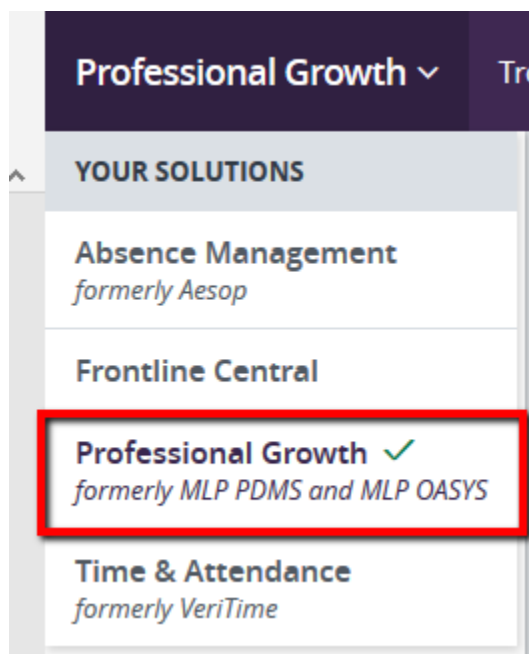


Frontline - How to Register for IN-DISTRICT Professional Learning Activities

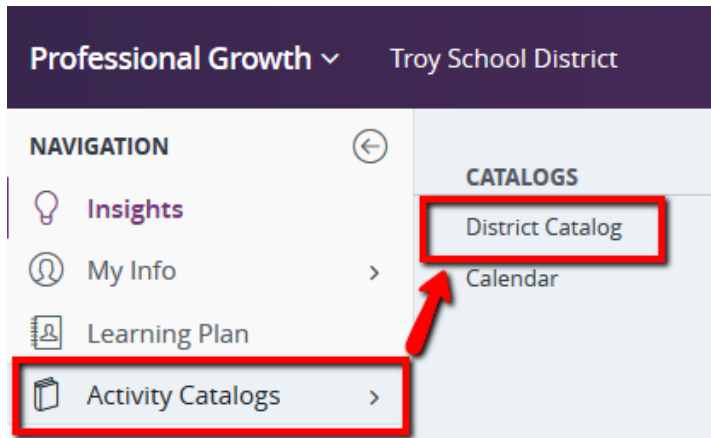
Log in to Frontline, on the top left, select **Professional Growth** from the drop-down menu.



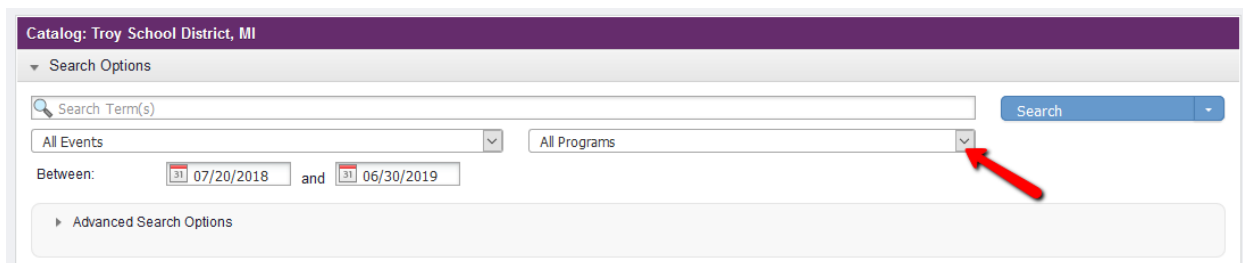
How to search and register for a professional learning activity:

There are two ways to search for activities.

Option 1. Click on **Activity Catalogs** then **District Catalog**.



To search for activities, select the **District Catalog** from the **All Programs** drop-down menu.



Click on **Advanced Search Options** (make sure arrow is pointing down), **UNCHECK** the box for “Show Year Long Activities” then click the **Search** button. Be sure to review the dates and limit, if needed.

Catalog: Troy School District, MI

Search Options

Search Term(s)

All Events All Programs

Between: 07/20/2018 and 06/30/2019

Advanced Search Options

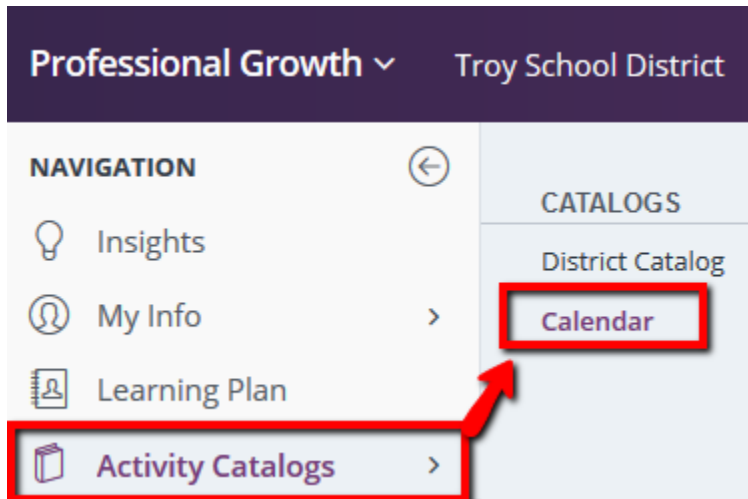
Purpose: All

Category: All

Standard: All

Show Year Long Activities?

Option 2. Click **Activity Catalogs** then click **Calendar**.



The current month calendar will appear and display the current PL offerings.


