FRONTLINE PROFESSIONAL GROWTH

USER GUIDE

DUNELAND SCHOOL CORPORATION
Chesterton, Indiana

DUNELAND
TEACHING & LEARNING

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USER GUIDE

Webinar for [PLMS Learner Orientation]

QUICK REFERENCE SHEET FOR USERS

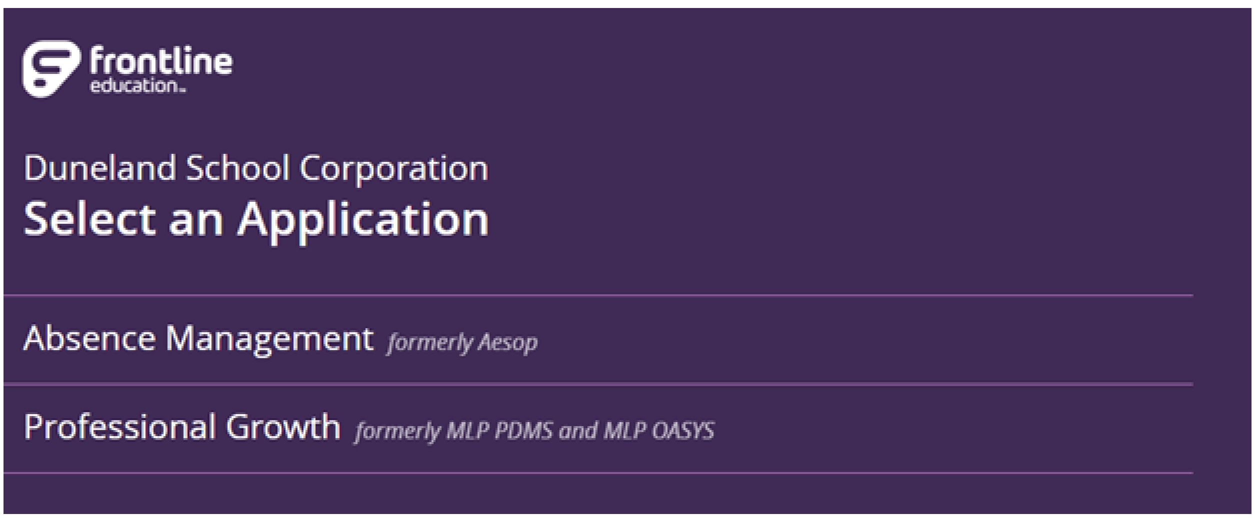
FUNCTION	LOCATION
Out of District PD Requests	Forms
In District Time Requests	Forms
Athletic Coach PD Requests	Forms
PD In District Opportunities	Activities
Online PD Opportunities	Activities
Approval Process	Building Principal ⇨Director of T&L
PD Registration	Purchase Order to be processed by T&L Dept. and returned to requestor to register for PD
After PD Completed	Sign back on to Frontline Professional Growth, go to your Learning Plan, click on PD attended and make any updates. Click complete. Your PD will go through approval process to finalize completion
To see PD history	Learning Plan
Personal Info	My Info ⇨My PG Profile
Personal Goals	My Info⇨My Personal Goals
Survey Participation	Learning Plan
Status of PD Request	Learning Plan⇨Go to request and click blue manage button
Final Completion of PD	Learning Plan⇨Go to request and click blue manage button
Cancel/Drop Request	Learning Plan⇨Go to request and click blue manage button
View Activities Completed	My Info⇨My Portfolio
Team Room	Learning Plan⇨Click blue manage button⇨Look for team room tab

USERS

IMPORTANT: Prior to completing a Professional Development (PD) request through Frontline Professional Growth(PLMS), please make sure you have copies of all necessary information to upload into the Frontline Professional Development System.

HOW TO ACCESS FRONTLINE PROFESSIONAL GROWTH SYSTEM (PLMS):

- Click on Resources
- Click on Staff
- Click Frontline
- When you sign onto your Frontline account you will have two choices (see below)
  - Absence Management
  - Professional Growth
- Select Professional Growth



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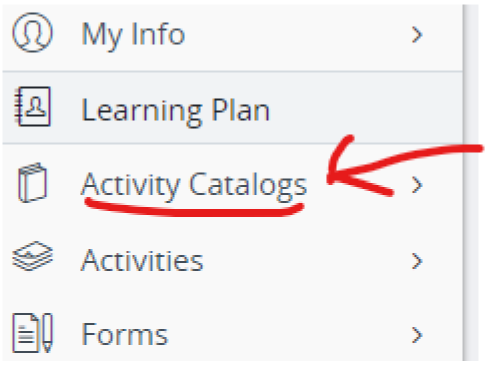
You have several options in completing Professional Development Requests and on occasion special topics may be added:

- Out of District PD
- In District Time
- In District PD opportunities
- Athletic Coach PD

