

# **Frontline: Professional Growth Training Manual**



Updated 4.30.21

# Professional Growth EPS Professional Development System

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



Updated: 4.30.2021

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

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

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Please note: Recommended browsers are Google Chrome, Mozilla Firefox or Safari. Frontline solutions Recruiting & Hire, Professional Growth, and Absence Management are not compatible with the internet browser Internet Explorer.

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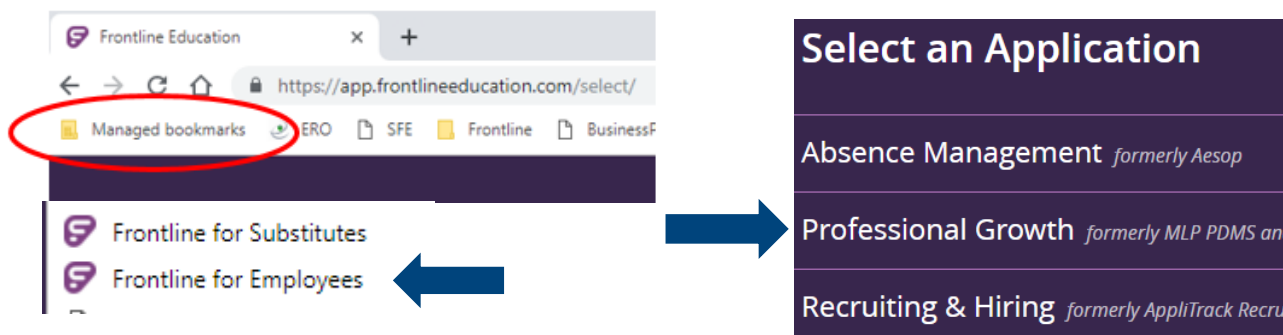
## Getting Started

### 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.*

The image shows the Frontline Education login page. The 'Sign in with a Frontline ID' section is visible, with fields for 'Frontline Username' and 'Frontline Password'. A blue button labeled 'Sign In with Frontline ID' is present. At the bottom, a link 'Or Sign In with Organization SSO' is circled in red.

The image shows the Single Sign-On (SSO) page. The title is 'Single Sign-On (SSO)'. The text says 'Enter your organization email address to lookup your organization's sign in page. This feature must be enabled by your organization.' There is a field for 'Organization Email Address' and a blue button labeled 'Look up organization sign in page'. At the bottom, a link 'Or Sign In with Frontline ID' is visible.

The image shows a login popup for 'epssso.everett.k12.wa.us'. The text says 'Log in to epssso.everett.k12.wa.us Your login information will be sent securely.' There are fields for 'User Name' and 'Password'. At the bottom, there are 'Cancel' and 'Log In' buttons.

You will receive this popup if you are outside of the district network.

Simply use your district credentials to access Frontline Education.

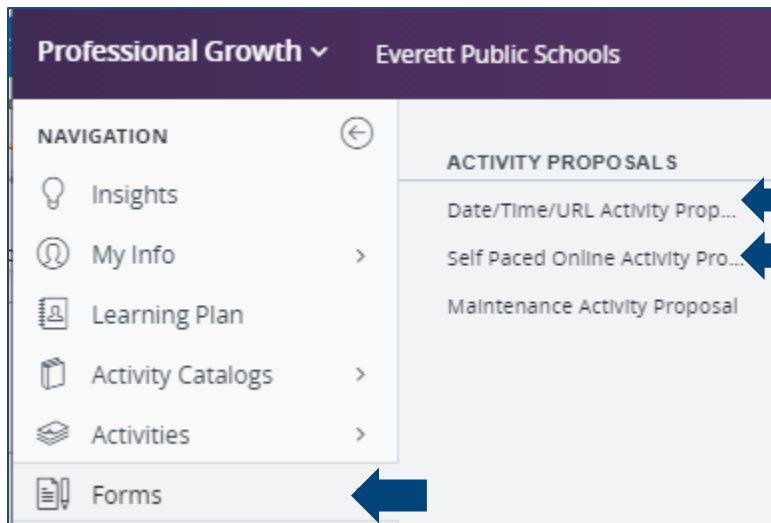
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## Submitting an Activity Proposal

### 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)



Zoom, Canvas & in-person meetings

Online and self-paced meetings  
with no meeting date.

