



Frontline/My Learning Plan (MLP)

Quick Reference Guide

What is Frontline/My Learning Plan (MLP)?

My Learning Plan (MLP) has been purchased by Frontline Education and is a system used to track professional development and Act 48 hours earned through the Nazareth Area School District. You will use Frontline/MLP in situations such as:

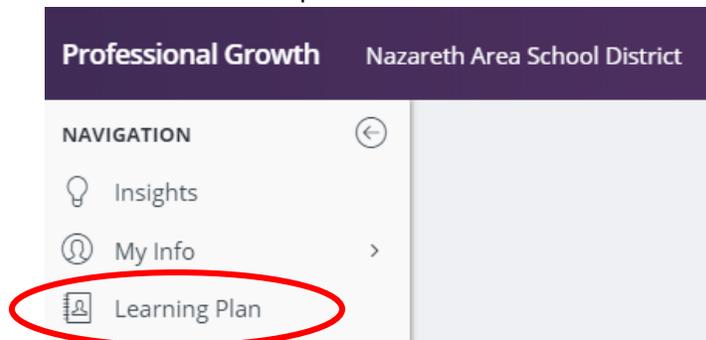
- Receiving notifications of your pre-registration in assigned professional development sessions like:
 - In-service PD day sessions
 - After-school meetings
 - Faculty meetings
- Registering for your professional development selections such as:
 - Professional Learning Opportunity (PLO) sessions
- Evaluating professional development sessions you completed

Where do I find and log into Frontline/MLP?

You must log into Frontline/MLP through one of our school building websites. Visit the school website for your building and navigate to the Teacher Resources page. Each building has a link to Frontline/MLP on its Teacher Resources page. Click on this link to access the log-in page for Frontline/MLP. This account is linked to your district account, so when you change your district password, it will also be changed simultaneously in Frontline/MLP as well. If you log in and see a question about your Organization’s Single Sign-on (SSO), click on the link to be redirected to the organizations’ single sign-on page. *NOTE:* If you attempt to log into Frontline/MLP by clicking on the link embedded in any notification emails from Frontline, the log-in will not work.

How do I view the sessions I’m registered for?

1. Select the Learning Plan link on the left-hand pane on the screen.



2. Any sessions you are currently registered for (including ones where you were pre-registered) appear in the Approved and/or In-Progress section of the main part of the screen:

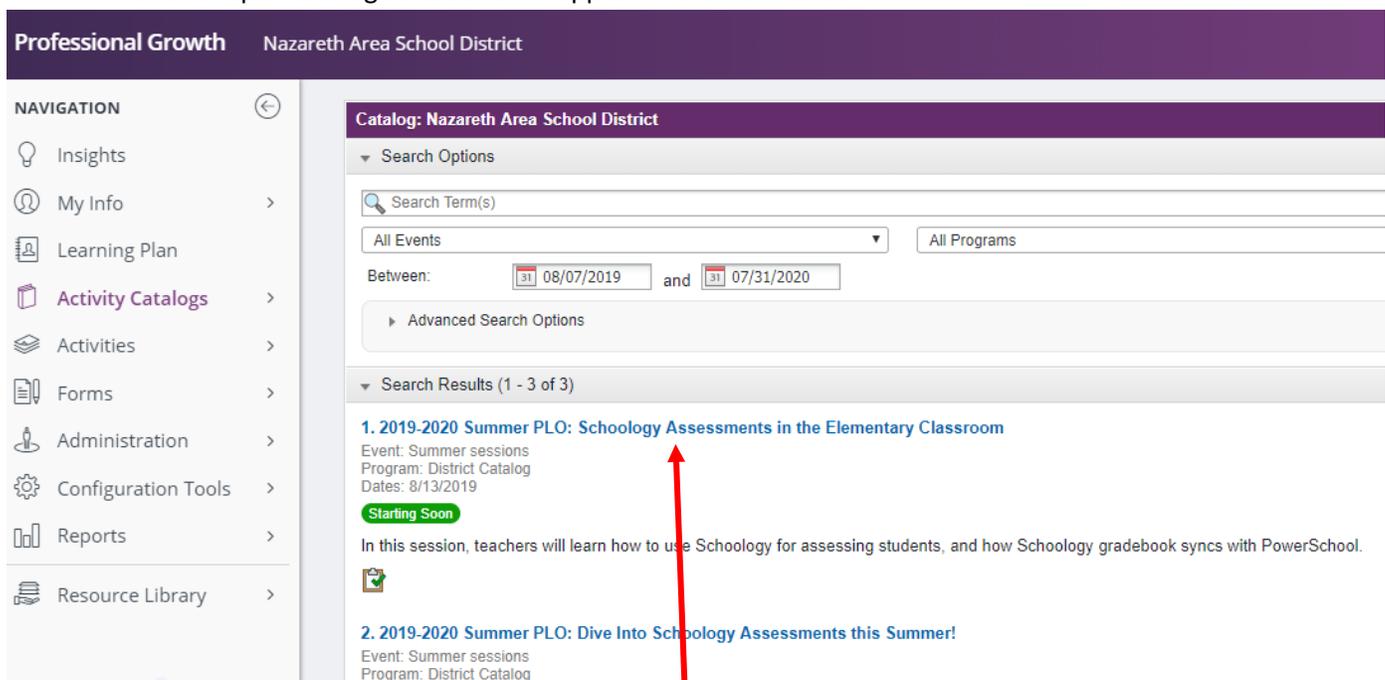
Actions	Activity Title	Start Date	End Date		FormName
Save as Draft (0 Record(s))					
-- no records --					
Wait List (0 Record(s))					
-- no records --					
Pending Prior Approval (0 Record(s))					
-- no records --					
Approved and/or In-Progress (4 Record(s))					
Manage	2018-2019 PD Day: Safety & Security: Next Steps - High School Professional Staff	08/22/2018	08/22/2018		In-District PD Request Form
Manage	2018-2019 PD Day: Keynote Speaker / Digital Citizenship - Professional staff - NAHS	08/22/2018	08/22/2018		In-District PD Request Form
Manage	2018-2019 PD Day: BrainSTEPS Concussion Management Team Training - PM session	08/21/2018	08/21/2018		In-District PD Request Form

