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Click on each question for more information. To return to this page, click on Top of the Document which can be found throughout the document.

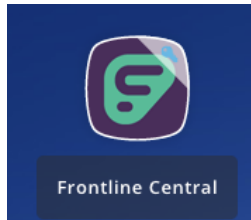**What is Frontline?**

Frontline is the professional learning management system used to document all professional development hours. The required yearly trainings are also viewed and recorded in Frontline.
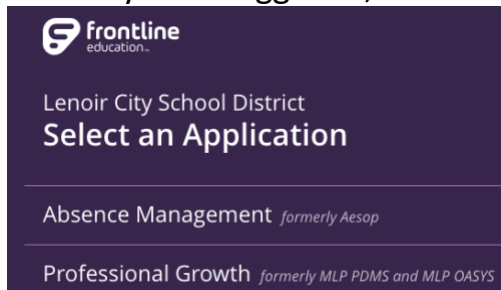
Logging in to Frontline:

• To access Frontline, log in to *Classlink* which can be found on the LCS home page:
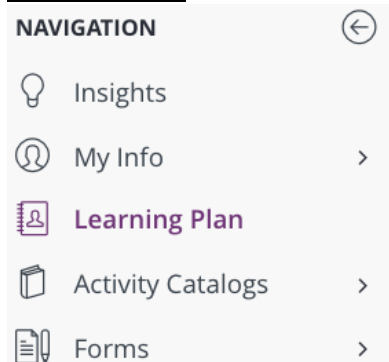
| Skyward | Online Payments | Classlink | Transcript Request | LANGUAGE ↓ |
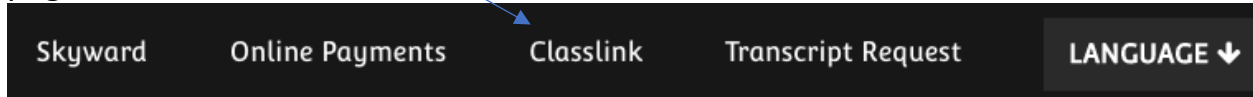
• After logging in to *Classlink* with your LCS Google credentials, click the *Frontline Central* link:

Frontline Central

• Once you're logged in, click the *Professional Growth* option:

frontline
education..

Lenoir City School District
Select an Application

Absence Management *formerly Aesop*

Professional Growth *formerly MLP PDMS and MLP OASYS*

Navigation:

NAVIGATION ←

♀ Insights

Ⓡ My Info >

🔖 Learning Plan

▢ Activity Catalogs >

▤ Forms >

My Info – your personal info (transcript, file library, user profile, etc.)

Learning Plan – status of your requests, PD recently completed, evaluation information

Activity Catalogs – search for PD opportunities here either by catalog or calendar

Forms – Out of District form, Instructional Coaching Log

Viewing the Catalog:

To view the catalog, click *Activity Catalogs* under the *Navigation* heading (see previous page).
You can view by either catalog or calendar.

• Catalog View:

Helpful hints when searching by the catalog:

- *If searching for a particular session, only type in a keyword or two for better search results.*
- *The start date will always show as today's date. You can adjust the start and end date, or leave it alone for better search results.*
- *If you would like to see all available sessions, you click the Search button.*
- *Click on the session title for more information or to register for the session.*

• Calendar View:

Helpful hints when searching by the catalog:

- *See notes in RED on the above calendar.*

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Registering for a Session:

Once you have clicked on the title for which you wish to register, choose the *Sign Up Now* button to register. You will also be able to see how many other people are registered, the number of credit hours being offered, and the purpose (credit type) for the activity.

PD Activity
Program: District Catalog
Activity Owner/Manager: Brandy Hall - bshall@lenoircityschools.net
Dates: 3/6/2021

`New`

▼ 1 Meeting(s)

#	Date	Time	Location
1.	Sat Mar 6, 2021	9:00 am to 11:00 am	LCHS

This is a PD opportunity offered to all staff.