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.

+

For Online Course Proposal go to pg. 9

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....

Activity Code

Category

Format

Target Audience

Is this activity required?

Max Enrollment (#)

Min Participants

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

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

Objectives are required for clock hour  
approval but are not seen in the catalog

Activity code is your phone extension, used  
as a place holder until approval.

Complete other required fields; Category,  
Format, Target Audience, Required, etc.

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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)	<input type="text"/>
Stop Showing On (mm/dd/yyyy)	<input type="text"/>

Catalog Viewing Option denotes when a course can be seen in the catalog.

Associated Event	
The Event is used to group a collection of activities that occur as part of one event (for example: Superintendents' Day, New Teacher Induction Workshop, In-service Day, etc.). When the District Catalog, teachers and staff will see the events listed and can click each event for eas	
Event this activity is part of	<input type="text" value="--- Click To Select ---"/>
Activity Resources	
Select an activity specific evaluation in addition to your form specific evaluation.	
Activity Evaluation	<input type="text" value="--- Click To Select ---"/>
Wait List	
Indicate the number of wait list applications that are allowed for this activity.	
Max # Wait List	<input type="text" value="0"/>
Activity Owner/Instructor	
Activity Owner	<input type="checkbox"/> Click the button below to select users <input type="button" value="Select User"/>
Instructor	<input type="text" value="---Not Assigned---"/> 1 Operator, Professional Development System Operator Admin, MLP AGUILAR, ROBERT AL MANSOURI, SUKAWT ALLEN, KEVIN ALLEN, MOLLY ANDERSON, KARI ANDERSON, KATHRYN BACHOUR, ROLA BALLA, LANCE
Instructor Name (if not on list)	<input type="text"/>

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.

Instructor Qualifications:	
State law requires that for each Clock Hour instructor and each class we provide the following information: Academic and/or professional experience that qualifies you degrees and current professional position (can attach resume in lieu).	
Previous presenters enter ON FILE:	<input type="checkbox"/> YES <input type="checkbox"/> NO
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:	<input type="text"/>
Dates/Times/Location	
# of Meetings	<input type="text" value="1"/>
MeetingDate 1	

Choose YES for any instructor who is a current employee

Upload file first in the My Info tab from the navigation pane. Once uploaded, you will be able to select it here.

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Professional Development & Paid Hours

Enter the number of PD hours and paid hours you are offering for this activity

Professional Development Hours

Pay e-timesheet through FL PG ☐ YES ☐ NO

Paid Hours Total

Account Code (required for subs and additional pay)

Check YES if employee is allowed a substitute. ☐ YES ☐ NO

Select for District Release or Job Related for leaves requiring a substitute. ☐ DISTRICT RELEASE ☐ JOB RELATED ☐ OTHER

Who is responsible for entering employee absence or substitute request? ☐ SCHOOL OR DISTRICT OFFICE ☐ EMPLOYEE AT TIME OF REGISTRATION ☐ N/A

Additional information for district administrator approving your proposal

e-Timesheet pay is any additional pay outside of the attendee's workday. Pay processed through FLPG and not submitted on timecard online.

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

If employee is allowed a substitute the PD absence can be automatically created by selecting Yes. Indicate reason, responsibility and any additional information.

Credit Type

Registrants receive credit toward: ☐ CLASSIFIED PD HOURS ☐ CLOCK HOURS ☐ STEM Renewal Req ☐ CEU ☐ FCS (FUNDAMENTAL FIRST AID / CPR / A ☐ NONE

Select appropriate credit type. Clock hours are approved by committee and can date 24 hours for approval.

Select STEM if answered YES to the three questions below.

