# Professional Growth: Employee Overview and Use

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Frontline's Professional Growth system handles two primary functions: employee evaluations and professional development (PD) tracking. This document will provide an overview of the PD portion of the software, which includes understanding the dashboard, finding and signing up for professional development opportunities, and tracking accumulated PD hours.

Step One: Log in to Professional Growth

1. Login found on District webpage under "Staff" dropdown, then select "Frontline" or click here
2. Select "Professional Growth" or use the app changer drop-down menu in the top-left corner of the screen to switch to Professional Growth (as seen
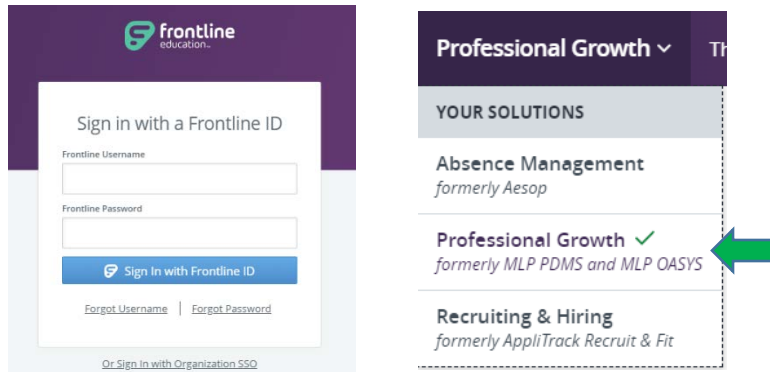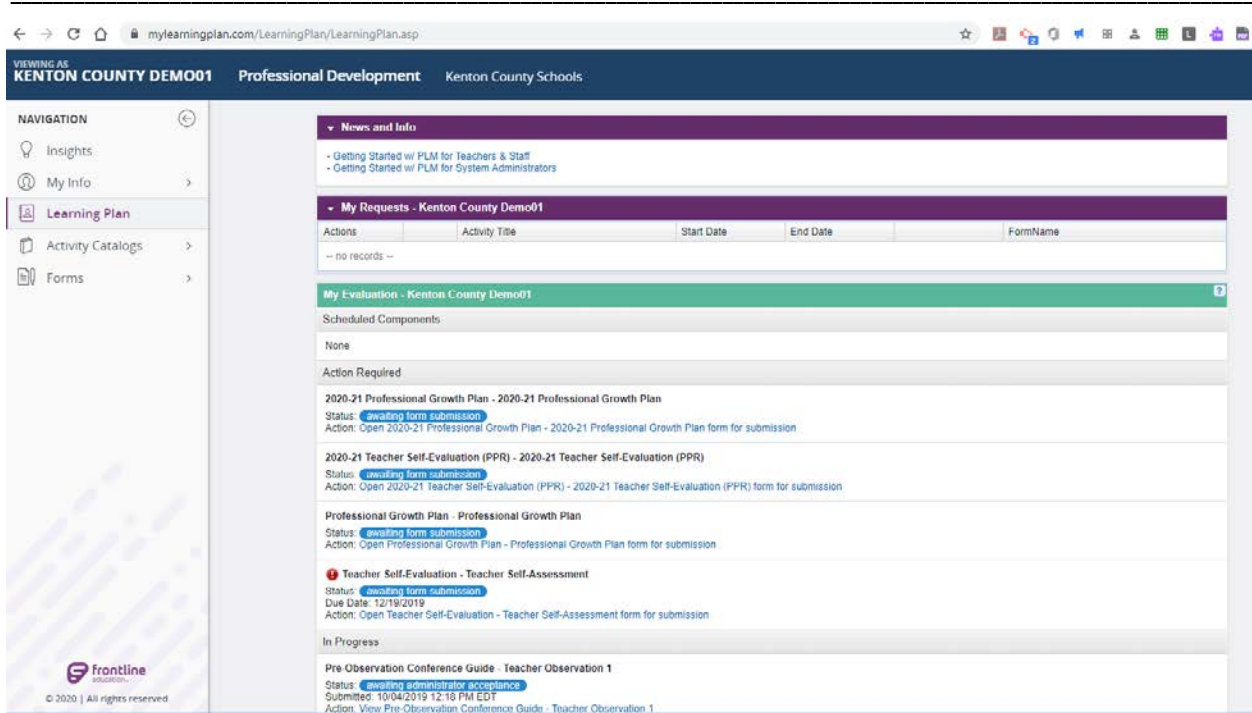

