

Managing Activities as a Learner

This article explains Activity functionality for Learners with the [Blended Learning release](#). Focus areas include navigation, activity registration, and related settings.

Click a hyperlink below to jump to that topic:

- [Catalog](#)
- [Activity Registration](#)
- [Activity \(Post Registration\)](#)
- [Tracking Activities](#)

Catalog

Activity Catalogs in PG can host professional development or course offerings from regional providers (IUs, BOCES, ESC, etc.). Access the Catalogs option from your side navigation to review your options.

 **Access & Visibility:** Only activities provided by your organization will appear. Please contact your Organization Administrator if you require assistance.

 **Navigation:**

Activity Catalogs

Catalog

The Catalog will list available activities. You can select an existing activity link to register for the activity. The activity list includes information about the activity, such as:

Catalog Activity Details	Cont.
<ul style="list-style-type: none">• Activity Link (to access sign up option)• Activity Dates• Hours/Credits	<ul style="list-style-type: none">• Activity Type (PD, Inservice, etc.)• Enrollment Count• Pending/Waitlist



Remember to use the filter options to narrow activity results (e.g., Date Range, Program, Building, Activity Format, etc.) *Not all filters may apply to activities in your organization.

Select an activity link from the Catalog results to view more activity details and access activity registration options.

Catalog

Date Range

03/12/2024  – 03/12/2026 

Program

None 

Event

None 

Course Code

None 

Purpose

None 

Goals/Objectives

None 

Category

None 

Standard

None 

Activity Format

None 

Instructor

None 

Clear All 

 Find Activity

12 Activities

Sort by **Starting Date** 

Samantha's Choice - Anti-bullying

08/01/2024 - 06/30/2025

Enrollment: 7/100 | Pending: 0 | Waitlist: 0

[See More](#) 

Hours: 2

Credits: 0

Activity Steps: 1

Meetings: 0

Mastering Classroom Engagement Strategies

03/05/2025 - 03/21/2025

Owner : Allen Activity Owner

Enrollment: 1/15 | Pending: 1 | Waitlist: 0

[See More](#) 

Hours: 8

Credits: 0

Activity Steps: 0

Meetings: 3

Life Cycle Resource Activity

11/18/2024 - 11/21/2025

Enrollment: 1/10 | Pending: 0 | Waitlist: 0

[See Less](#) 

Hours: 1

Credits: 0

Activity Steps: 2

Meetings: 3

New

Meetings

Purposes: Professional Development

Activity Registration

The activity preview page will open once an activity is selected. Use this page to learn more about the activity and access your activity registration options.

https://pd-help.frontlineeducation.com/hc/en-us/articles/34649139595795-Managing-Activities-as-a-Learner

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Activity Example (with meetings)

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PREVIEW

Life Cycle Resource Activity

New

Meetings

Sign Up Now

Activity example

Activity Dates

11/18/2024 to 11/21/2024

Activity Owner

Allen Activity Owner

▼ 3 MEETINGS

Meeting 1 -
Monday November 18th, 2024 10:00 AM to 11:00 AM - Collaboration Space

Meeting 2 -
Tuesday November 19th, 2024 10:00 AM to 11:00 AM - Collaboration Cafe

Meeting 3 -
Thursday November 21st, 2024 2:00 PM to 3:00 PM - Collaboration Space

Step #	Step Title	Status	Type	Action
1	Website	Not Started	Text	<div>Launch</div>
2	RL Link	Not Started	Resource	<div>Open</div>

Each activity can include all or some of the following details, based on the activity type:

Activity Registration Page Examples

Activity Details:

Activity Name, Activity Dates

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PREVIEW

Life Cycle Resource Activity

New

Meetings

Sign Up Now

Activity example

Activity Dates

11/18/2024 to 11/21/2024

Activity Owner

Allen Activity Owner

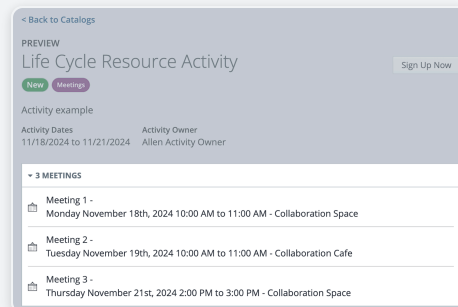
▼ 3 MEETINGS

Meeting 1 -
Monday November 18th, 2024 10:00 AM to 11:00 AM - Collaboration Space

Activity Registration Page Examples

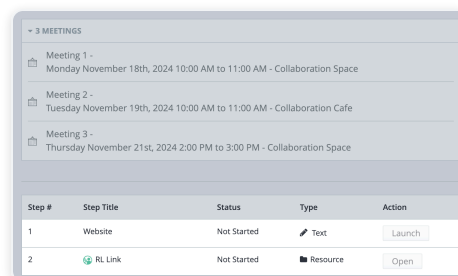
Meeting Details:

Meeting Start/End Times, Location, Calendar Download for Synchronous Learning



Resource Details:

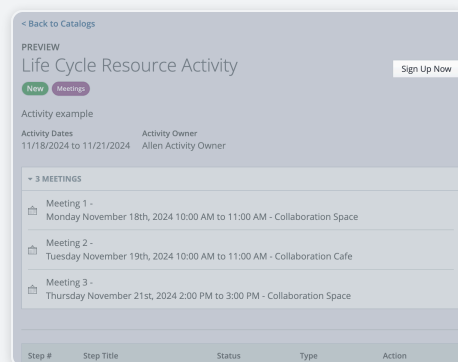
Online resource steps and type for Asynchronous Learning



Registration Options:

Several options may appear:

- **Sign Up Now:** The activity does not require prior approval. Selection immediately processes the enrollment.
- **Request Approval:** The activity requires prior approval before enrollment. Selection forwards the request to the appropriate approver(s). Once approved, the enrollment is complete, and the activity title displays under "Approved" and "In Progress" on your home page.
- **Join the Wait List:** The activity is full, and there is a wait list. Selection adds your name to the wait list.



Activity (Post Registration)

Once registered, you will have access to your activity page, which may have additional options, based on the activity type. You can access the activity page through My Growth Journey on your homepage, or the My Learning Plan link in your side navigation.

↳ **Activities with Meetings:** Some activities may include Meetings and/or Step Actions which will become available for selection once you register. Meetings may include a "Check In" option which becomes available for selection 15 minutes prior to the meeting. You can also select **Add to Calendar** to add this activity to Google Calendar or to Download the Calendar File.

↳ **Activities with Online Resources:** Step activities with online resources may include a "Launch" or "Open" prompt. Make these selections, as needed, to progress through the activity. The system will log your progression of these steps via the "Status" column.

↳ **Additional Options:** Select the **Activity Options** dropdown to perform additional activity-related functions, as noted below.



Some steps may require resources be completed in the listed order. For these activities, the associated "Open" or "Launch" buttons will only be available once the prior step has been completed.

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APPROVED IN PROGRESS

Life Cycle Resource Activity

New

Meetings

Activity example

Activity Dates

11/18/2024 to 11/21/2024

Activity Owner

Allen Activity Owner

Activity Options ▾

View/Print Form

Drop

▼ 3 MEETINGS

Add To Calendar ▾

Google Calendar

Download Calendar File

24 10:00 AM to 11:00 AM - Collaboration Space

Meeting 2 -

Tuesday November 19th, 2024 10:00 AM to 11:00 AM - Collaboration Cafe

Meeting 3 -

Thursday November 21st, 2024 2:00 PM to 3:00 PM - Collaboration Space

Step #	Step Title	Status	Type	Action
1	Website	Not Started	Text	<div>Launch</div>
2	RL Link	Not Started	Resource	<div>Open</div>

Activity Options Dropdown Examples

View/Print Form

This selection opens a printable view of the activity form. A "Print" option can be located at the bottom of the form. Use this to submit a request for prior approval, if needed.

Out-of-District Workshop Form

Use this form to submit a request for prior approval for an out-of-district activity.

General Info

User

Lora Learner

Building

Extra Elementary

Department

Employee ID

Job Title

Submitted

10/23/2024 9:15 am

Dates

11/18/2024 to 11/21/2024

Reference ID

D19860-A4937479-L130497258

https://pd-help.frontlineeducation.com/hc/en-us/articles/34649139595795-Managing-Activities-as-a-Learner

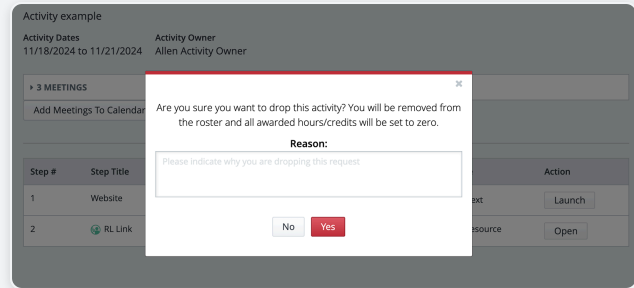
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Activity Options Dropdown Examples

Drop

This selection prompts you to drop the activity and remove yourself from the roster.

*If dropped, any awarded credits for this activity will be set to zero.



Tracking Activities

You can view your current activities through the Learning Plan option in your side navigation or via the My Requests section of your My Growth Journey homepage. For homepage navigation, go to **Insights** from the side navigation and reference the "Upcoming PD" tab on your homepage. Then, click **Manage** to access the activity.

NAVIGATION

- Insights
- My Info
- Learning Plan
- Activity Catalogs
- Forms
- Resource Library

My Growth Journey

Where I've Been
Completed activities, resources, & evaluations >

Where I Am Now
Current activities, resources, & evaluations >

Where I'm Going
Upcoming activities & goals >

Activities In Progress 1
 [PD Portfolio](#) | [Resource History](#) | [Evaluation History](#)

In Memory of Jack 0 / 3 Steps Dismiss Open

My Requests
 All impending and potential professional development

Upcoming PD (6)
Proposals

Life Cycle Resource Activity
 11/18/2024 - 11/21/2024 | In-District Workshop (approvals)
 Online Activity

In Progress
Manage

<https://pd-help.frontlineeducation.com/hc/en-us/articles/34649139595795-Managing-Activities-as-a-Learner>

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