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 : Content & objectives must relate to one or more of the following

☐ 1.Opportunities for participants to collect and analyze evidence

☐ 2. Professional certificate standards

☐ 3. Paraeducator sta

☐ 4. School and distr

☐ 5. Current or anticip

☐ 6. Research-based

☐ 7. Content of curre

☐ 8. Advocacy for students and leadership

☐ 9. Supervision, mentoring, or coaching

☐ 9.10. Building a collaborative learning community

Select at least one Goal.

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

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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

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

This section is required for STEM activities.

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

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 course number.

Hint: You can 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

Actions

View/Print Form

Download Calendar File

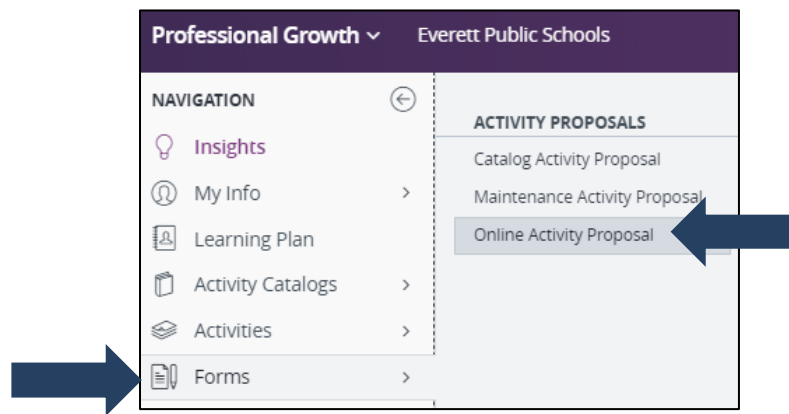
Copy Proposal

Archive

# Professional Growth EPS Professional Development System

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

## Submitting the Online Activity Form



Create and copy your online meeting(s) URL prior to proposing the online course. Complete required details 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	
Activity Code (AC)	
Description	

Activity code is your phone extension, used as a place holder until approval.

After entering the Description details, list the date, time and weblink (URL) of your online meeting.

Activity URL (Web Address)	
In-Service Objective/Intended Outcomes: Upon successful completion of this course, the participant will...	

For example: *Once registered, visit this link to view the training on \_\_\_\_\_*  
<https://everettsd.zoom.us/j/83200437>



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

Additional Information	
How will clock hours be tracked and awarded?	<div> <div>--- Click To Select ---</div> <div> <div>--- Click To Select ---</div> <div>ATTENDANCE OR ROLL CALL TAKEN AT LIVE SESSION</div> <div>CERTIFICATE OF COMPLETION SENT TO INSTRUCTOR / OWNER OR SHARED FOLDER</div> <div>COMPLETED FRONTLINE EVALUATION</div> <div>COMPLETED ONLINE REFLECTION OR OTHER ONLINE DOCUMENTATION</div> <div>INSTRUCTOR CONFIRMATION OF PARTICIPATION</div> <div>SIGN-IN AT LIVE MEETING (CHAT BOX OR COMMENTS)</div> <div>OTHER</div> </div> </div>
If Other (Comments)	
Is this a required activity?	<input checked="" type="radio"/> YES <input type="radio"/> NO
Event this activity is part of	--- Click To Select ---
Category	--- Click To Select ---
Format	--- Click To Select ---
Target Audience	--- Click To Select ---

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
<div> <div>View/Print Form</div> <div>Download Calendar File</div> </div>
<div> <div>Copy Proposal</div> <div>Archive</div> </div>

