

Frontline for Professional Development Tracking

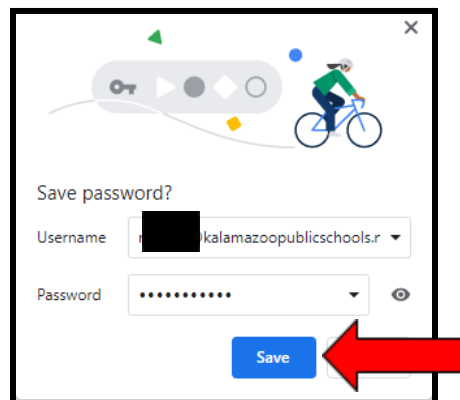
[Click here for video directions](#)

Logging In

1. Log into Frontline by [clicking here](#)
 - a. You may choose to **bookmark** the [login page](#) by clicking the star at the top-right of the address bar.



- *The link will ultimately be added to your Clever Portal for easy access in the future.*
2. To log in, enter your unique user ID and password which **you** created in the account setup process.
 - a. If you have not already created your Frontline account, [please click here](#) for directions on how to do so.
 - b. Select “Save Password” when prompted if you’d like your Chrome browser to remember your password for future logins.

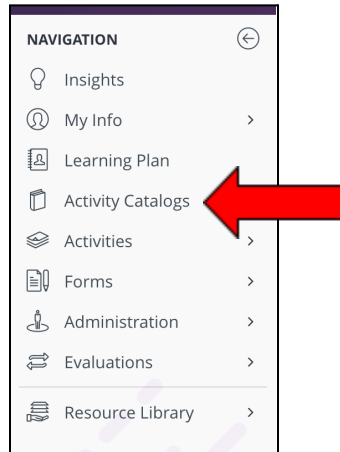


[Having trouble? Click here for login troubleshooting instructions!](#)

3. After logging in, you'll be directed to your Frontline landing page. Here, you can access your evaluation and professional development record.

Adding your Professional Development Records

4. To sign up for a PD session, confirm your attendance, and complete the session evaluation, click “Activity Catalogs” in the navigation menu on the left side of your homepage. Click the district catalog when prompted.



- a. Search for sessions and events using the session name, keywords, or date range.

Catalog: Kalamazoo Public Schools

Search Options

Search Term:

Program:

Event:

Start Date * End Date *

Advanced Search Options

- b. After you’ve located the session you’ve attended or plan to attend, click the name of the session to be directed to its page. Click “Sign Up Now” at the bottom to enroll yourself.

Activity Registration

Details

Matt's Test
 Program: District Catalog
 Dates: 7/11/2022

New

1 Meeting(s)

#	Date	Time	Location
1.	Mon Jul 11, 2022	4:00 pm to 5:00 pm	Virtual

agsdfs

Purposes: DPPD and MOECS

Categories: All

Goals: Objective 1

Buildings: All

Departments: Admin

Grades: All

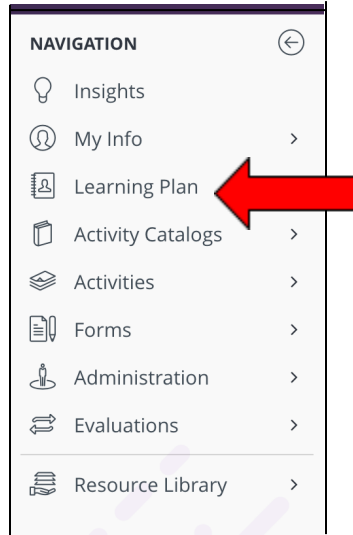
Groups: All

Instructors: N/A

Registration Options:

Every child. Every opportunity. Every time.

5. After you've enrolled yourself, click back to the main page (learning plan).




6. Here, you will see your complete list of PD enrollments ordered by progress. Click the blue "Manage" button next to PD sessions under "Approved and/or In Progress."

My Requests - ALEXANDRA MILLER						
Actions	Activity Title	Start Date	End Date		FormName	
Save as Draft (0 Record(s))						
-- no records --						
Wait List (0 Record(s))						
-- no records --						
Pending Prior Approval (0 Record(s))						
-- no records --						
Approved and/or In-Progress (4 Record(s))						
Manage	CHAMPS Training (voluntary): August 15-16	08/15/2022	08/16/2022		District Catalog Request Form (SUBS NEEDED)	
Manage	New Teachers PD: Day 3 (Aug. 11th)	08/11/2022	08/11/2022		District Catalog Request Form (NO SUBS)	
Manage	New Teachers PD: Day 1 (Aug. 9th)	08/09/2022	08/09/2022		District Catalog Request Form (NO SUBS)	
Manage	Matt's Test	07/11/2022	07/11/2022		District Catalog Request Form (NO SUBS)	

7. Once you have entered the manage activity screen, scroll to the bottom for a menu of action options:

- Click **"Mark Complete"** to confirm attendance and completion of all activities. ("Mark Complete" is required to finalize your PD hours and receive SCECHs in MOECS).
- After clicking "Mark Complete" or "Drop," use the "Submit" button to finalize your action.
- To un-enroll from the session by clicking the blue "Drop" button at the bottom.



Submitted	8/16/2024 9:33 am
Dates	8/15/2024 to 8/15/2024 
Reference ID	D22570-A0-L127741058
Activity Summary	
Activity Title	Youth Mental Health First Aid 08/15/2024
Dates	8/15/2024 8:00 am to 8/15/2024 4:00 pm
Finish	
<input type="text"/>	
<input type="button" value="Submit"/>	