OR USE THE APP CHANGER IN THE TOP-LEFT CORNER OF THE SCREEN TO TOGGLE BETWEEN PROGRAMS
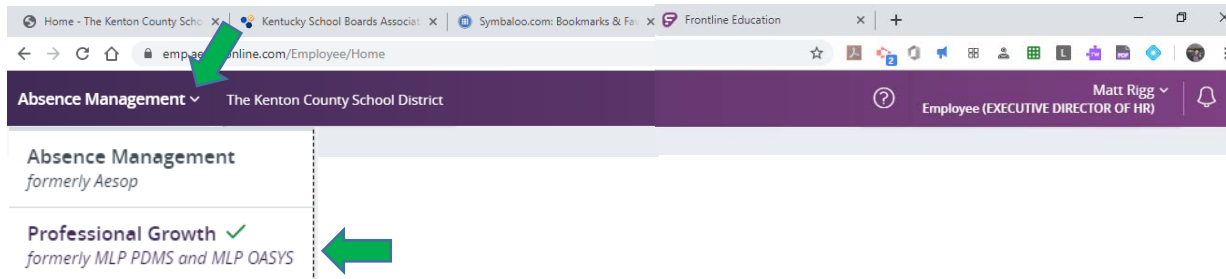
Step Two: Dashboard Overview

1. Default view is "Learning Plan" from the left-hand navigation menu. This view provides:
    a. "News and Info" - District provided information and resource links
    b. "My Requests" – Listing of scheduled PD sessions or PD requests awaiting supervisor approval
    c. "My Evaluation" – Current year evaluation forms and the status of each form

2. "My Info" from left-hand navigation menu opens a second menu with details specific to the employee logged into Frontline and contains the following:

   a. My Information
      i. My Evaluations – current and past year evaluation forms
      ii. My Files – area to upload documents or view previously uploaded documents
      iii. My User Profile – Overview of basic software permissions
         1. DO NOT CHANGE ANYTHING ON THIS SCREEN
   b. Portfolio
      i. My Portfolio - all completed courses with credit awarded for completion
      ii. View All – all completed courses
      iii. View by Goal – aligns all PDs to District goals; only applies if the PD was aligned to a District goal at the time the course was created
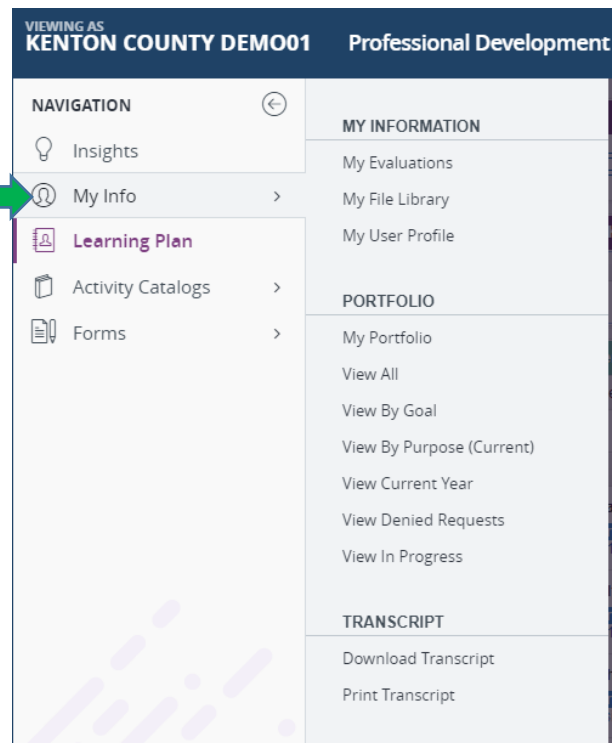
iv.   View by Purpose – aligns listed PDs with a specific purpose; only applies if the PD was created with a specific purpose at the time the course was created