Calendar - Troy School District, MI						
<< Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr >>						Add Event Search Print
August 2018						DAY [MONTH] LIST
Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun	
		August 1		2	3	4
week						5
	6	7	8	9	10	11
week	8a-4p Introduction to Mindfulness - Summer Workshop	8a-4p Introduction to Mindfulness - Summer Workshop				12
	13	14	15	16	17	18

Review the activities. To view additional information, right-click on the title of the activity and open the course information in a new tab. This allows the user to retain the search results.

▼ Search Results (1 - 3 of 3)


- 1. Introduction to Mindfulness - Summer Workshop**
 Dates: 8/7/2018

A high quality, certified instructor from mc4me.org will be on site in Troy to conduct a free, full-day workshop on Wednesday, August 8 on mindfulness and its effects on health and well-being, stress-reduction, classroom teaching and student outcomes. Experiential opportunities for mindfulness practices will also be explored. Information of how mindfulness has been incorporated in schools will be discussed, along with options for future tailored training. All handouts on resources will be provided on-site. The session will be able to accommodate up to 100 interested participants.

 Hours: 7 | Enrolled: 1/100 | Wait: 0/0
- 2. Introduction to Mindfulness - Summer Workshop**
 Dates: 8/8/2018


New

A high quality, certified instructor from mc4me.org will be on site in Troy to conduct a free, full-day workshop on Wednesday, August 8 on mindfulness and its effects on health and well-being, stress-reduction, classroom teaching and student outcomes. Experiential opportunities for mindfulness practices will also be explored. Information of how mindfulness has been incorporated in schools will be discussed, along with options for future tailored training. All handouts on resources will be provided on-site. The session will be able to accommodate up to 100 interested participants.

 Hours: 7 | Enrolled: 0/100 | Wait: 0/0
- 3. Preschool Summer Institute**
 Dates: 7/16/2018 to 7/17/2018

New

Preschool professional learning

 Hours: 6 | Enrolled: 1/30 | Wait: 0/0

To register for the activity, click the **Sign Up Now** button.


▼ Activity Registration


▼ Details

Introduction to Mindfulness - Summer Workshop
Dates: 8/8/2018

New
▶ 1 Meeting(s)

A high quality, certified instructor from mc4me.org will be on site in Troy to conduct a free, full-day workshop on Wednesday, August 8 on mindfulness and its effects on health and well-being, stress-reduction, classroom teaching and student outcomes. Experiential opportunities for mindfulness practices will also be explored. Information of how mindfulness has been incorporated in schools will be discussed, along with options for future tailored training. All handouts on resources will be provided on-site. The session will be able to accommodate up to 100 interested participants.

 Hours: 7 | Enrolled: 0/100 | Wait: 0/0

Purposes	All
Categories	Instructional Delivery (Strategies)
Goals	Ambitious Outcomes for All Students Engaged Learners Innovative Practice
Buildings	All
Departments	All
Grades	All
Groups	All
Instructors	N/A
Registration Options	Sign Up Now 

Select how you want to apply your hours, choose one category:

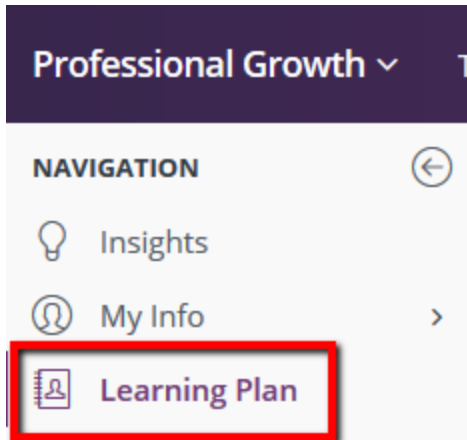
Annual Professional Development

OR

New Teacher Professional Development (90 hours).

Click **Submit**.

Click on **Learning Plan** to review your professional learning activities.

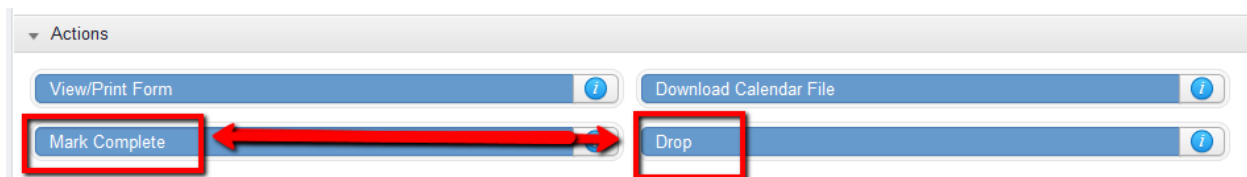


You manage your registration by clicking the **Manage** button.

Approved and/or In-Progress (3 Record(s))						
Manage	Introduction to Mindfulness - Summer Workshop	08/07/2018	08/07/2018			In-District PD Request Form
Manage	Preschool Summer Institute	07/16/2018	07/17/2018			In-District PD Request Form
Manage	01. Orientation	06/30/2017	06/30/2018			-General Registration Form

Below the table is a section header: "Instructor Has Confirmed Attendance (0 Record(s))"

After the activity occurs, you need to indicate if you attended or did not attend by clicking the **Mark Complete** or **Drop** button for the activity.



After you click the **Mark Complete** button, the system administrator will need to finalize the professional learning credit hours.

Finalizing the hours is done throughout the school year so it is imperative that you mark your hours as soon as possible after the activity.

This quick reference guide should be sufficient, but a video for additional instruction is available at this link: <https://pd->

help.frontlineeducation.com/hc/en-us/articles/115012520268-PLMS-Learner-Orientation-Insights-Platform-