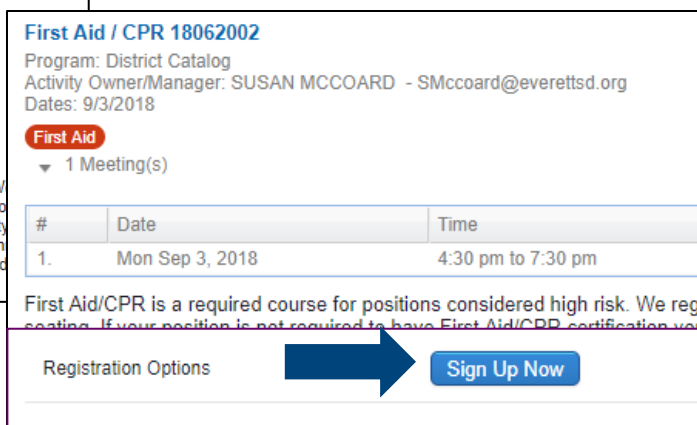
Find an activity by searching a title, activity code, or date for more search options select Advance Search.

Use the Calendar view to find an activity. Search day, month, or list



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

Sign Up Now to register.



Professional Growth

EPS Professional Development System

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

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

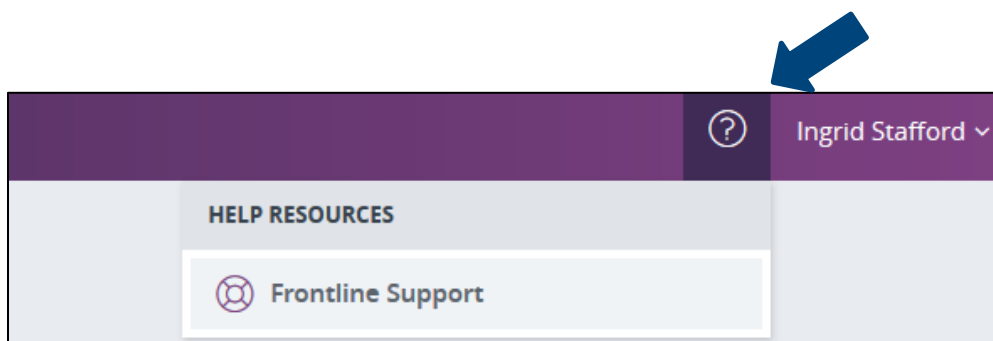
Human Resources

Ingrid Stafford
System Support Analyst
Ext 4114
istafford@everettsd.org

Michelle Olson
Administrative Assistant
Ext 4127
molson2@everettsd.org

Frontline Support Resources

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

Webinars > [Catalog Administration](#)

Webinars > [PLMS Instructor Orientation](#)

Webinars > [PLMS Learner Orientation](#)

Professional Growth EPS Professional Development System

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

Frontline Professional Growth (FLPG): At a Glance and FAQ

Frontline Professional Growth software manages all our professional development learning activities from registration, evaluation, transcripts, workshop payroll, and more. This online system makes it easy to track the learning activities of your staff and self.

At A Glance

- **Web address:** <https://login.frontlineeducation.com/sso/everettsd>
- **PD** = Professional development
- **Training guides** and **help documentation** are available using this link to [DocuShare](#)
 - Activity proposal
 - Attendance
 - Pre-registration

Clock hours & OSPI

Everett Public Schools is approved by OSPI as an **in-service education** agency that can provide clock hours for professional development offerings

- OSPI requirements for sessions offering clock hours:
 - Prior approval
 - 1 hour minimum meeting time
 - Agenda
 - Objective, intended outcome, and Washington State standards listed
 - Instructor resume
 - Course evaluation
 -

FAQs

General information

1. What if someone **missed registering in FLPG and wants clock hours?**
[The clock hour request is claimed on the **Missed Registration Form**. To request the Inservice Registration form from HR and provide missed activity course code, title and date.](#)
2. Do I need to **print the sign in sheet from?**
[Yes. The sign in sheet includes important session details for recordkeeping and verifies PG registration.](#)
3. Where do I **send the original sign in** sheet after class?
[Use it to verify attendance then send to Human Resources **with the session agenda**.](#)
4. Do we need an **agenda for every session?**
[Yes. The agenda is an OSPI requirement if offering clock hours.](#)
5. Do all **professional development offerings** need to be **in FLPG?**
[Yes, if offering clock hours or additional pay.](#)
6. When will **FLPG email registrants?**
[FLPG will email registrants and instructor/managers for](#)
 - a. Registrant: Reminder 3 day prior, session attendance, missed, dropped and no show
 - b. Manager: Approval of proposed course, cancelled course, registrant missing email addresses

Professional Growth EPS Professional Development System

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

Course & Session proposal

1. What is a **CHIP? Clock Hour Instructor Planning**
2. When is an e-CHIP proposal required? e-CHIP proposal is required every time you offer clock hours for a session.
3. Can I **propose a session** that has **already occurred**? Not without Superintendent approval.
 - a. The state requires prior approval of any session offering clock hours
 - b. Sessions awarding any credit type are imported to BusinessPlus monthly for the employee's transcript
 - c. Sessions with an e-timesheet are imported to payroll consistent with the payroll calendar
 - d. Can I **add to the registrations or change attendance** details later? No. It's likely the session details have been exported to the employee's profile already and changes made will not be exported again, resulting in missed credits.
4. What is the **difference between the approval processes**?
 - a. e-CHIP – Clock Hour Instructor Planning: Used for any session offering clock hours, goes through the CSDAC approval and requires at least 24 hours prior to first occurrence
 - b. Classified Instructional Hours: Any session offering classified instructional hours, typically for maintenance and office staff
 - c. The training guide says to use the **eTimesheet** option. Can I use a **paper timesheet**? There are very few circumstances that need a paper timesheet. Contact HR if you feel you will need to use one.

Credit types: Clock hour vs. classified instructional hours

1. What are the **different credit types** EPS offers? Clock hours, classified instructional hours, and continuing education unit (CEU)
2. Is there a **difference between Clock Hours and Classified Instructional Hours**? Yes,
3. Can classified **employees receive clock hours**? Yes. Clock hours are converted to classified instructional hours for classified employees.
4. Can **certificated employees receive classified instructional hours**? No. Certificated employees will have no use for classified instructional hours.
5. Why do **teachers & para educators use clock hours**? EEA and EAP members receive clock hours for certification and salary placement.

Attendance

1. Completion of attendance is required within **2 days of the meeting date and final occurrence no later than 2 days after session completion.** (pg. 6-9)
2. What if a **registrant tells me they haven't received the evaluation** after a class? Session registration status has not been marked. The registration status triggers the evaluation and awards the PD hours.
3. What if I need to make a **change to attendance** after roll has been taken and the course has been archived? Contact Ingrid in HR first. We process payroll and credit files on a monthly basis. Adding registrants or changing attendance status after we process the file may cause missed pay and/or clock hours will applied incorrectly to the employee records.