How do I register for professional development activities?

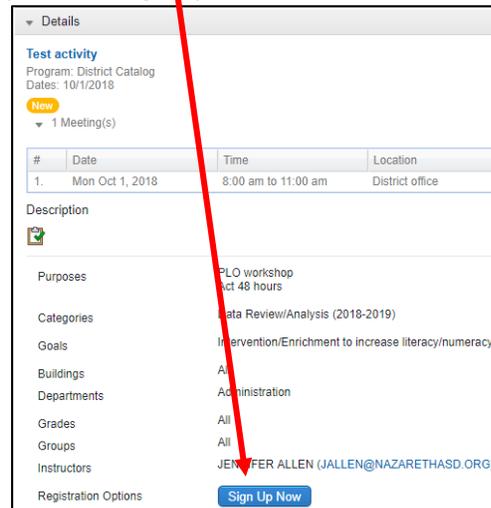
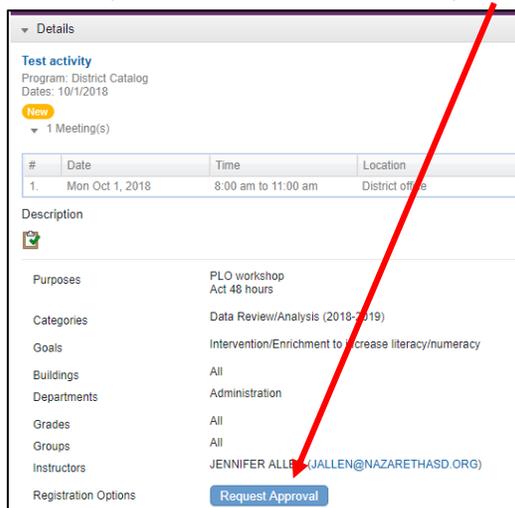
1. To register for a professional development activity, click on the Activity Catalogs link in the left-hand pane of the page and then select District Catalog:



2. The list of open catalog selections will appear in the main screen.



3. To register for a particular activity, click on the blue link containing the name of the activity.
4. On the subsequent screen, click on the Request Approval or Sign Up Now button



5. You will then receive either of the two messages below indicating that your enrollment has been made:

Message

Enrolled - Pending Approval
 You are enrolled in this activity and your registration is currently pending prior approval.

[Download Calendar File](#)

[Return to Main](#) [Return to Catalog](#)

Message

Enrolled
 You are enrolled in this activity. Please monitor the status of your registration on the LearningPlan tab.

[Download Calendar File](#)

[Return to Main](#) [Return to Catalog](#)

6. Once your session has been approved and processed, it will appear with all of your registered sessions in the Approved and/or In Progress section of your Learning Plan tab main screen.

How do I complete a session and earn my professional development hours?