v.   View Current Year – lists courses for the current school year

vi.   View Denied Requests – lists any course denied and the reason for denial

vii.   View in Progress – lists courses to be attended or awaiting credit to be awarded

c.   Transcript

    i.   Download Transcript – create an electronic .PDF file of completed PDs

    ii.   Print Transcript – opens a printable transcript of completed PDs

Activity Catalogs

 "Activity Catalogs" from left-hand navigation menu opens a second menu allowing an employee to search and register for available PD opportunities and contains the following:

a.   District Catalog – searchable list of all available Professional Development, EILA, and/or Professional Learning opportunities available in the District or in a School/Department

b.   Calendar – calendar view by month of available PD opportunities; searchable by building catalog or district catalog

    i.   District catalog is available to all staff in the District

    ii.   Building catalog is restricted to staff of the building/department offering the PD opportunity
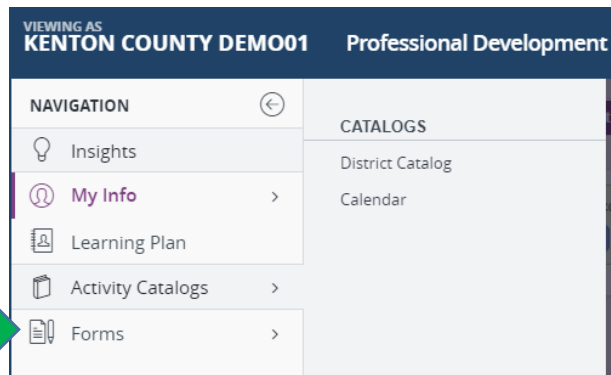
Forms

"Forms" from left-hand navigation menu opens a second menu containing fillable forms an employee completes for specific reasons as outlined below:

a.   Activity Proposals

    i.   In-School PD Proposal Form – allows an employee to create a proposed PD opportunity for approval by the Building administrator; if approved, the PD opportunity will be added to the District and/or Building Catalog so employees can register for the PD

b.   Fill-In Forms

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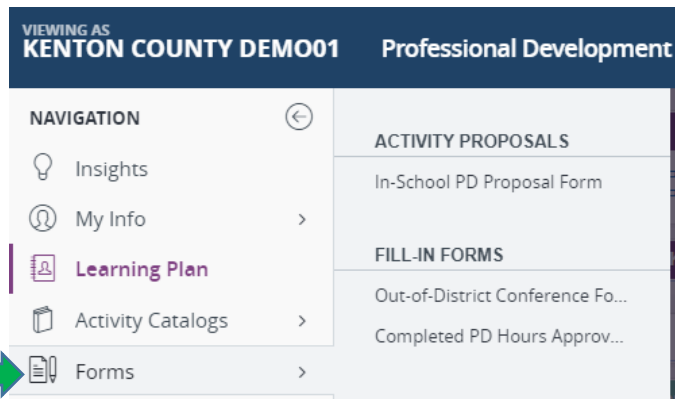
      i. Out-of-District Conference Form – employee completes this form to request administrator approval to attend an out-of-district PD opportunity; employees will be able to attach the District's Travel Authorization Form to the PD request

      ii. Completed PD Hours Approval Form – employee completes this form to request approval for PD credit for a PD attended that was not entered into the Frontline system or for a PD attended prior to the start of the Frontline PD tracking system

Step Two: Finding and Enrolling into a PD

1. Select "Activity Catalogs" from the left-hand menu
2. Select "District Catalog" or "Calendar" to search for PD opportunities
   a. Recommend "District Catalog" because of enhanced search features

3. If searching through "District Catalog", make sure the "Start Date" and "End Date" match the timeframe of the PD
4. Click on the name of the course – this is a hyperlink to the registration page