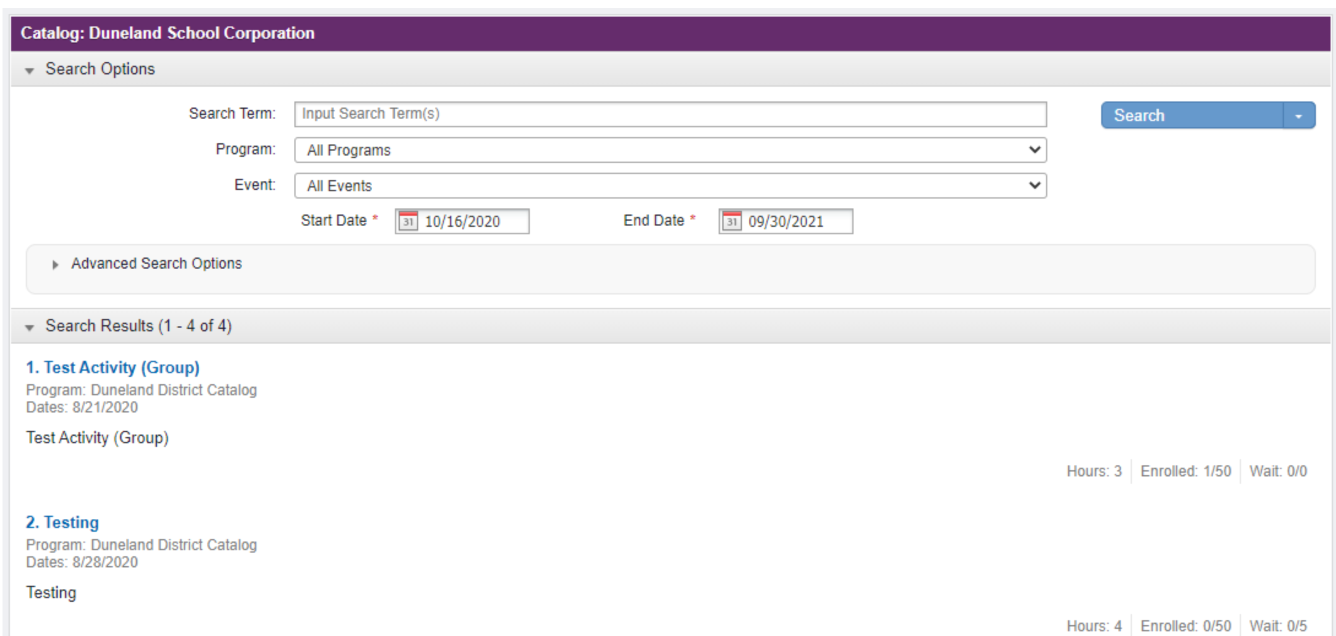
IN-DISTRICT PROFESSIONAL DEVELOPMENT OPPORTUNITIES

(KNOWN AS DSC LEARNING ACADEMY)

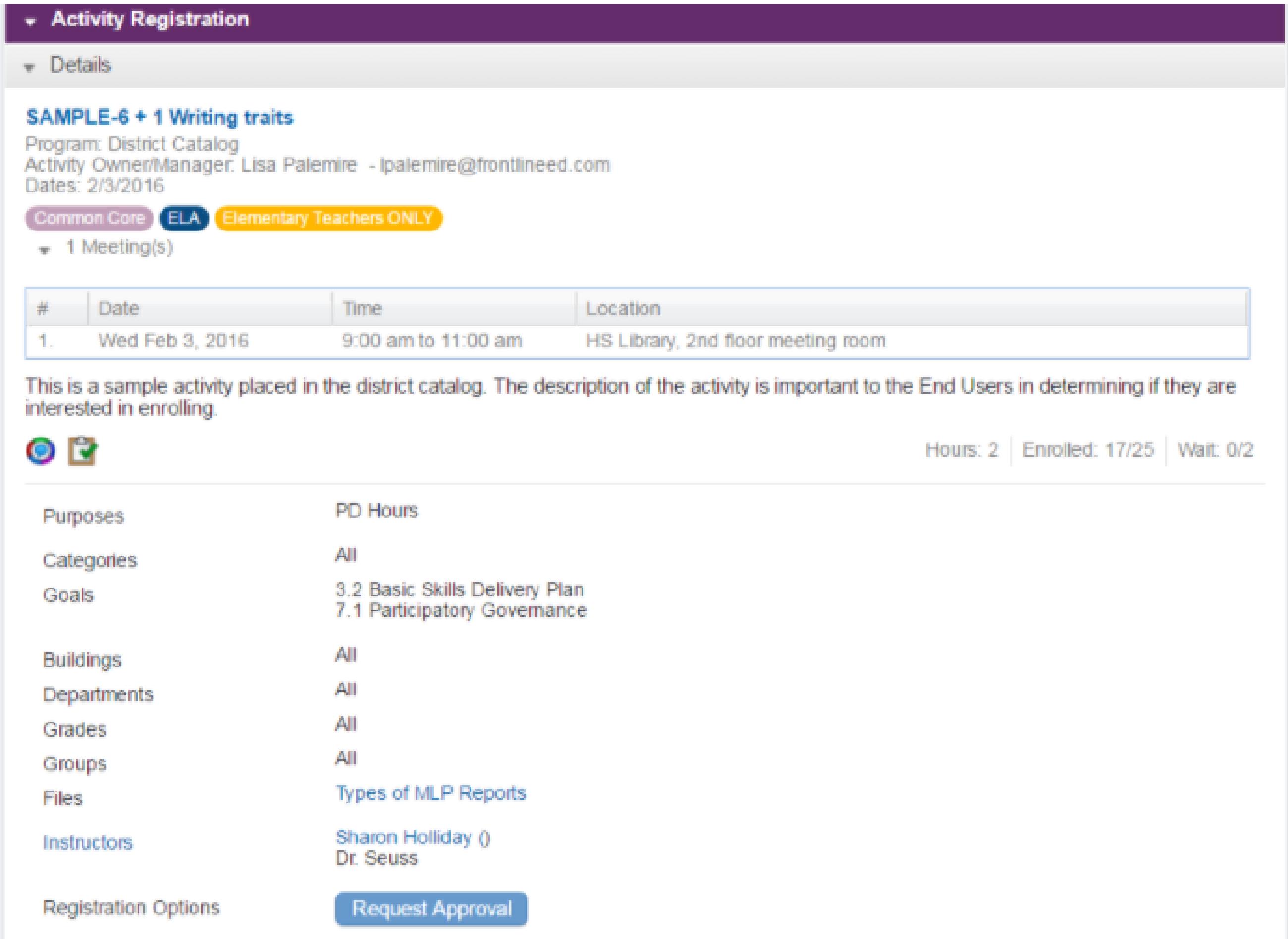
If you are interested in participating in an in-house Professional Development you will select "Activity Catalogs" from your menu list:



The next screen to appear:



Once you click on the activity title you are interested in, you will see the attached screen that provides you with all the activity details:



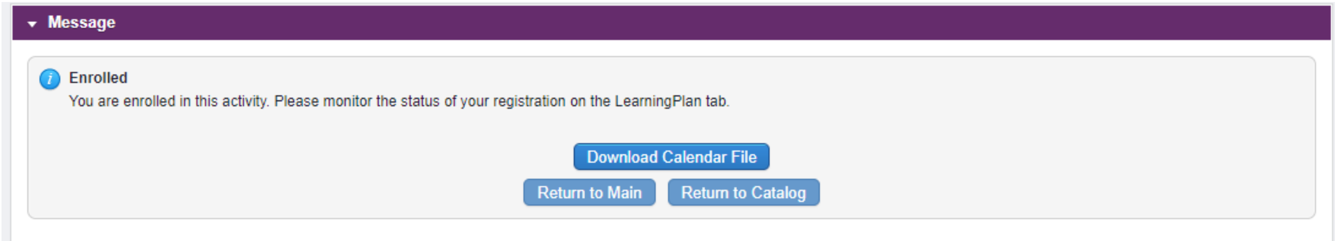
At the bottom of the screen you may see the following options:

- Request Approval button - The activity requires prior approval before enrollment. Clicking on the Request Approval button will forward the request to the appropriate approver(s). Once approved, the enrollment will be complete, and the activity title will appear under “Approved and In Progress” on your home page.

- Sign Up Now button - The activity does not require prior approval. Clicking on the “Sign Up Now” button will immediately process the enrollment.

- Join the Wait List button - The activity is full, and there is a waitlist. Clicking the “Join the Waitlist” button will add the user's name to the waitlist.

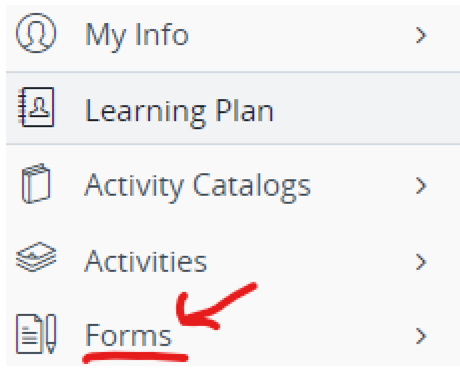
Once you click the sign up button, the following screen will appear:



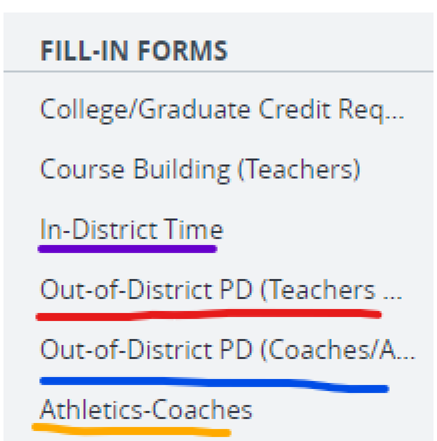
<u>OUT OF DISTRICT PD</u>

To register for an Out of District PD:

- Click "Forms" from menu list

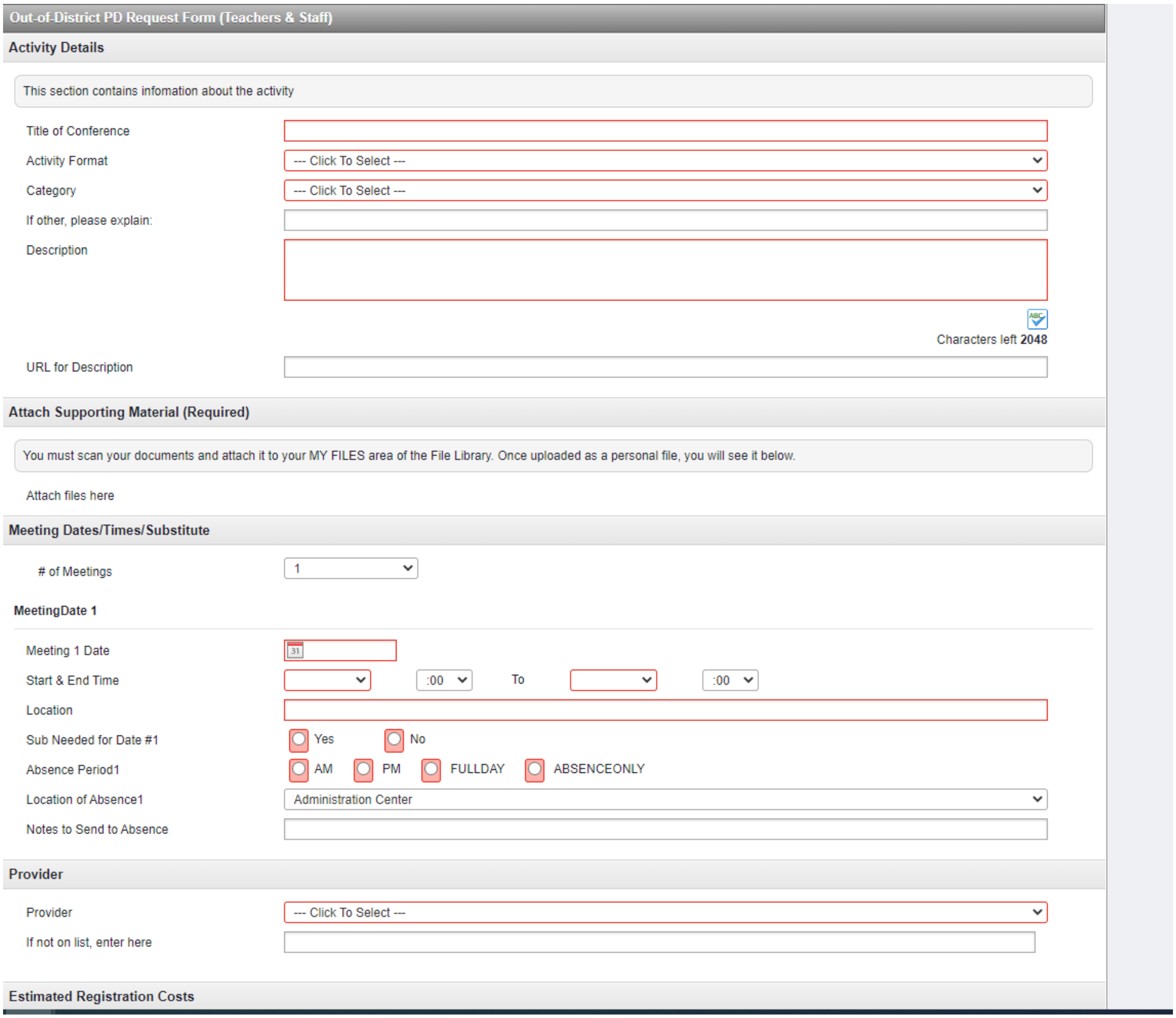


- Click the appropriate form to complete and request approval to attend Out of District PD
- The text underlined in red is what teachers would select (see below)
- The text underlined in blue is what Instructional Coaches and Administrators would select (see below)
- The text underlined in yellow is what the Athletic Coaches who are attending athletic conferences would select. The approval for this category goes to the Athletic Director first
- The text underlined in purple is the form you will select and complete when traveling within the district to attend any professional time.



The attached screen will need to be completed and submitted for approval. All areas in red are REQUIRED fields.

Please note: YOU MUST SCAN ALL SUPPORTING DOCUMENTATION-Including, registration, mapquest showing mileage, airfare information, etc. (registration should have vendor name, address, phone number, workshop/conference details and cost of registration)



Out-of-District PD Request Form (Teachers & Staff)

Activity Details

This section contains infomation about the activity

Title of Conference

Activity Format: --- Click To Select ---

Category: --- Click To Select ---

If other, please explain:

Description

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URL for Description

Attach Supporting Material (Required)

You must scan your documents and attach it to your MY FILES area of the File Library. Once uploaded as a personal file, you will see it below.

Attach files here

Meeting Dates/Times/Substitute

# of Meetings: 1

MeetingDate 1

Meeting 1 Date

Start & End Time: :00 To :00

Location

Sub Needed for Date #1: Yes No

Absence Period1: AM PM FULLDAY ABSENCEONLY

Location of Absence1: Administration Center

Notes to Send to Absence

Provider

Provider: --- Click To Select ---

If not on list, enter here

Estimated Registration Costs

Estimated Registration Costs

Expense receipts must be included when marking complete.

Registration Fee

Registration Payment Type --- Click To Select ---

Other Estimated Costs

Meals

Hotel

Transportation (Cab/Rental/Train/Parking)

Mileage

Other Expenses

Other Expenses Explained

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Payment Type --- Click To Select ---

Hours

Enter the number of Hours you are seeking for this activity

Hours

District Goals

Select at Least One District Objective

Goal : District Strategic Plan

- 1 - Developing equitable academic programs for all students
- 2 - Educating the whole child through a positive environment
- 3 - Providing development opportunities for all DSC staff
- 4 - Systematic communication and engagement plan
- 5 - Aligning financial and physical resources

Goal : Other District PD Objectives

- Other

School Improvement Plan

School Improvement Plan

Purpose(s)

Select a Purpose(s)

- Licensure Renewal
- Classified PD
- Not for Relicensure

Grade Area

Select Grade Area --- Click To Select ---

Comments

Comments

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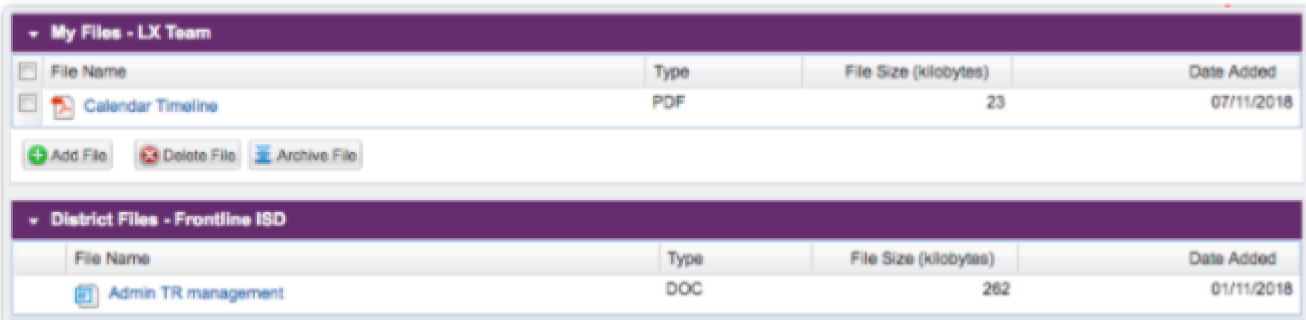
Finish