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## 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
<a href="#">Manage</a> <a href="#">Archive</a>	07/16/2019	07/16/2019	Academic and Organizational Success for Middle and High School Students 19061509	APPROVED
<a href="#">Manage</a> <a href="#">Archive</a>	08/23/2019	08/23/2019	Links Curriculum - Secondary Life Skills and Ex RR 19061904	APPROVED
<a href="#">Manage</a> <a href="#">Archive</a>	08/22/2019	08/22/2019	STARS Curriculum - Elementary Life Skills and ExRR 19061905	APPROVED
<a href="#">Manage</a> <a href="#">Archive</a>	08/13/2019	08/13/2019	Dyslexia Overview 19061805	APPROVED
<a href="#">Manage</a> <a href="#">Archive</a>	08/27/2019	08/27/2019	Social Thinking - Positive Action - RR/Achieve 19063017	Final Approval - More Info
<a href="#">Manage</a> <a href="#">Archive</a>	09/24/2019	09/24/2019	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

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## 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.*

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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

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## 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 'My Proposals' and a table below it. A blue arrow points to the 'Manage' button in the 'Actions' column of the table.

Actions	Start Date	End Date	Activity Title
Manage	01/15/2019	01/15/2019	Test Activity

### Select Fix Form

The screenshot shows the 'Actions' section with a table of buttons. The 'Fix Form' button is highlighted.

Actions
View/Print Form
Fix Form
Copy Proposal
Drop

A red error message box with a red 'X' icon. The text reads: 'We're sorry. There was an error on this page. Error: Type mismatch'.

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. A blue arrow points to the 'Select User' button. Below this is a 'Users' section with a table of users.

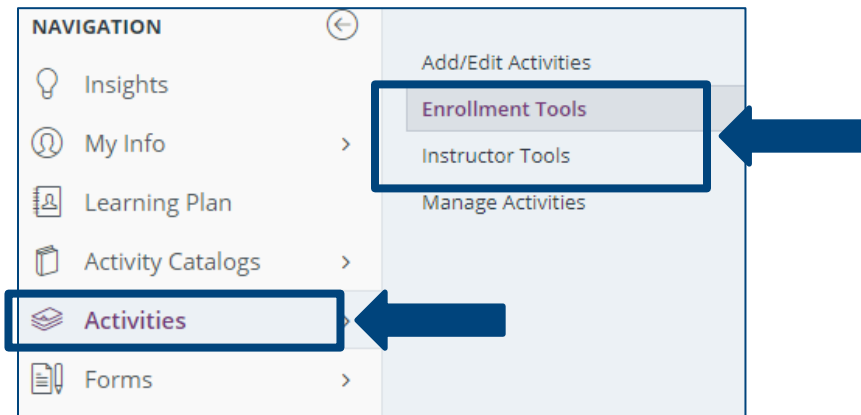
Basic Info:	First Name	Building
sample		SILVER FIRS ELEME
Employee #	Email Address	
Building:		HM JACKSON HIGH

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. If your role is instructor only, you will choose Instructor Tools.



### Sample of search to find active and archived activities

These criteria will usually find all activities.

A screenshot of the 'Enrollment Tools' search interface. At the top, there's a search bar labeled 'Activity Code or Title'. Below it are filters for 'All Events' and 'All Programs'. A date range filter shows 'Start Date' is 'Between' '06/01/2018' and '04/06/2020'. Under 'Advanced Search Options', there are 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 left, there's a tab labeled 'Activities'.

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

A screenshot of the 'Activities' list table. The table has columns: 'Title', 'Start', 'End', 'Enrolled', 'Pending', 'Wait', and 'Max'. The first row is highlighted with a blue box. Below the table, there are buttons: 'Print Rosters', 'View Enrollment', 'Download to Excel', and 'Archive Selected'.