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5. Review the course description, date, time, location to determine if this is the correct PD opportunity
6. Click "Sign Up Now" to enroll
7. The following screenshot shows the "Enrolled" confirmation message and provides the opportunity to download the PD to your calendar
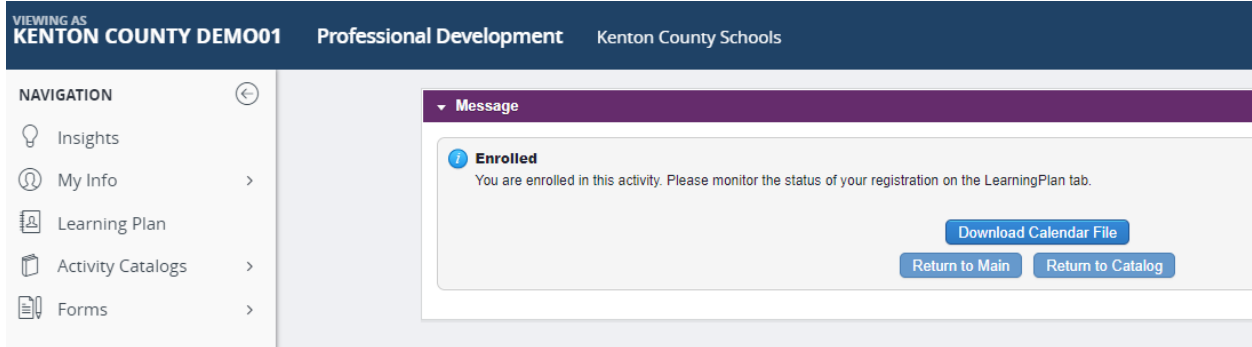
8. "Return to Main" tab will take you back to the default "Learning Plan" and you can view your enrollment status under "My Requests"
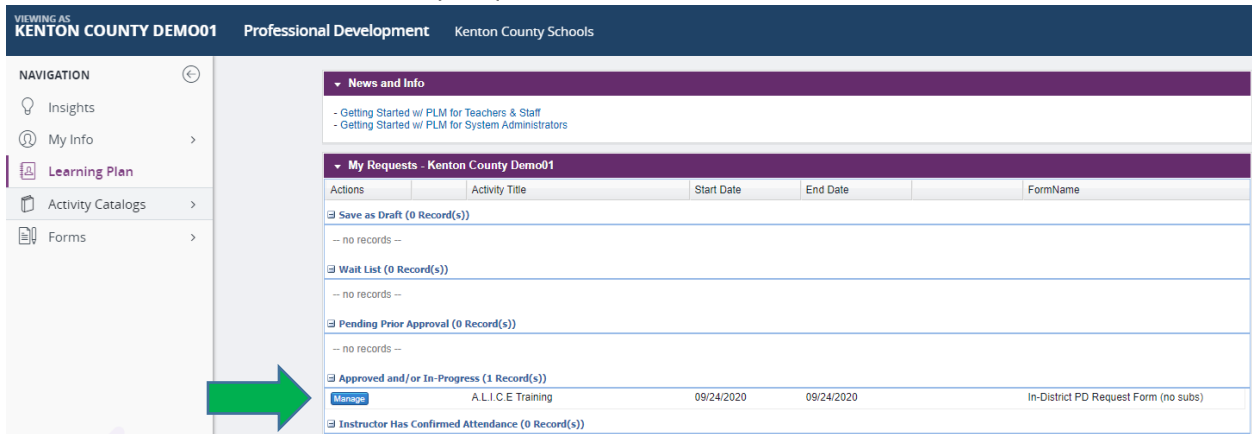

Congratulations! You have successfully enrolled in a PD!

