Frontline/MLP Activity set-up
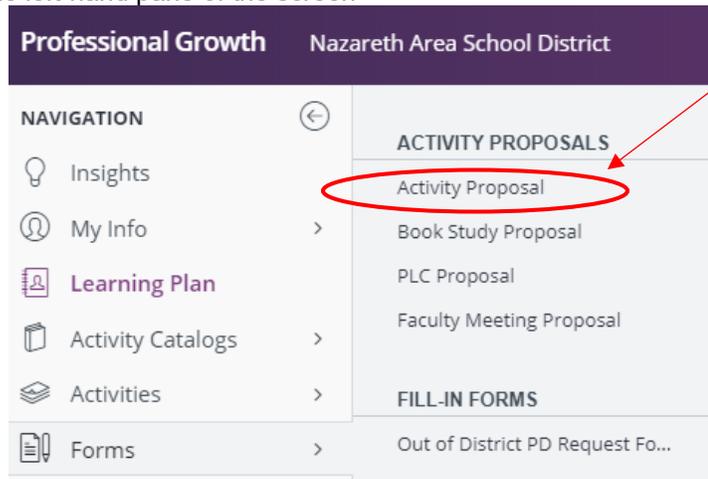
1. Click on Activity Proposal in the left-hand pane of the screen

2. Populate the Instructor/Facilitator/Presenter Information section - Select the staff member who will be delivering the instruction or enter the name of the presenter in the box below

3. Select the **category** to capture more specific details about the topics provided by the professional development being offered (e.g. for state-mandated reporting):

Safety & Security - Sessions provided to train on safety and security. This can include:
- Navigate
- Safety and security after school meetings
- Technology safeguards

Technology - Sessions providing training on software or new IT initiatives
- Apple initiatives
- Moby Max

Micro-credentialing - Sessions using the micro-credentialing online modules

Mandated Reporting - Sessions on mandated reporting

Teacher Induction - training provided through the Teacher Induction Program

Curriculum Development - Sessions where staff worked on developing and revising curriculum

<u>Instructional Strategies</u> - Sessions where staff are learning new instructional strategies
<u>Keynote Speaker</u> - Staff listening to the Keynote speaker address
<u>Student Health</u> - Topics addressing student health, including concussion training, nurse training, mental health
<u>Data Review/Analysis</u> - sessions involving the analysis and review of data
<u>ESOL</u> - sessions specific to the design, delivery and assessment of learning for ESOL students
<u>Gifted</u> - sessions specific to the design, delivery and assessment of learning for gifted students
<u>Psychologists</u> - sessions training on skills used specifically by school psychologist (e.g. screening processes)
<u>Special Area training</u> - Music, Art, Library, PE-specific training for special area teachers
<u>Special Education staff training</u> - sessions specific to the design, delivery and assessment of learning for Special Ed students
<u>Speech/Hearing</u> - sessions specific to the design, delivery and assessment of learning for speech/hearing students
<u>STEAM/STEM</u> – sessions training on the integration of STEAM/STEM in instruction.
<u>Other</u> - any sessions covering material not on the list above

4. **Is this part of a multi-session activity** - Please enter No as all activities will be entered as single session

5. **Is this the first time you are offering this workshop** - Indicate if this is a new workshop or not

6. **Activity Title** - Please follow the naming convention outlined in the chart below:

Type	Naming Convention	Example
6-hour PD day session	**yyyy-yyyy PD Day:** title	2019-2020 PD Day: NaviGate
Electronic faculty meeting	**yyyy-yyyy Electronic Faculty Meeting:** Building	2019-2020 Electronic Faculty Meeting: LNES
Building faculty meeting	**yyyy-yyyy Faculty Meeting: Building #Number**	2019-2020 Faculty Meeting: NAHS #3
After-school meetings	**yyyy-yyyy ASM:** title	2019-2020 ASM: Lexia Strategies
PLO workshop	**yyyy-yyyy PLO:** title	2019-2020 PLO: Schoology gradebooks online
Make-up sessions	**yyyy-yyyy Make-up:** name of session being made up	2019-2020 Make-up: Faculty Meeting: NAHS #4
Act 48 work sessions with no PD credit	**yyyy-yyyy Act 48:** title	2019-2020 Act 48: Grade 7 science curriculum work
Associate PD	**yyyy-yyyy Associate PD:** title	2019-2020 Associate PD: Mandated Reporter training

7. **Activity Description** - Enter at least 2 sentences of detailed information on what will happen during the activity

8. **# of meetings** - Please enter only one as all sessions will be single instead of multiple sessions

9. **Meeting Date** - Enter the date of the meeting

10. **Start & End Time** - Enter the start and end times

11. **Location** - Enter the room and building for the training. Enter online if the session is an online one.

12. **Max # of participants** - Consider the size of the room you book, etc. when selecting this number

13. **Do you require any technical needs?** - Please **also contact IT directly** to ensure that your technical needs will be addressed.

14. **What building is the activity in?** - Specify the building where the training will take place. Select Out of District if it is an online session the participants will complete on their own time.

15. **What room is the activity in?** - Specify the room where the training will take place. Enter online if it is an online session participants work is online.

16. **Focus of activity:**
Make & Take - for activities where the participants leave with materials they compiled/constructed in the session
Round Table Discussion - for activities consisting only of discussion and problem-solving
Direct instructional delivery - for activities where the participants are the recipients of the instruction
Active participation - for activities where the participants actively engage in the session

Workshop Location Information

Steps 14 and 15

What building is this activity in? --- Click To Select --- ▼

What room is this activity in?