Hours: 2 | Enrolled: 0/5 | Wait: 0/0

Purposes	Unscheduled In-service Hours
Categories	All
Goals	Continuous Learning for Teachers
Buildings	All
Departments	All
Grades	All
Groups	All
Instructors	N/A
Registration Options	Sign Up Now

Viewing Your Portfolio:

Click *My Info* to see the different ways to view your portfolio:

My Info >	My PG Profile	My Certificates
Learning Plan	**PORTFOLIO**	
Activity Catalogs >	My Portfolio	View All
Forms >	View By Goal	View By Purpose (Current)
	View Current Year	View Denied Requests
	View In Progress	

Helpful hints when viewing your portfolio:

   • *View By Purpose (Current)* *is the recommended view for viewing your portfolio. This view will allow you to see your hours by credit type and year. You may need to scroll to the bottom of your transcript to see all of your hours.*

   • *View in Progress* *will show you activities for which you are registered or activities that you have already attended but attendance has not yet been marked.*

My File Library:

Certificates received for PD sessions that you have attended can be uploaded and stored in *My File Library*. To upload a certificate, go to *My Info* and then *My File Library:*

NAVIGATION ←

MY INFORMATION

Insights

My Evaluations   My File Library

My Info   >
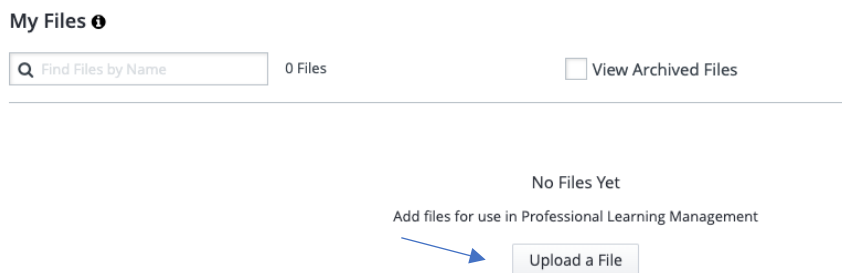
My PG Profile   My Certificates

Click *Upload a File*:

My Files ⓘ

Q Find Files by Name   0 Files   ☐ View Archived Files

No Files Yet

Add files for use in Professional Learning Management
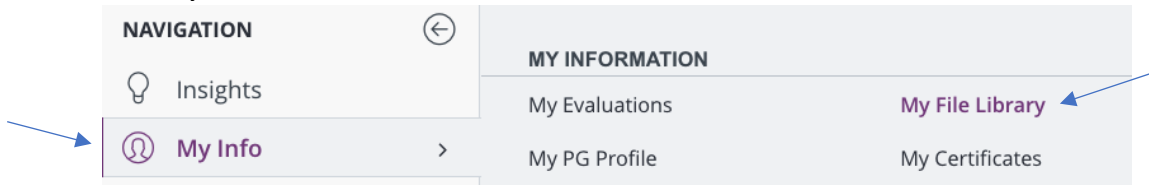
Upload a File

Choose your certificate from the documents on your computer. Once you have uploaded your certificate, you will see it under the *My Files* icon:

All Files

My Files

Organization Files

My Files ⓘ

Q Find Files by Name   1 File   ☐ View Archived Files

🄳 BrandyHall.pdf
PDF | In Progress
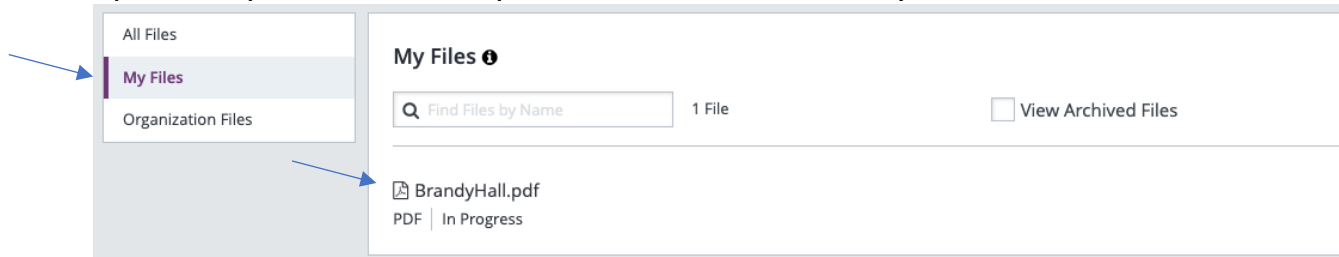
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Out-of-District Request:

Out-of-District requests should be completed if you attend or view a professional development session that was not offered by Lenoir City Schools, OR if you attend/view a PD t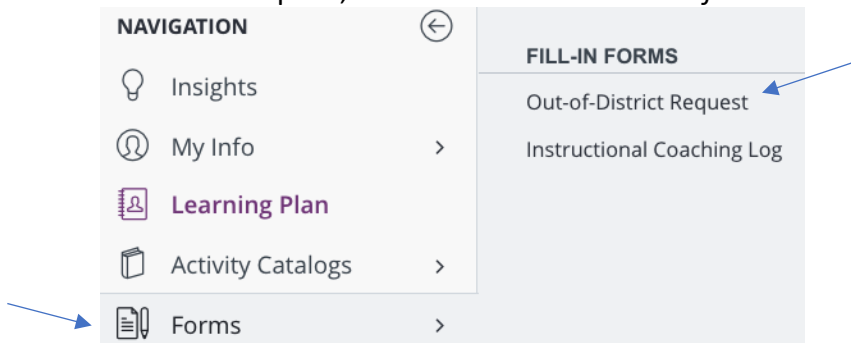hat will not been entered in Frontline by someone else. Requests are approved by your principal and at the district level.

To enter a request, click *Forms* and then *Out-of-District Request*:

Helpful hints as you complete the form:
   o *Title of Conference – title of your conference or online event.*
   o *Activity Format – choose the one that most closely represents your activity.*
   o *Category – choose the one that most closely represents your activity.*
   o *Description – describe your activity.*
   o *How will you apply this to your role? – describe how this activity will be beneficial.*
   o *Attach Supporting Material – this is where you will attach your certificate or other information, such as an agenda, that you wish to share with your principal. You must first upload your documents to My File Library. Instructions can be found* here.
   o *Provider – choose a provider from the list or choose NOT ON LIST – ENTER BELOW and then type in the name of the provider on the next line.*
   o *Hours and # of meetings – list the total number of hours you are requesting and the number of days the training/meeting took place. For meetings that are more than 1 day you will need to enter the date and start/end time for each meeting.*
   o *Goals and Objectives – there is no right or wrong answer here. Choose the goal(s) that best describe your activity.*
   o *Purpose – choose Unscheduled In-Service Hours as the purpose (credit type) if you wish to use the hours from your request as part of your yearly in-service requirement.*
   o *Comments – leave any comments for your principal in this location.*
   o *Finish – click Submit once you are finished.*

Once your request has been submitted, you will see it pending on your *Learning Plan* page:

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If your principal or the approver at the district level has any questions, they may send the request back to you for more information. If that happens, you will see this message on your *Learning Plan* page under *Attention Required*:

▼ Attention Required

Geometry Conference
⚠ This request has been returned to you for more information

Dates: 06/19/2020
Status: Prior Approval - More Info
Note: More Info Required

[More Info]

Click *More Info* and look under the *Approval Status* bar in the *Comments* section to find the question or missing information being requested from you. When you're ready to answer, type your response in the box outlined in red and click *Submit*:

▼ Approval Status

#	Administrator	Approval Type	Comments	Status
1	Charles Orr	Pre-Approval		APPROVED
2	Brandy Hall	Pre-Approval	This is a 2-day training; did you attend both days?	PENDING
3	Brandy Hall	Final Approval		

If you have any questions regarding the approval of this request, please contact the appropriate approver(s) listed above.

▼ More Information Required

❌ An administrator has requested additional information please read the comments above, then enter your response below and click submit to re-send the request

Characters left **2000**

[Submit]

Your request will then route back to your principal or the district approver for approval.