Title	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

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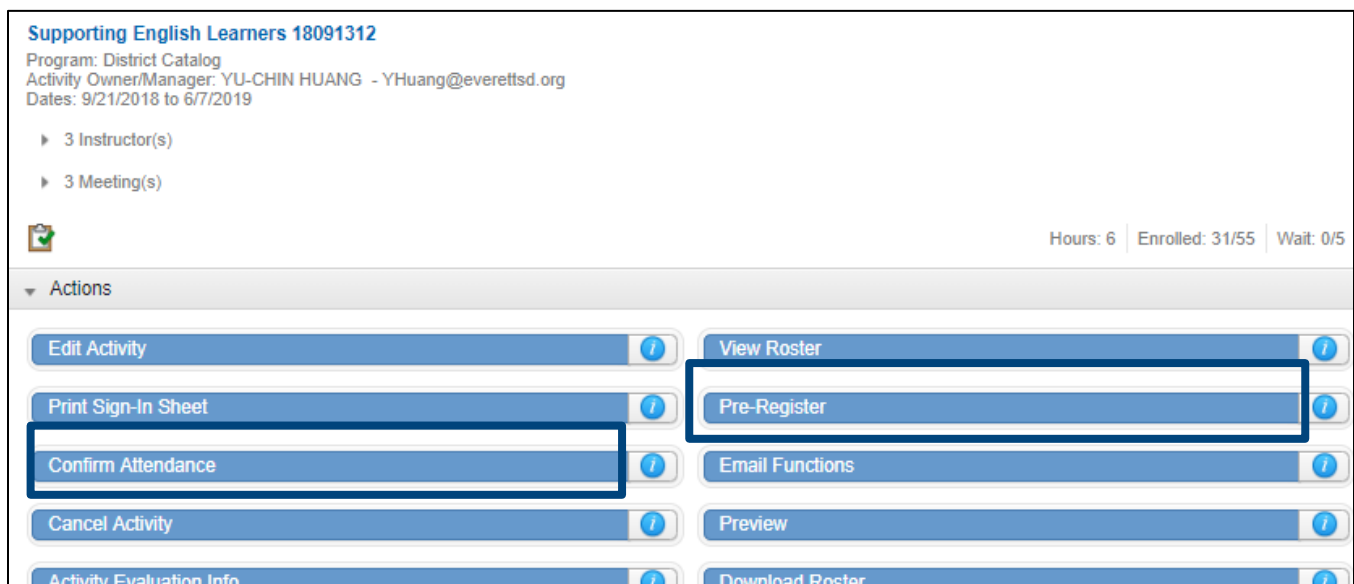


A screenshot of the 'Actions' menu in the Professional Growth system. The menu is titled 'Actions' and contains ten buttons arranged in two columns. Each button has a blue background and a white 'i' icon in the top right corner. The buttons are: Edit Activity, View Roster, Print Sign-In Sheet, Pre-Register,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

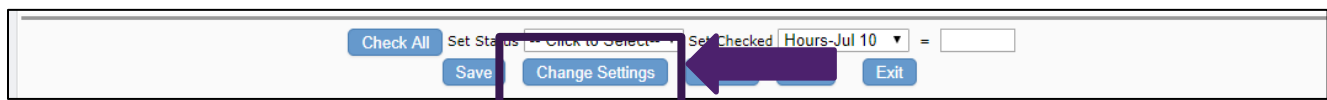
You can pre-register if the activity has not concluded or use Confirm Attendance to add attendees.



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 the same as the one in the first screenshot. The 'Confirm Attendance' button is highlighted with a red box, and the 'Pre-Register' 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 roster view controls. It shows a row of buttons: 'Check All', 'Set Status', 'Click to Select', 'Set Checked', 'Hours-Jul 10', and 'Exit'. Below these buttons is a 'Change Settings' button, which is highlighted with a red box. A red arrow points to the 'Change Settings' button.

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.

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**Roster**

**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.

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

Save & Exit Cancel

Reminder of value for Hours vs. Credits

**H**ours = Professional development **H**ours

**C**redits = 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.

**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

Uncheck All Set Status -- Click to Select-- Set Checked Hours-Jul

Save -- Click to Select-- -- Click to Select-- Wait List In Progress Complete Denied No Show Removed Delete Print

ty? Yes

-- Click to Select-- -- Click to Select-- In Progress Attendance Confirmed Complete Denied No Show

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.

