

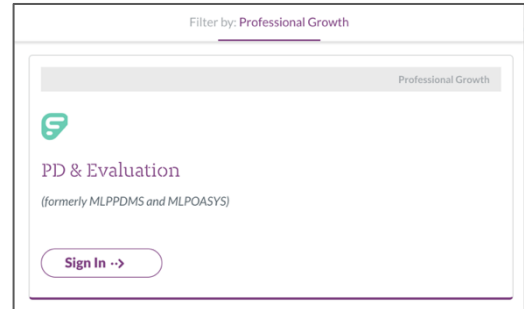


Educator’s Guide

Reference this QuickStart Guide to review initial sign-in steps and various system features.

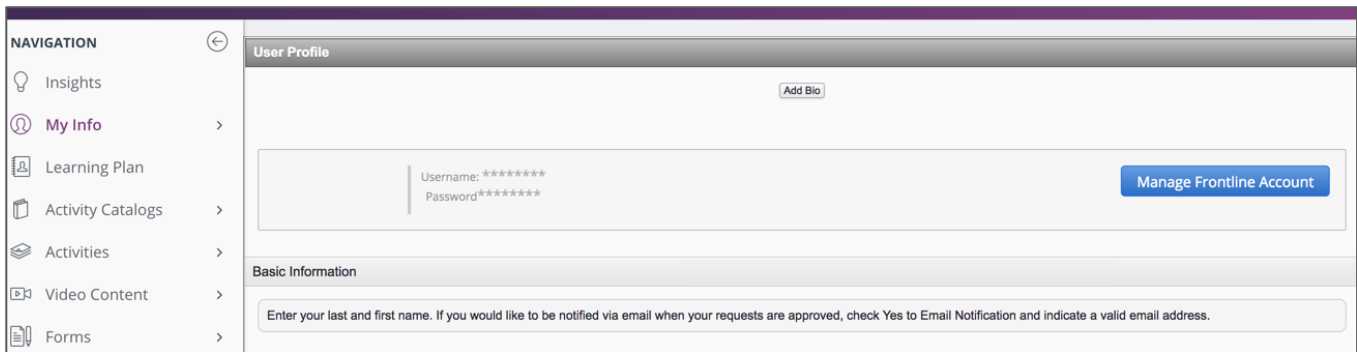
GETTING STARTED

You can access your application by going to signin.frontlineeducation.com, selecting the PD & Evaluation option, and entering your sign-in details. (If you are new to the system, your district will send an account invitation.)



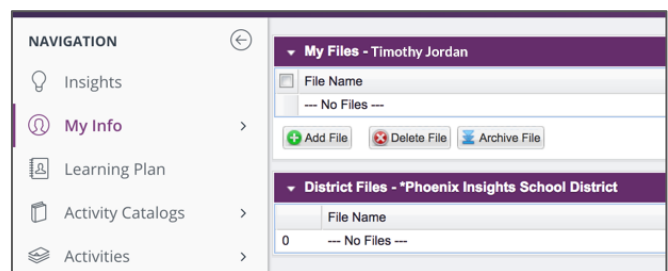
MY INFO

Once logged in, reference the “My Info” option in the side navigation and select **My User Profile** to review your account settings. If assigned the permission, you can update this information, when needed, or you can reach out to a building administrator for assistance.



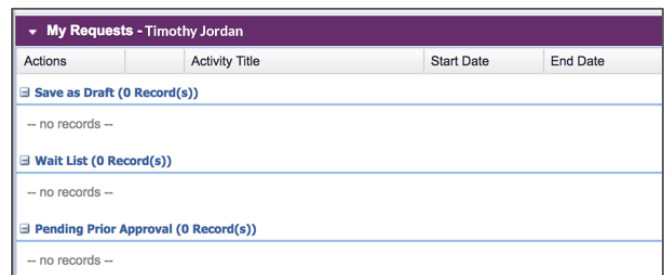
Select **My Files** within the “My Info” section to upload files for PLMS.

Next, review the additional options found within your “My Info” section and identify what additional features are provided.



LEARNING PLAN

Select the **Learning Plan** option from the side navigation and locate the purple “My Requests” section. From here, you can manage your learning requests.



ACTIVITY CATALOGS

Click **Activity Catalogs** in the side navigation and select an available catalog. From here, you can browse or search available activities.

Pro Tip: The search option's default start date is today. Adjust the dates to the start of the academic year so you can include ongoing activities that may have started earlier.

Review an activity, if available, and select the blue activity name to identify the information provided.

The screenshot shows the PLMS interface for Phoenix Insights School District. On the left is a navigation menu with options: Insights, My Info, Learning Plan, Activity Catalogs (highlighted), Activities, Forms, Administration, and Evaluations. The main content area is titled 'Catalog: *Phoenix Insights School District' and includes a search bar with a 'Search' button. Below the search bar are filters for 'All Events' and 'All Programs', and a date range 'Between: 03/30/2018 and 02/28/2019'. A section for 'Search Results (1 - 3 of 3)' displays a single result: '1. 2017-2018 Bloodborne Pathogens for School Employees'. The result details include 'Program: Online Courses', 'Dates: On-Going (Ends Jun 30, 2018)', and a description: 'Employees must be trained in methods to protect themselves, and in this case, their students, from the spread of bloodborne pathogens.' At the bottom right of the result, it shows 'Hours: 0.33 | Enrolled: 1/100 | Wait: 0/0'.

FORMS (IF APPLICABLE)

Select **Forms** in the side navigation and review your provided options. You can then choose a form, if available, and review what options are listed.

Once you are finished, select **Learning Plan** in the side navigation to return to the default view and avoid saving the form.

HELP

Locate and select the **Frontline Support** icon. This selection opens a new browser tab where you can review help resources and learning materials.

The screenshot shows a user profile 'Timothy Jordan' with a question mark icon. Below it is a 'HELP RESOURCES' section with a 'Frontline Support' icon and a hand cursor pointing to it.

Once opened, click the **PLMS-Teacher/User** option and review the help material for Activity Registration. You can then browse the help menu or use the search bar to review additional content (such as the Popular Questions article for Teachers and Users).

To return to the prior view, simply close the help tab in your browser.