Submit Save as Draft

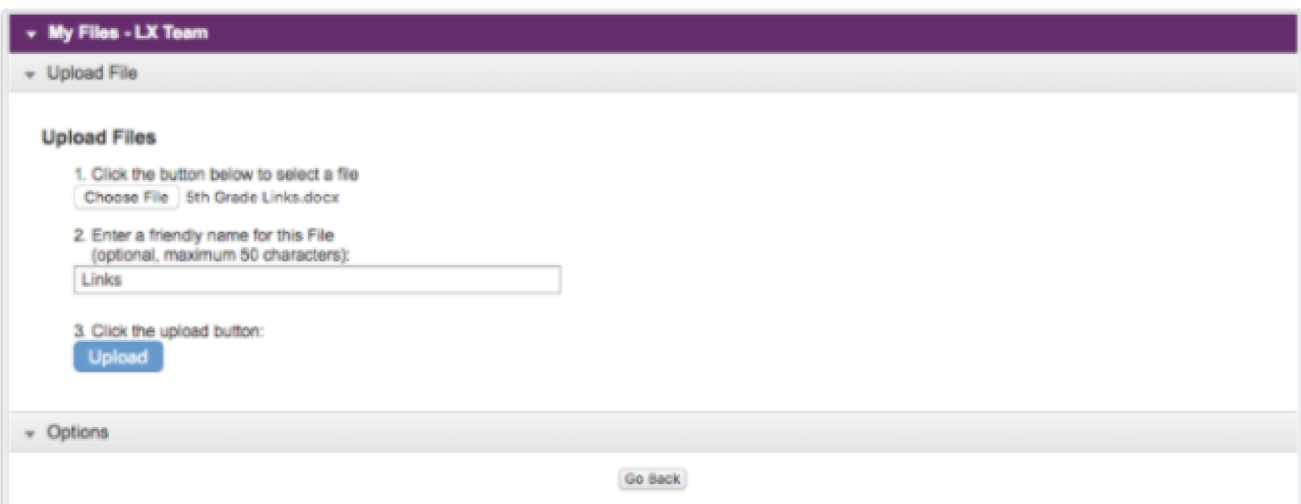
IMPORTANT: PLEASE NOTE: YOU STILL HAVE TO REQUEST A SUB THROUGH FRONTLINE'S ABSENCE MANAGEMENT SYSTEM!!!!

ADDING AND UPLOADING DOCUMENTS TO YOUR FILE LIBRARY

- Upload all supporting documentation into your "My Library" section in Frontline's Professional Growth system:
  - Upload the documents to your computer
  - Click "My Info"
  - Click "My File Library"
  - Click "Add File"



  - Click "Choose file" and choose file to be uploaded from your computer

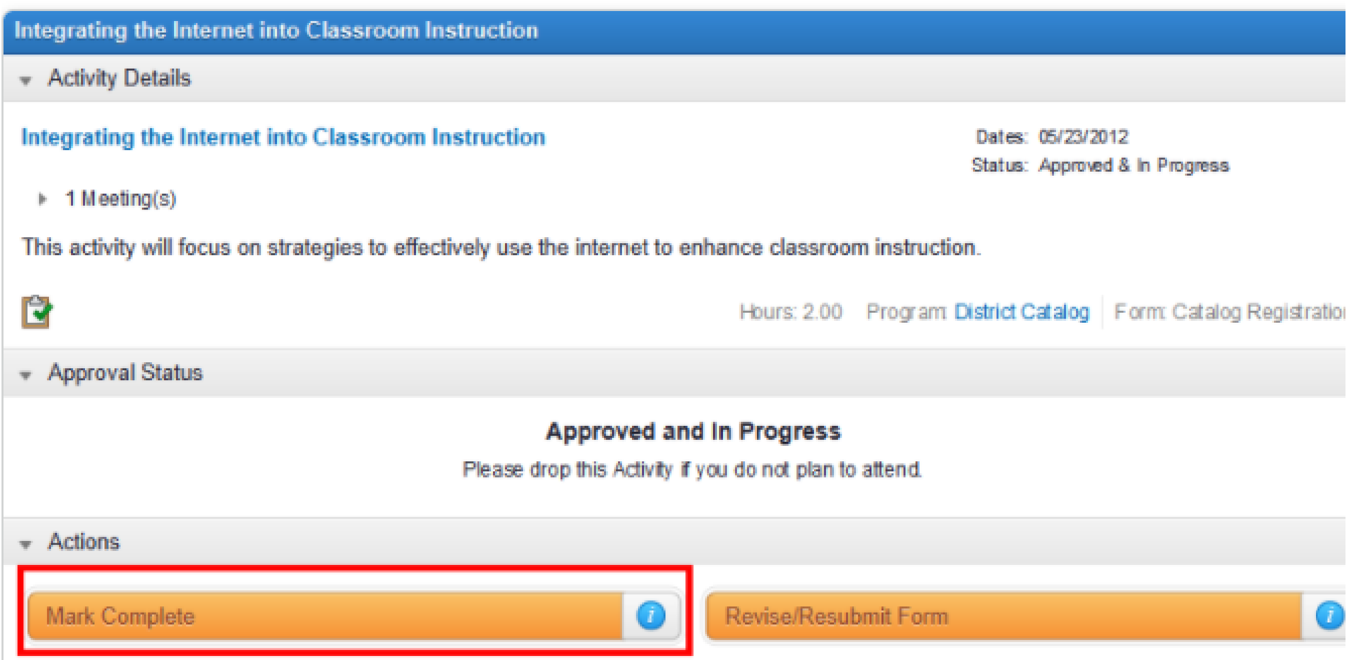


  - The document will then appear in the "My File" list
  - Once file is uploaded, you can check the box and complete your form request