- For a session that you attend in person, be sure to sign your name on the sign-in sheet that will be at the session. If your session meets on more than one occasion (e.g. a morning and an afternoon session or on more than one day), be sure to sign a sign-in sheet for each session you attend. For zoom sessions, be sure to log onto the session with a recognizable login name (e.g. jallen as opposed to 1223345435) so you can be awarded credit off of the zoom attendance report. For other online sessions, the instructors will send you directions on the steps you take to verify your participation in the session.
- Some sessions request that you complete an evaluation. These sessions will have a picture of a clipboard by the session name. If the session requests an evaluation, complete steps 3 through 8 below. If it does not request an evaluation, then complete step 3 and then skip to step 7 below.

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

Manage	Test activity	10/01/2018	10/01/2018		In-District PD Request Form
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- At the end of your session, you can fill out the evaluation OR mark your session complete by clicking on the blue Manage button next to the activity name.
- On the subsequent screen, click on the blue button for the evaluation form:

Test activity
 Instructor(s): JENNIFER ALLEN

Dates: 08/01/2018
 Status: Approved & In Progress
 Note: Eval Required by 1/28/2019 11:00 am

1 Meeting(s)

#	Date	Time	Location
1.	Mon Oct 1, 2018	8:00 am to 11:00 am	District office

Description

 Hours: 3.00 | Program: District Catalog | Form: Catalog Registration

Approval Status

#	Administrator	Approval Type	Comments	Status
1		Final Approval		

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

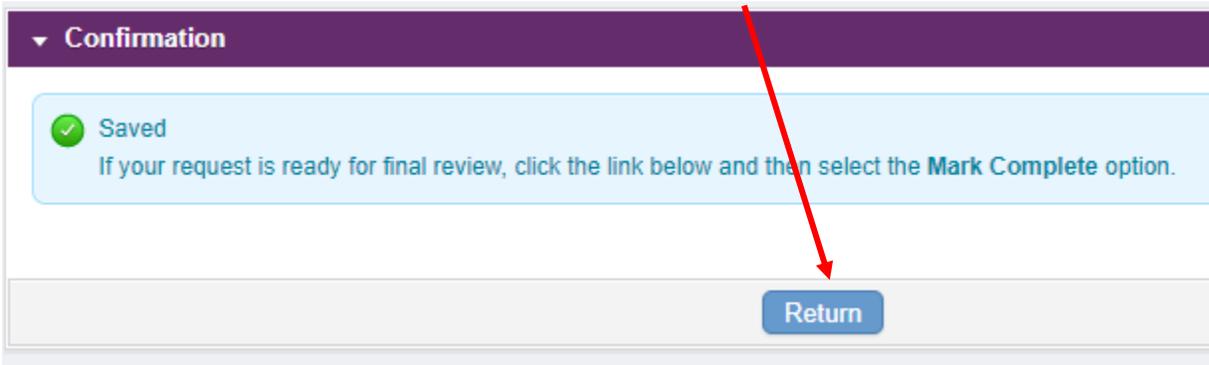
Actions

[View/Print Form](#) [Download Calendar File](#)
[Professional Development Workshop Evaluation 18-19](#) [Mark Complete](#)
[Drop](#)

