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 <u>click here</u>
- 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

Frontline	Professional Growth ~ T
ith a Frontline ID	YOUR SOLUTIONS
	Absence Management formerly Aesop
th Frontline ID	Professional Growth ✓ formerly MLP PDMS and MLP OASYS
e Forgot Password	Recruiting & Hiring formerly AppliTrack Recruit & Fit
In with Organization SSO	

OR USE THE APP CHANGER IN THE TOP-LEFT CORNER OF THE SCREEN TO TOGGLE BETWEEN PROGRAMS

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Absence Management  The Kenton County School District			?		Empl	oyee	(EXEC	UTIV	e dire	Ma ECTOR	att Rigg ? OF HR)		Q
Absence Management formerly Aesop													
Professional Growth ✓ formerly MLP PDMS and MLP OASYS													

### 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
  - "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

← → C ☆ 🔒 mylearningplar	.com/LearningPlan/LearningPlan.asp	* 🛯 😘 0 🕫 🖻 🛎 🗏 🖬
VIEWING AS KENTON COUNTY DEMO01	Professional Development Kenton County Schools	
NAVIGATION ©	News and Info     Geting Started w/ PLM for Feachers & Staff     Geting Started w/ PLM for System Administrators	
My Info     A     Learning Plan	My Requests - Kenton County Demo01	
Activity Catalogs >	Actions Activity Title Start Date End Date	FormName
EV Forms →	My Evaluation - Kenton County Demo01 Scheduled Components- None	Đ
	Action Required 2020-21 Professional Growth Plan - 2020-21 Professional Growth Plan Status: <u>ewakerp iom submission</u> Action: Open 2020-21 Professional Growth Plan - 2020-21 Professional Growth Plan form for submission	
1.1	2020-21 Teacher Self-Evaluation (PPR) - 2020-21 Teacher Self-Evaluation (PPR) Status: <u>(www.fung.form.submitober)</u> Action: Open 2020-21 Teacher Self-Evaluation (PPR) - 2020-21 Teacher Self-Evaluation (PPR) form for submission	
1.11	Professional Growth Plan - Professional Growth Plan Status: <u>(ewalting form submission)</u> Action: Open Professional Growth Plan - Professional Growth Plan form for submission	
11.1.	Teacher Self-Evaluation - Teacher Self-Assessment     Status: <u>Gwoating form extrimition</u> Due Date: 12/19/019     Action: Open Teacher Self-Evaluation - Teacher Self-Assessment form for submission	
E 2020   All rights reserved	In Progress Pre-Observation Conference Guide - Teacher Observation 1 Status: <u>Generative committation exceptions</u> Submitted: 1004/2019 1218 PM EDT Action: View Pro-Observation Conference Guide - Teacher Observation 1	

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:

VIEWING AS KENTON COUNTY DEMO01

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>

NAVIGATION

Insights

My Info

Forms

Learning Plan

Activity Catalogs

**Professional Development** 

MY INFORMATION

My Evaluations

My File Library

My User Profile

PORTFOLIO

My Portfolio

View By Goal

View Current Year

TRANSCRIPT

Print Transcript

View Denied Requests View In Progress

Download Transcript

View By Purpose (Current)

View All

- a. My Information
  - My Evaluations current and past year evaluation forms
  - 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
  - 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:

- 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

		DEMO01	Professional Development
NAV	IGATION	$\bigcirc$	CATALOGS
Q	Insights		District Catalog
0	My Info	>	Calendar
B	Learning Plan		
Ď	Activity Catalogs	>	
Ēļ	Forms	>	

- 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
  - VIEWING AS KENTON COUNTY DEMO01 i. In-School PD Proposal Professional Development Form – allows an employee to create a NAVIGATION ⊕ ACTIVITY PROPOSALS proposed PD ♀ Insights In-School PD Proposal Form opportunity for My Info
     My Info
     > approval by the FILL-IN FORMS Learning Plan Building Out-of-District Conference Fo... administrator; if Activity Catalogs > Completed PD Hours Approv... approved, the PD E Forms > opportunity will be

added to the District and/or Building Catalog so employees can register for the PD