FORMS

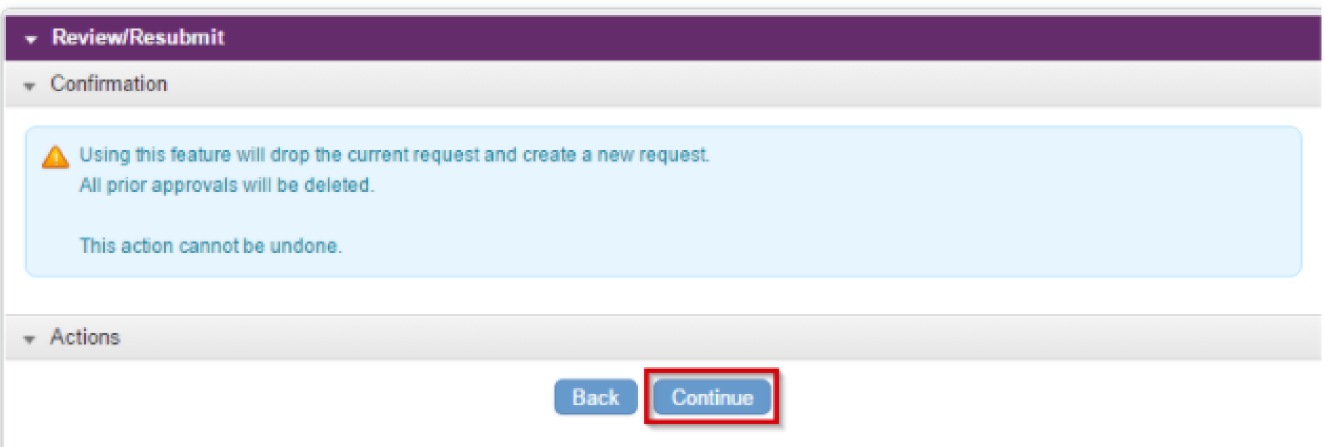
- **REQUEST STATUS**
  - Once a request is submitted for approval, it will go through an approval tree; first building principal and then to the Director in Teaching and Learning. To check the status of your request:
    - Click Learning Plan
    - Click on blue Manage tab to view status (*If you see your request went to the wrong building approver, please contact a District PLMS administrator, Leslie Tarnowski or Susan Pearson)*

- **SUBMITTING FORM FOR FINAL CREDIT (after PD has been completed)**
  - Once an activity is completed, you will need to make sure the form/activity is marked complete:
    - Click "Learning plan"
    - Review list of activities in your "My Requests" section *(please note: this can only be completed on an activity that is approved and in progress)*
    - Click the blue "Manage" button
    - Click the yellow "Mark Complete" box



- Complete the Activity Completion form *(This screen may contain fields for expense tracking and providing comments to those responsible for granting final approval for the activity. If no expenses are incurred, those entries may be left blank.)*
- Click the submit button-If this button is not active:
  - Check for a mandatory evaluation form (*click on the activity evaluation form link located just above the Mark Complete link to access the evaluation form)*
  - The time granted by your organization to "Mark Complete" has expired
  - Your organization has already completed this step for you

- **REVISE AND RESUBMIT**
    - Revise and resubmit means that your approval process will start over from the very beginning, even if it was previously approved or completed. This is for transparency and security reasons, and allows the organization to review your updates and approve or deny them.
        - Pending request for Revise and Resubmit
            - Click "Learning Plan"
            - Review requests in "My Requests"
            - Click blue "Manage" button
        - Completed request for Revise and Resubmit
            - Click "My Info"
            - Click "My Portfolio"
            - Click activity you want to revise
            - Click blue button "Revise/Resubmit Form" (*IMPORTANT: THIS ACTION CANNOT BE UNDONE)*



            - Since this is a permanent change, click back if you are unsure
            - Make any changes you want or need and then click Submit

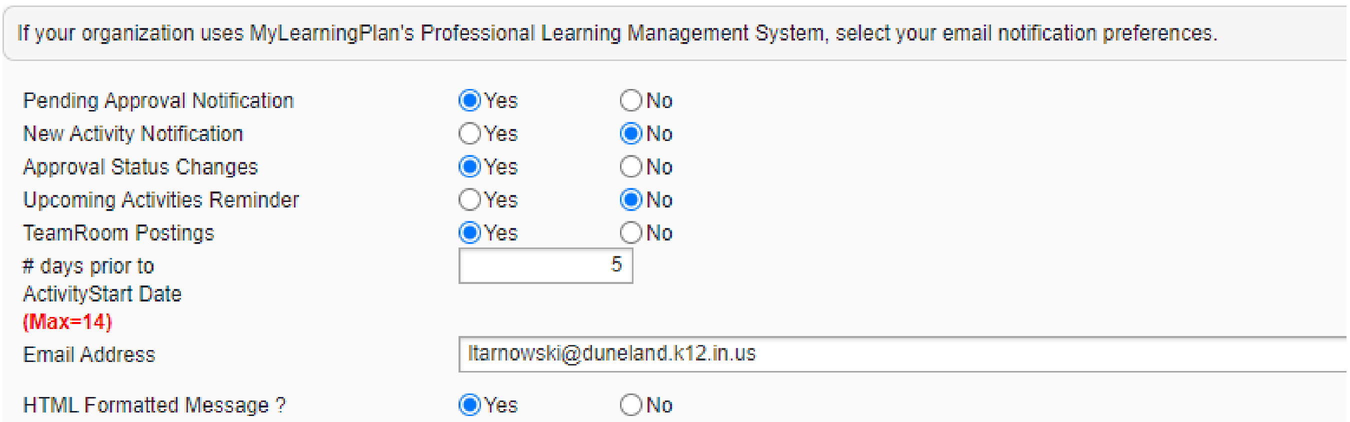
- **CANCEL/DROP REQUEST**
    - Click "Manage" button next to activity
    - Click the blue "Drop" button under the action section
    - Indicate the reason for drop of request
    - Click drop this request
    - Once you click to drop this request, your registration will be completely removed (*IMPORTANT: If you have scheduled a sub, please make sure to cancel your request in Frontline Absence (AESOP).)*

WHAT HAPPENS NEXT?