NAVIGATION

Insights

**My Info**

Learning Plan

Activity Catalogs

Activities

Resource Library

MY INFORMATION

My Evaluations

My File Library

My User Profile

PORTFOLIO

Certificated Transcript

Classified Transcript

# 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					
<a href="#">Manage</a>	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					
<a href="#">Manage</a>	First Aid / CPR 18062009	12/17/2018	12/17/2018		Registration Form: In-District PD
<a href="#">Manage</a>	LETRS Paraeducator Training 18082450	10/11/2018	10/25/2018		Registration Form: In-District PD
<a href="#">Manage</a>	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					
<a href="#">Manage</a>	Office Professionals Meeting 18061201	08/06/2018	08/06/2018		EVALUATION
<a href="#">Manage</a>	test test 18073199	07/10/2018	07/23/2018		
<a href="#">View My Portfolio</a> 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))					
<a href="#">Manage</a>	Office Professionals Meeting 18061201	08/06/2018	08/06/2018		Registration Form: In-District PD
<a href="#">Manage</a>	test test 18073199	07/10/2018	07/23/2018		Registration Form: In-District PD
<a href="#">View My Portfolio</a> for full list					

**Manage**

Manage completed activities and access evaluations

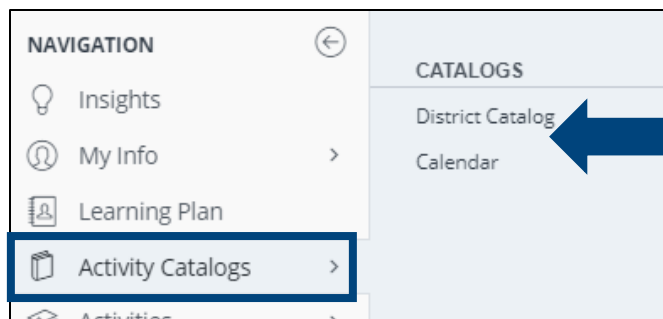
Actions	
<a href="#">View/Print Form</a>	<a href="#">Download Calendar File</a>
<a href="#">Print Certificate</a>	<a href="#">Office Professionals Meeting Evaluation</a>

# Professional Growth EPS Professional Development System

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

## Managing Your Registration

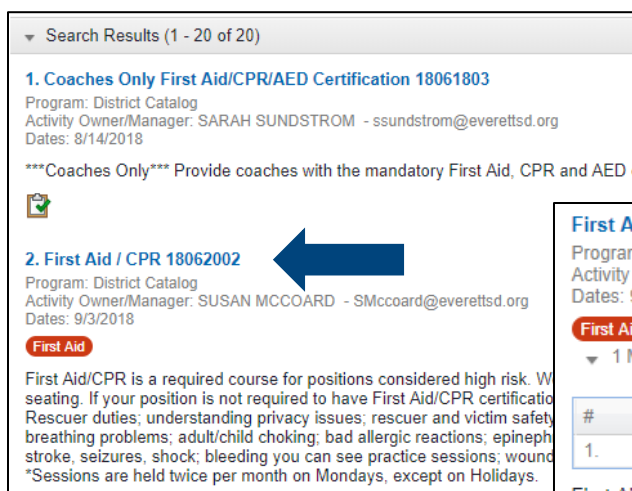
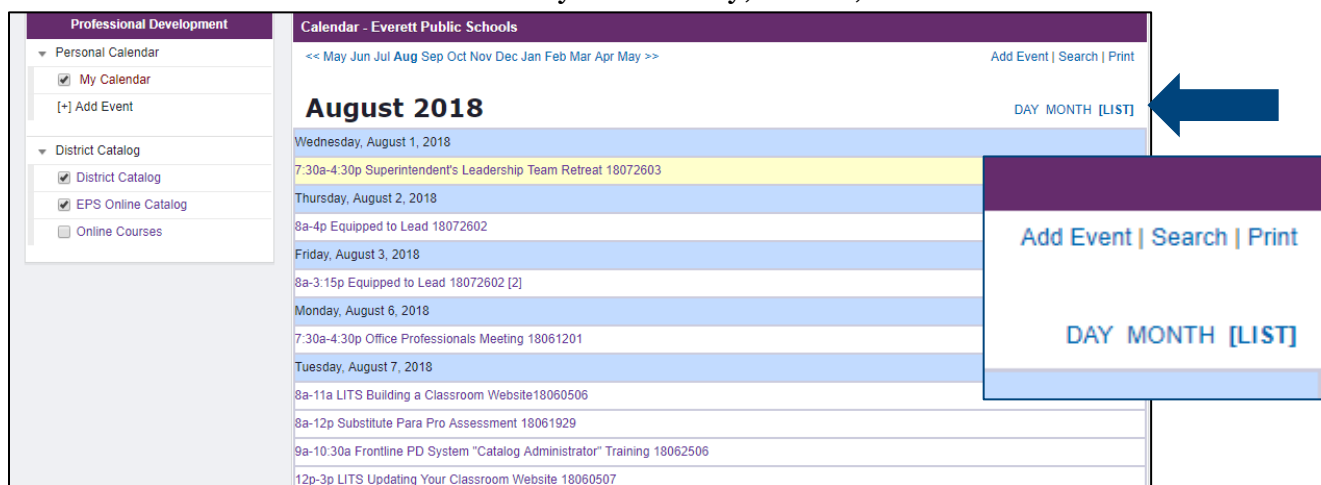
Search, sign up, or drop activities