b. Fill-In Forms

- 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

NAVIGATION	E	Catalog: Kenton County Schoo	ls l
Insights		<ul> <li>Search Options</li> </ul>	
My Info	>	Search Te	m: Input Search Term(s) Search •
A Learning Plan		Progr	im: All Programs
Activity Catalogs	,	Ev	All Events
			Start Date * 🔟 09/17/2020 End Date * 🔄 08/31/2021
Forms	>	Advanced Search Options	
		<ul> <li>Search Results (1 - 3 of 3)</li> </ul>	
		1. A.L.I.C.E Training	
		Dates: 9/22/2020 New Starting Soon	
		A.L.I.C.E. is an acronym for Aler or violent intruder situation.	; Lockdown, Inform, Counter, and Evacuate. It is an options based strategy that can be used to increase your chances of survival in an active shoote
			Hours: 2 Enrolled: 1/70 Wait: 0/
		2. A.L.I.C.E Training	
		Dates: 9/24/2020	
		A.L.I.C.E. is an acronym for Aler	, Lockdown, Inform, Counter, and Evacuate. It is an options based strategy that can be used to increase your chances of survival in an active shoote
		or violent intruder situation.	

- 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

KEN		DEMO01	Professional Developm	ent Kenton County	Schools	
NAV	IGATION	G	✓ Activity Re	gistration		
Q	Insights		✓ Details			
0	My Info	>	A.L.I.C.E Train Dates: 9/24/202			
8	Learning Plan		New 1 Meeting(	5)		
D	Activity Catalogs	>	# Date		Time	Location
Đ	Forms	>	1. Thu	Sep 24, 2020	4:00 pm to 6:00 pm	Simon Kenton Auditorium
			A.L.I.C.E. is an or violent intru-	acronym for Alert, Lockdow der situation.	n, Inform, Counter, and Evacuate. It is	is an options based strategy that can be used to increase your chances of survival in an active shooter Hours: 2   Enrolled: 0/70   Wait: 0/0
			Purposes		Professional Development	
			Categories		All	
			Goals		All	
			Buildings		All	
			Departments		All	
			Grades		All	
			Groups		All Teal Nally	
			Instructors			
			Registration (	Options	Sign Up Now	

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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

VIEWING AS KENTON COUNTY E	DEMO01	Professional Development Kenton County Schools
NAVIGATION	I	✓ Message
♀ Insights		
My Info	>	Enrolled You are enrolled in this activity. Please monitor the status of your registration on the LearningPlan tab.
요 Learning Plan		Download Calendar File
📋 Activity Catalogs	>	Return to Main Return to Catalog
∎Û Forms	>	

8. "Return to Main" tab will take you back to the default "Learning Plan" and you can view your enrollment status under "My Requests"

	DEMO01	Professional Development	Kenton County Schools			
NAVIGATION	e	✓ News and Info				
♀ Insights			PLM for Teachers & Staff PLM for System Administrators			
My Info	>					
🚨 Learning Plan			Kenton County Demo01			
🖞 Activity Catalogs	>	Actions	Activity Title	Start Date	End Date	FormName
Forms	>	no records				
		Wait List (0 Record	(s))			
		no records				
		Pending Prior Appr	oval (0 Record(s))			
		no records				
		□ Approved and/or I	n-Progress (1 Record(s))			
		Manage	A.L.I.C.E Training	09/24/2020	09/24/2020	In-District PD Request Form (no subs)
		☐ Instructor Has Con	firmed Attendance (0 Record(s))			

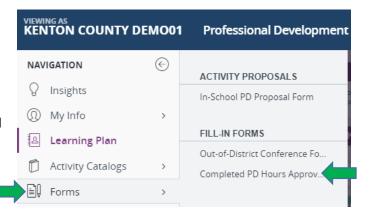
#### Congratulations! You have successfully enrolled in a PD!

#### 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
- Select "Completed PD Hours Approval Form and complete all requested information

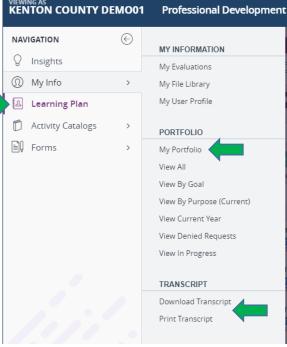


- a. Fields surrounded by a red border are required fields
- b. Be sure to provide enough information for Administrator to understand the purpose of the PD attended
- Select "Submit" and the request for PD credit is submitted to your Administrator and you can track the status of your PD request on the 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
- Select "My Portfolio" or "View Current Year" under the "Portfolio" heading for a listing of completed PDs and hours earned
- 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

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Absence Management ~	The Kenton County School District				0	Emple	oyee (	EXEC	UTIVE	DIRE	Mat CTOR (	t Rigg DF HR)		Ŷ

Use "Getting Started w/PLM for Teachers and Staff" under the News and Info section of the default "Learning Plan" screen of Professional Growth

