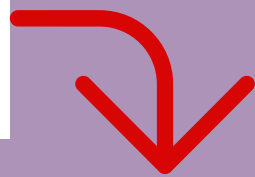



# How-to use Frontline Instructor Tools




Scan this QR code to get to  
WPCSD Frontline Ed website



 **frontline**  
education.

**Professional Growth**  
Formerly MLP PDMS and MLP OASYS



### Sign In

Username

! Your username is required.

Password

! Your password is required.

[Sign In](#)


[Forgot Username](#) | [Forgot Password](#)





**Professional Growth** ▾ W


#### NAVIGATION


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Professional Growth ▾

White Plains City School District

NAVIGATION



My Info



Learning Plan



Activity Catalogs



Activities



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Resource Library



Add/Edit Activities

Enrollment Tools

Instructor Tools

Manage Activities

Select  
**Instructor Tools**  
and click



▼ Instructor Tools

Search Term:

Program:

Event:

Start Date  is Between  and

Search

► Advanced Search Options

▼ Activities

1

	Title	Start	End	Enrolled	Pending	Wait	Max
-	Study Group - DL Study of ARC Core Units for 3rd and 4th Grade	03/16/2023	03/16/2023	6	0	0	6
				6	0	0	6

[Don't see your activity listed?](#)

[Read More](#)

[District Catalog](#)



[Online Learning Resources](#)



[Year-Long PD](#)



Select the course and click

▼ Instructor Tools

▼ Activity Details

Study Group - DL Study of ARC Core Units for 3rd and 4th Grade

Program: District Catalog  
Dates: 3/16/2023

Closed

► 1 Meeting(s)



Credits: 1 | Hours: 15 | Enrolled: 6/6 | Wait: 0/0

▼ Activity Functions

View Roster



Print Sign-In Sheet



Activity Attendance



Email Functions



Activity Evaluation Info



Download Roster



Activity Functions

View Roster

Simple roster view to see who is attending and the users information.

Print Sign-In Sheet

Allows a PDF sign-in sheet to be created and printed.

Email Functions

Allows you to send an email to the registrants.

Activity Evaluation Info

Allows you to review the evaluation status and feedback.

Download Roster

Allows you to download and excel spreadsheet of the user roster.

You can select any one of the options.

Please **DO NOT** **use Activity attendance.**

Attendance will be recorded by the sign-in sheets. If the course is virtual the instructor is responsible for taking attendance.

I suggest to email all participants via Outlook



## ▼ Instructor Tools

### ▼ Activity Details

#### Southwest Algebra Strategies - Session B

Session Code: VASS-0122

Program: EdTraining Courses

Dates: On-Going (Ends Jun 30, 2017)



Credits: 3 | Hours: 12 | Enrolled: 10/99 | Wait: 0/0

### ▼ Activity Functions

Team Room (Comments: 0 | Files: 0)



View Roster



Print Sign-In Sheet



Activity Attendance



Email Functions



Cancel Activity



Report



Preview



Activity Evaluation Info



Download Roster



- 1 Use the available search tools to locate the activity (if necessary). **Note:** If the activity cannot be found, you are not listed as the instructor. Contact your district's professional development office for assistance.
- 2 Click the activity title to manage that activity.
- 3 Click on the link to obtain the activity participant list roster in a Microsoft Excel file.

You can download a roster should you need one.

▼ Instructor Tools

▼ Activity Details

**Study Group - DL Study of ARC Core Units for 3rd and 4th Grade**  
Program: District Catalog  
Dates: 3/16/2023  
**Closed**  
▶ 1 Meeting(s)

Credits: 1 | Hours: 15 | Enrolled: 6/6 | Wait: 0/0

▼ Activity Functions

View Roster


Activity Attendance

Activity Evaluation Info

Print Sign-In Sheet

Email Functions

Download Roster



1. Go to the Instructors section.
2. Use the available search tools to locate the activity (if necessary). If the activity cannot be found, you are not listed as the instructor. Contact your district's professional development office for assistance.
3. Click the activity title to access the Instructor Tools.
4. Click on the Evaluation Info link.
5. Navigate through the Evaluation questions using the buttons on the bottom (Next, Previous).
6. Click View/Print All to view all of the question responses on one page.
7. Click Download All to Excel to download the results to Microsoft Excel.

You will be able  
to view the  
course  
evaluations.



Should you need help, please contact me  
Monica Alvarez

monicaalvarez@wpcsd.k12.ny.us  
914-422-2438

Location: Staff Development Center  
(Next the High School)