Step Three: Enrolling into a PD not listed in the Catalog

If an employee attended a PD not offered in the District or Building Catalog, or the PD was attended prior to the start of the Frontline Professional Growth system, the following steps should be used to request approval for PD credit from the Administrator:

1. Select "Forms" from the left-hand navigation menu
2. Select "Completed PD Hours Approval Form and complete all requested information

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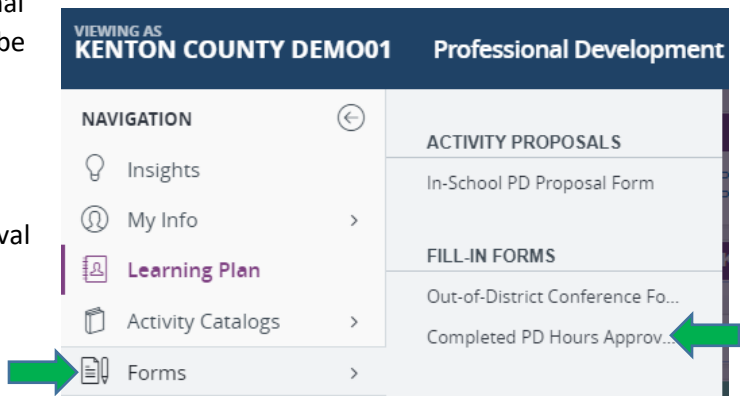
        a.   Fields surrounded by a red border are required fields

        b.   Be sure to provide enough information for Administrator to understand the purpose of the PD attended

3.   Select "Submit" and the request for PD credit is submitted to your Administrator and you can track the status of your PD request on the default "Learning Plan" page or by viewing "My Portfolio" from the left-hand navigation menu

## Step Four: Reviewing earned PD and EILA Hours

To review total PD hours earned for a certain period of time or for all PD earned and recorded in the Frontline Professional Development software:

1. Select "My Info" from the left-hand navigation menu
2. Select "My Portfolio" or "View Current Year" under the "Portfolio" heading for a listing of completed PDs and hours earned
3. Select "Download Transcript" or "Print Transcript" to view all completed PDs and hours earned
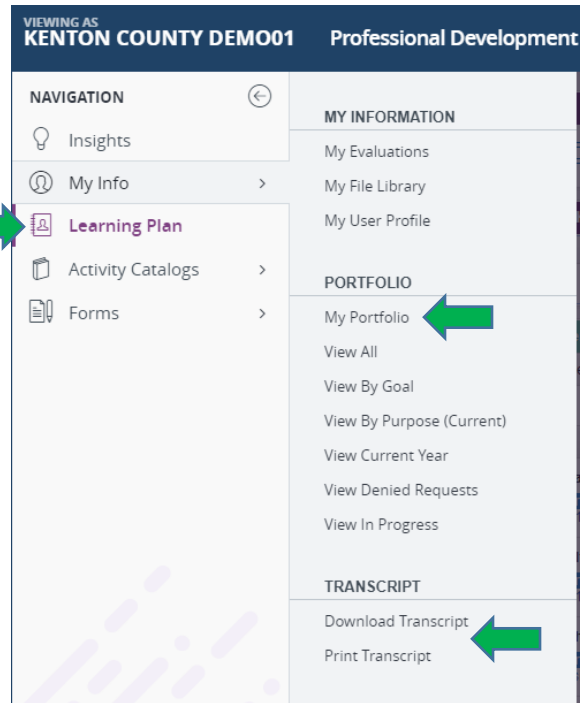
Step Five: Need Help?

If you need assistance or more information on a Frontline system or function, select the question mark "?" in the top right corner of the screen and type in the topic for a listing of all available information
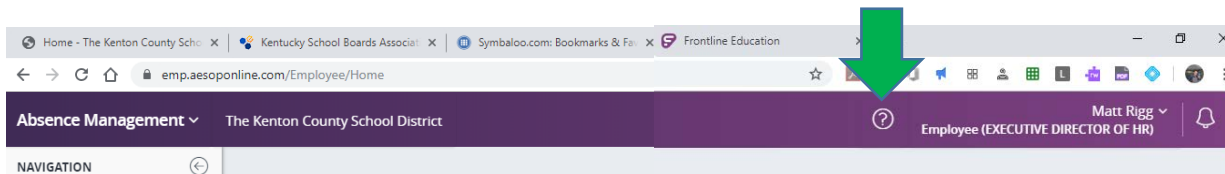
Use "Getting Started w/PLM for Teachers and Staff" under the News and Info section of the default "Learning Plan" screen of Professional Growth