- Once you have submitted your Professional Development (PD) request for approval, your building principal will receive your request. Except Athletic Coaches as Athletic Director will receive your request first.
- After your principal reviews your request and approves it, the form goes to the Director of Teaching and Learning for review.
- If the request is approved by the Director of Teaching and Learning, you will receive an email or you may check status:
  - Click Learning Plan
  - Click on the Professional Development in one of the sections to view the status
- Next, the Teaching and Learning department will process any necessary paperwork, such as Purchase Orders, Reimbursement forms, etc.
- Once you receive the Purchase Order, if necessary you may register for your Professional Development. If no Purchase Order is required, you may register once the PD is approved.
- Attend the PD
- After the PD, sign back into Frontline Professional Growth and submit PD for final approval.

LOGIN AND BASIC ACCOUNT INFORMATION (BUILDING AND GRADE LEVEL)

- **RECEIPT OF EMAIL NOTIFICATIONS**
    - Click “My Info”
    - Click “My User Profile”
    - Update functions you would like to receive email notifications from PLMS
    - Click “Save” at the bottom


If your organization uses MyLearningPlan's Professional Learning Management System, select your email notification preferences.

Pending Approval Notification	(•) Yes	( ) No
New Activity Notification	( ) Yes	(•) No
Approval Status Changes	(•) Yes	( ) No
Upcoming Activities Reminder	( ) Yes	(•) No
TeamRoom Postings	(•) Yes	( ) No
# days prior to ActivityStart Date (Max=14)	5	
Email Address	ltarnowski@duneland.k12.in.us	
HTML Formatted Message ?	(•) Yes	( ) No

- **CHANGING USERNAME/PASSWORD**
    - Click “My Info”
    - Click “My User Profile”
    - Click blue button “Manage Frontline Account”
    - Update your user info
    - Click “Save”

- **SURVEY PARTICIPATION**
    - There will be times when there will be a survey requested for In-District Professional Development.
        - Click “Learning Plan”
        - Under the Survey section, click “Submit” next to the name of the survey to access it
        - Complete the survey
        - Click “Save”

- **PERSONAL GOALS**
    - Adding Personal Goals: You may add personal and professional development goals that will appear on approval forms that can be aligned with the individual activities
        - Click “My Info”
        - Click “My Personal Goals”

        - All active and inactive goals will be displayed
        - Click blue “Add New Goals” button
        - Add a title, the goal and select “yes” for active and click “Save”

    - Editing/Inactivating Personal Goals
        - Click “My Info”
        - Click “My Personal Goals”
        - Click on goal to edit or inactivate
        - Update the goal and/or change the active status (if a goal is changed from active to inactive, it will no longer appear on your request forms.)

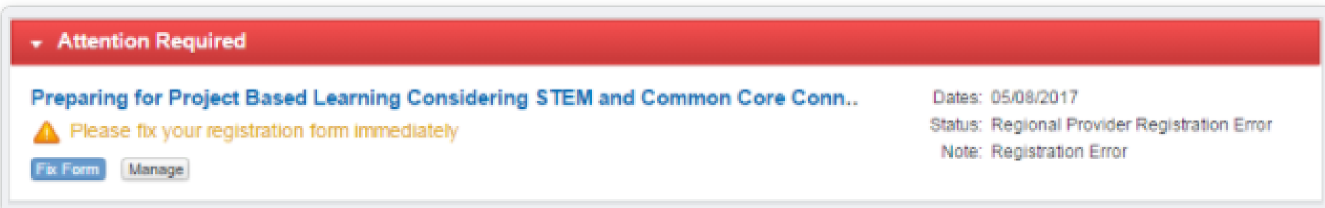
- **COMPLETION CERTIFICATES**
    - Once you receive credit for attending an activity (In District PD), a certificate of completion will be available to print.
        - Click “Activities”
        - Click title of activity you completed
        - Click blue “Print Certificate” button

PORTFOLIO

- **VIEWING MY PORTFOLIO**
  - To view your activities by year, activity, hours and/or credits:
    - Click “My Info”
    - Click “My Portfolio”

ACTIVITY REGISTRATION

- **FIX FORMS**
  - Occasionally users may see a large red section appear after trying to register for an activity via a local area provider when they login to their Professional Learning account.



  - The red “Attention Required” message indicates that there was an error in the submission of the form. This is most commonly caused by one of two conditions:

    1. The user was enrolling in a regional catalog-based activity and did not complete their district’s approval form fully. You must complete all required fields on a district form to successfully submit your request for enrollment and approval.

    2. The form is not properly configured to contain appropriate routing for your submission of the request. The district must be notified so that they can correct their form routing process.

  The user can click the fix form button and fill in any missing information that may have been skipped. Contact a PLMS district administrator: Susan Pearson or Leslie Tarnowski

- **CATALOG VIEWING/ACTIVITIES REGISTERING INFO**
  - When viewing the catalog there may be tags/annotations that describe the activity's status. Refer to the following table for descriptions of the status

Status	Description
Starting Soon/Starting Today	The activity is starting soon/starting today
New	Activity recently added to the catalog
Wait List	Activity now enrolling for the waitlist
Closed	Activity Enrollment is full

Note: Each organization selects the name of the catalog. Therefore, the actual name listed may be different than what is shown below.