Focus of activity for participants (check all that apply)

☐ MAKE & TAKE
☐ ROUND TABLE DISCUSSION   Step 16
☐ DIRECT INSTRUCTIONAL DELIVERY
☐ ACTIVE PARTICIPATION

Step 17

Provider

Provider --- Click To Select --- ▼

If not on list, enter here

Total Number of Hours

Please enter numbers only

Total Number of Hours [#]   Step 18

PDE Category --- Select an Act 48 Category --- ▼

--- Select an Act 48 Sub-Category --- ▼   Step 19

Building/District/Professional Development goal(s) addressed:

District/PD Goals **Goal : Using and integrating technology into practices**
☐ In instructional practice   Step 20

17. **Provider** - select the provider from the list or enter the new one on the line below

18. **Total Number of hours** - enter the total number of hours (not including lunch breaks) to be completed by participants

19. **PDE Category and Sub-Category** - select the Act 48 PDE category and sub-category matching the activity OR select Not Eligible for Act 48 for activities that aren't eligible, like faculty meetings.

20. **District/PD Goals** - Select at least one goal for the activity

21. **Learning Outcomes** - Enter at least one sentence for the skills/ practices to be developed by the participants

Learning Outcomes (skills/practices developed) of participants

Characters left 2048

22. **Actions to be taken by participants** - Enter at least one sentence listing specific actions to be taken by participants

Actions to be taken by participants

Characters left 2048

23. **Content Area** - Select the content area for the material being trained

Content Area of Activity

Please select: ☐ ADMINISTRATION
ART ELEMENTARY K-6

24. **Building/Department Restrictions** - If you would like to restrict access to enroll in the activity, click on the departments and buildings to be allowed to enroll in the activity. **NOTE:** If you do not restrict to a specific department or department(s), associate staff in any of the groups/buildings you selected will see the activities in the catalog.

Building Restrictions

Please select the buildings to restrict this activity to.

☐ Kenneth Butz
☐ Lower Nazareth
☐ Shafer Elem
☐ Intermediate School
☐ Middle School
☐ High School
☐ District Office

Department Restrictions

Please select the departments to restrict this activity to.

☐ Administration
☐ Art Elementary K-6
☐ Art Secondary 7-12

Grade Level Restrictions

Please select the grade to restrict this activity to.

☐ Kindergarten
☐ Grade 01
☐ Grade 02
☐ Grade 03
☐ Grade 04
☐ Grade 05
☐ Grade 06
☐ Grade 07
☐ Grade 08
☐ Grade 09
☐ Grade 10
☐ Grade 11
☐ Grade 12
☐ Other

Group Restrictions

Please select the group to restrict this activity to.

☐ Cyber School Teachers
☐ Data Specialists

25. **Purposes** - Serve to capture the categories of contractually required professional development hours. Enter the hours of the session into the appropriate purpose from the list below.
NOTE: For any activities that qualify for Act 48 (which are most PD activities other than logistic-only faculty meetings), be sure to click on Act 48 as well as the other purpose from the list below.
NOTE: Be sure that the total number of hours listed in the box next to each purpose you select is the same as the total number of hours you entered for the overall session.
Associate PD - This includes any professional development completed by associate staff
PD Day - Professional Staff - One of the three 6-hour PD day sessions that can be viewed on the district calendar.
Electronic Faculty Meeting - The one 1-hour electronic faculty meeting delivered in September
Building Faculty Meeting - One of the eight 1-hour building faculty meetings occurring monthly from October through May.
After-school Meeting (ASM) – One of the eight 1.5-hour after school meetings scheduled throughout the school year.
PLO (Professional Learning Opportunities) - One of the sessions used to obtain the required 9 hours of Professional Learning Opportunities. This category includes both summer and school year PLO sessions as well as the make-up PLO sessions offered after the last teacher days for the current school year.
Educator Induction Program - Sessions provided as part of the educator induction program that do not count towards contractual Professional Development hours.
Act 48 hours - Any sessions that qualify for Act 48 including the items below. BE SURE to select this for any activity that qualifies for Act 48 hours in addition to any other purposes that applies.
   1. Sessions occurring during work hours (e.g. curriculum work) that do not qualify for contractual professional development hours but do count towards Act 48.
   2. Faculty meetings where teachers are taught (instead of just covering logistical details)

26. **Act 48 criteria met by completing workshop** - select the appropriate Act 48 criteria if the activity qualifies for Act 48 hours.

27. Click on the Blue Submit button to submit the proposal

Purpose(s) for Attending

Select a purpose from the grid below. Indicate the appropriate allocation of hours/credits in the space provided

Description		Hours
☐ Associate PD		⊞ 0
☐ PD Day - Professional staff		⊞ 0
☐ Building Faculty Meeting	Step 25	⊞ 0
☐ Electronic Faculty Meeting		⊞ 0
☐ After School Meeting (ASM)		⊞ 0
☐ PLO (Professional Learning Opportunities)		⊞ 0
☐ Act 48 hours		⊞ 0
☐ Educator Induction Program (EIP)		⊞ 0

Act 48 criteria to be met by completing workshop

Step 26

☐ ENHANCE EDUCATOR'S CONTENT KNOWLEDGE IN THE AREA OF THE EDUCATOR'S CERTIFICATION/ASSIGNMENT
☐ INCREASE EDUCATOR'S TEACHING SKILLS BASED ON THE RESEARCH/EFFECTIVE PRACTICE
☐ PROVIDE EDUCATORS WITH ASSESSMENT AND/OR DATA ANALYSIS SKILLS
☐ EMPOWER EDUCATORS TO WORK EFFECTIVELY WITH PARENTS AND THE COMMUNITY
☐ ENHANCE EDUCATOR'S ABILITY TO TEACH DIVERSE LEARNERS IN INCLUSIVE SETTINGS

Comments

Comments

Step 27

Chara

| Submit | Save as Draft |