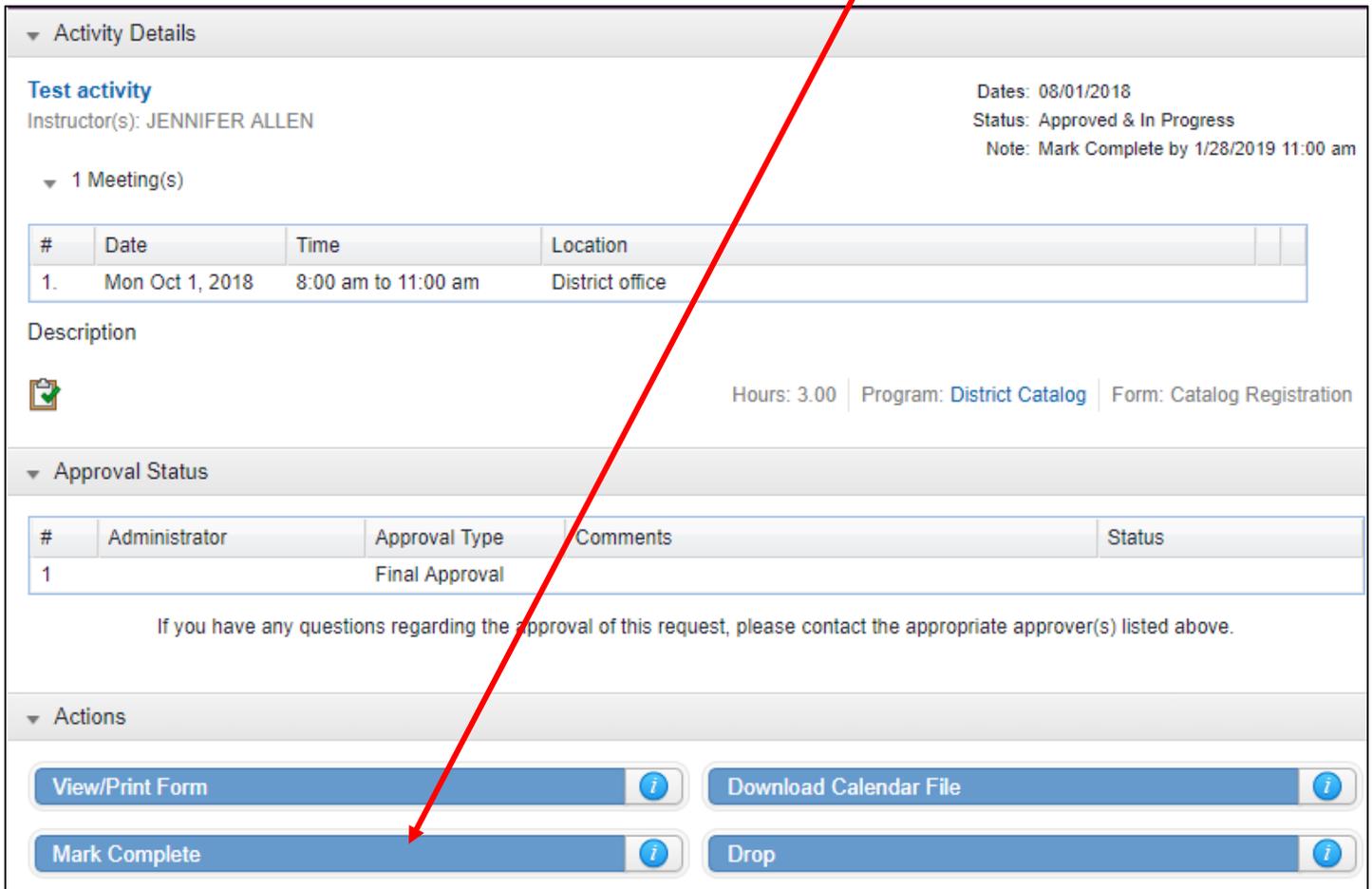
5. Complete the evaluation form and then click on the blue Save button at the bottom of the screen:

Professional Development Workshop Evaluation 18-19	
General Info	
User	JENNIFER ALLEN
Building	District Office
User	ANONYMOUS
Building	ANONYMOUS
Activity Title	Test activity
Professional Development Workshop Evaluation 18-19	
Your responses are ANONYMOUS Although you are logged into your account while submitting this survey, your name and account details are not visible in the results.	
I was provided with clear learning objectives.	<input type="radio"/> 4 = STRONGLY AGREE <input type="radio"/> 3 = AGREE <input type="radio"/> 2 = DISAGREE <input type="radio"/> 1 = STRONGLY DISAGREE
The content and objectives delivered are relevant to my teaching practices or professional responsibilities.	<input type="radio"/> 5 = STRONGLY AGREE <input type="radio"/> 4 = AGREE <input type="radio"/> 3 = NEUTRAL <input type="radio"/> 2 = DISAGREE <input type="radio"/> 1 = STRONGLY DISAGREE
Comments/Suggestions:	<div style="border: 1px solid red; height: 40px; width: 100%;"></div> <div style="text-align: right;"> Characters left 2048</div>
Click Save To Exit	
<div style="border: 1px solid gray; padding: 5px; display: inline-block;">Save</div>	

6. You will then receive the message below. Click on the blue Return button to mark the session complete.



7. When you are returned to the activity screen, click on the blue Mark Complete button at the bottom of the screen.



8. On the next screen, scroll to the bottom and click on the blue Submit screen to complete your session:

Other Expense 1	\$0.00	-----	\$ 0
Other Expense 2	\$0.00	-----	\$ 0
Other Expense 3	\$0.00	-----	\$ 0
Totals	\$0.00	\$0.00	

Comments

Comments

 Characters left 2048

Finish

[Submit](#)