Not finding the activity you were told to look for? There are two possible reasons that you are experiencing this issue:

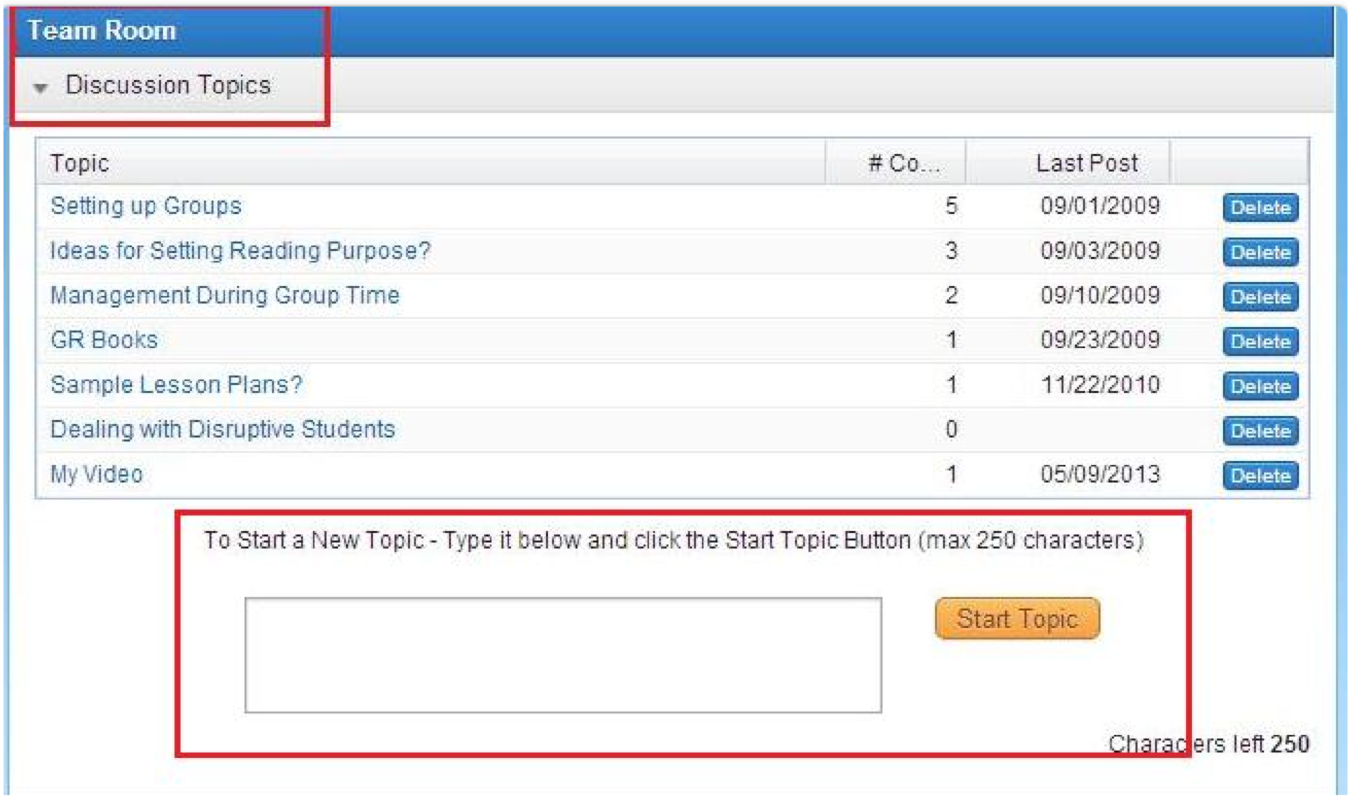
1. The activity has been directed towards a certain group of users, and you may not be on that list.

2. You are using a login that is not associated with your district or has been assigned to you by your district.

If you think this is in error, we recommend that you seek the help of your district's PLMS Administrators, Leslie Tarnowski or Susan Pearson.

TEAM ROOM USAGE

- The team room includes two parts: Discussion Thread and File Sharing
    - Click “Learning Plan”
    - Click “My Requests”
    - Click “Manage” button to left of an activity
    - Click blue “Team Room” button
        - Access file discussion
            - Click topic under discussion thread
            - Comments listed is from most recent
            - Type in your comments (maximum 2048 characters)
            - To delete a comment, click on the “X” icon next to the comment
            - To add a new discussion thread: Type the name of the topic in the “Start Topic”, then click on the topic name and add your comment



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    -
        - Access File Sharing
            - Upload shared file into “My File Library”
                - Click My Info
                - Click the green plus sign 

                - Choose a file from your computer to add
                - Click the Share link next to the file name (to unshare, click the unshare next to the file name-*you can only unshare files you shared)*
                - To view the shared document, click on the file name in the Team Room

EXTRA INFORMATION

- It is very important that you select the correct form. This means if you are a teacher, you MUST select the teacher request form. If you are an Administrator or Instructional Coach, you will need to select the Administrator/Instructional Coach form. This affects the approval tree process.

- You may include a URL within your request form that may provide additional support.

- Make sure the “Location of Absence1” reflects your correct building. If not, please contact Leslie Tarnowski or Susan Pearson.

- The provider section will be a work in progress so you may just list your provider if they are not showing up in the drop down.

- Estimated Registration Cost: Please make sure you complete the drop down for the payment type. Most often, you will be selecting a Purchase Order as the payment type.

- Other Estimated Cost: These costs are usually going to be out of pocket expenses but if you have a combination of payment types, please just add this information in the “Other Expenses Explained” area.

- Not for relicensure: This can be selected for all personal PD requests that does not count towards a teaching license renewal.

- Classified PD- For non-certified staff

- Funding Source- You will be required to indicate a funding source when there are any type of expenses listed on the Professional Development Approval Request.

- IMPORTANT: Make sure you select the correct grade area to ensure the proper approval tree takes place.