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

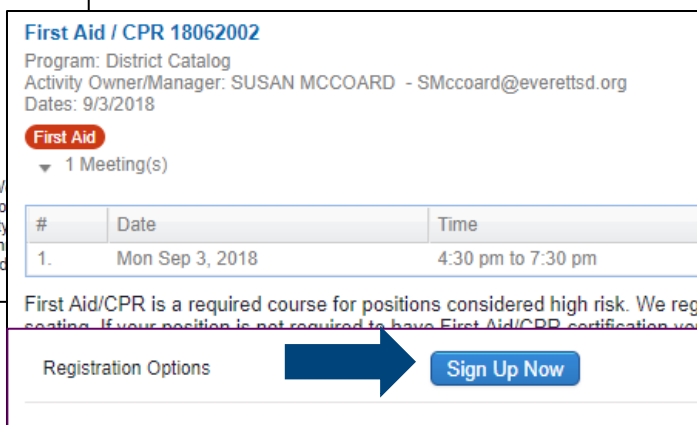
Find an activity by searching a title, activity code, or date for more search options select Advance Search.

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

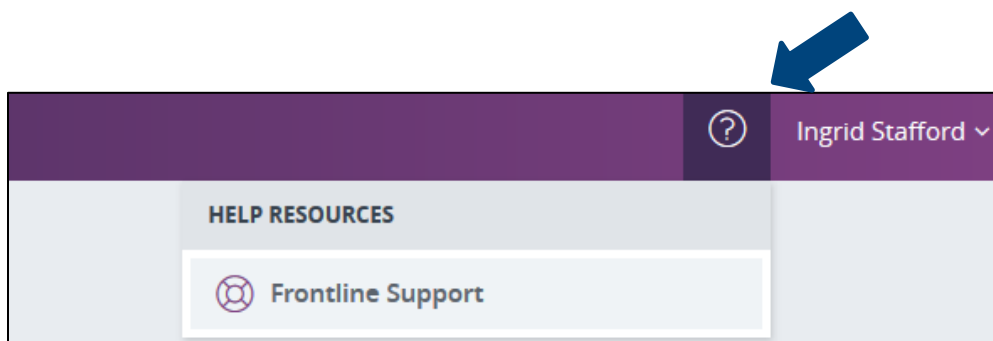
### Human Resources

Ingrid Stafford  
System Support Analyst  
Ext 4114  
[istafford@everettsd.org](mailto:istafford@everettsd.org)

Michelle Olson  
Administrative Assistant  
Ext 4127  
[molson2@everettsd.org](mailto: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.