Once your request has been approved, you will see it under Approved and/or In-Progress on your Learning Plan page. In order for the hours to show on your transcript, you must complete the following steps:

- Click *Manage:*

☐ **Approved and/or In-Progress (1 Record(s))**

[Manage]   Virtual Training for Math Teachers   07/24/2020   07/24/2020   Out-of-District Request

- Click *Mark Complete*:

❌ Please use the 'Mark Complete' button (below) to submit this request for final approval. If an evaluation has been assigned, you must complete the evaluation before you can use the Mark Complete button. Any required evaluations will be listed below.

▾ Actions

View/Print Form	ⓘ	Download Calendar File	ⓘ
Mark Complete	ⓘ	Revise/Resubmit Form	ⓘ
Drop	ⓘ		

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- If you don't have a certificate, go on to the next step. If you do have a certificate, upload it now under *Attachments*:

  (Make sure you have already uploaded your certificate to *My File Library. Instructions can be found* here*.*)

  Attachments:

Files must first be uploaded to your File Library.

  Select files to attach: ☑ - TammyTeacherCertificate.pdf (55k) [View]

  ☐ Example - Jason_Foundation_Suicide_Prevention_Training.pdf (92k) [View]

- Click *Submit* to send the request back to the district approver for final approval. Once the district approver gives final approval, the request will now show on your transcript:

  (Instructions for viewing your transcript can be found here)

  ▼ Completed by Purpose

	Date Complete	Title	Hours
⊟ **Unscheduled In-service Hours (05/01/2020 to 04/30/2021) (1 Record)**			
	07/24/2020	Virtual Training for Math Teachers	2.00
			2.00

Required Trainings:

Go to your Learning Plan page by clicking *Learning Plan* under your *Navigation* heading:

NAVIGATION ←

♀ Insights

👤 My Info >

→ 📇 Learning Plan

Next, look for *Approved and/or In-Progress* and you will see the trainings that you will need to complete for the current school year. <u>Pay attention to the deadlines.</u> When you're ready to view a training, click the *Manage* button:

⊟ **Approved and/or In-Progress (3 Record(s))**

[Manage]	2021-2022 Jason Foundation Suicide Prevention (MODULE 3) REQUIRED Training (DUE DATE: 01/31/2022)	05/24/2021	04/30/2022
[Manage]	2021-2022 Occupational Safety and Health REQUIRED Training (DUE DATE: 09/01/2021)	05/24/2021	04/30/2022
[Manage]	2021-2022 Mental Health / Bullying REQUIRED Training (DUE DATE: 09/01/2021)	05/24/2021	04/30/2022

After selecting *Manage*, click *Launch Activity*:

▼ Actions

View/Print Form	ⓘ	Download Calendar File	ⓘ
→ Launch Activity	ⓘ	Mark Complete	ⓘ
Drop	ⓘ		

You are now ready to view the video by selecting *Launch:*
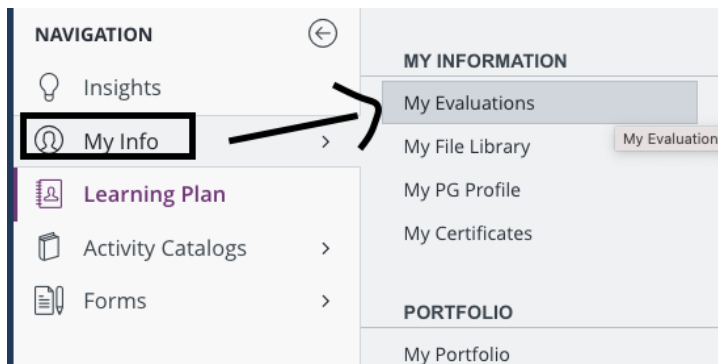
Launch

English Language Learners PD 20/21
Type: course

ⓘ Upon successful completion of online resource(s), this record should automatically move to a completed status in your portfolio.

<u>Viewing Last Year's Evaluation Information:</u>

Under *Navigation*, click *My Info* and then *My Evaluations*:

To view evaluation information, click the + icon for the year you wish to view:

[Top of the Document](#)