Professional Learning Management

1. INTRODUCTION

- Professional Growth is the Parent of two Frontline systems:
 - Professional Learning Management (PLM) My Requests
 - This replaced EMR/PDP for the 19-20 school year
 - Employee Evaluation Management (EEM) My Evaluation
 - This was called Professional Growth for the 18-19 school year for our APPR teacher observations.
 - If you are an APPR teacher, in your Professional Growth account you will now see both EEM and PLM. See Step 2 below for information as a Current User.
 - If you are not an APPR teacher, in your Professional Growth account you will only see PLM. See Step 2 below for information as a New User

2. LOG IN

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• Make sure to use Google Chrome as the browser



- Use your current Professional Growth login credentials
- New User
 - Via <u>ClassLink</u>, click on the Professional Growth tile or the URL is below:
 - URL: <u>www.mylearningplan.com</u>
 - User Name: district email address (ex. <u>kkruppa@e1b.org</u>)
 - Password: changeme is the initial password
- Account Problems?
 - Contact pgsupport@frontlineed.com and provide the following information:
 - 1 Your Name
 - 2 Your district, Erie 1 BOCES
 - 3 What you need help with

3. NAVIGATION

- Home Screen
 - Two colored ribbons to distinguish below: Everyone will see both.

Т

- My Requests Professional Learning Management (PLM)
- My Evaluation Employee Evaluation Management (EEM)

Professional Development	i lello all,				
👻 💄 My Info	I VOLTING NUM	101			
My Portfolio	I ACTING N.W	15:			
My Evaluations	Vie are thrilled	to announce that we are m	oving access to onlin	e courses to the Res	ource Library! This creates a single,
My File Library	easy-to-use ic	cess point for all your online	e learning resources.		
 Activity Catalogs 	Flease be ava	re of the following impacts	of this transition:		
Erie 1 BOCES EPEA Catalog	Courses that restarted.	are in-progress today via a	n Activity and are not	t completed by 7/17 v	vill lose progress and need to be
Calendar	• Courses that	are completed via an Activi	ity prior to 7/17 will b	e recorded as compl	ete as part of the Activity in PLM.
Erie 1 BOCES WR catalog	For more in or	mation about all the exciting	g changes and big ad	ditions coming in this	s year' Back-to-School release, visit
👻 📝 Fill-In Forms	tl is article n t	the Learning Center			
E1B Conference Request)
E1B Focus Group Request		S -			
👻 💥 Account Options	Actions	Activity Title	Start Date	End Date	FormName
My User Profile	no records				
Change UserName	+				
Change Password	My Evaluation				0
	Scheduled Com	ponents			
	None				

• Left Navigation

Professional Development
👻 🔒 My Info
My Portfolio My Evaluations
My File Library
👻 🛄 Activity Catalogs
Erie 1 BOCES EPEA Catalog
Calendar
Erie 1 BOCES WR catalog
E1B Conference Request E1B Focus Group Request
👻 🗶 Account Options
My User Profile
Change UserName
Change Password

• Left Navigation – My Portfolio

A My Info	▼ My Portfolio - Kelsie Kruppa			
View Current Year				
View All	Kalaia Krunna	Evolution 10		
View Licensure	Reisie Riuppa	Employee ID:		
View By Purpose (current)				
View By Goal		Erie 1 BOCES, NY Email: kblidy@e1b.org Title: Systems Coordinato		
View In Progress				
View Denied Requests	Date Complete Title	Hours		
Transcript	GTLE (07/01/2018 to 06/30/2019) (1 Record)			
Drint transport	06/26/2019 PD Configuration Meeting	2.00		
Print transcript				
Download Transcript to Excel		2.00		

• View Current Year: Print this screen and attach to Cover Letter for Stipend

A My Info	👻 My Portfolio - Ke	elsie Kruppa		
View Current Year	- Completed:			
View All	Date Completed	Title	Hours	
View Licensure	□ 2018-2019 (1 Recor	d)		
View By Purpose (current)	06/26/2019	PD Configuration Meeting	2.00	
View By Goal			2.00	0.0
View In Progress			2.00	0.0
View Denied Requests	Export			
Transcript				
Print transcript				
Download Transcript to Excel				
A Instructors		© 2016 Frontline Technologies Group, LLC. All Rights Reserved.		
My Activities		C frontline		

• Print Transcript: Shows all courses taken. Past and Present.

Erie 1 BOCES, NY	
👻 💄 My Info	
View Current Year	- Confirmation
View All	
View Licensure	C Transcript Successfully Created.
View By Purpose (current)	Open File
View By Goal	
View In Progress	
View Denied Requests	
Print transcript	isi zu ib Frantiine Technologies Group, LLC. All kiights keservea.
Download Transcript to Excel	
- A Instructors	
My Activities	

• Left Navigation - My Evaluations

(Only those that are APPR and use EEM for observations will have this section)



• Erie 1 BOCES EPEA Catalog – Required Courses (All 30 are found here)

Professional Development	Catalog: Erie 1 BOCES, NY	
View by Month	✓ Search Options	
ine		
у	Search lerm(s)	Search
gust	All Events All Programs	¥
ptember	Between: 31 06/26/2019 and 31 05/31/2020	
tober	 Advanced Search Options 	
vember	Purpose: All	T
cember	Goal: All	
uary		
bruary	- Category: All	Ŧ
rch	Instructor:	

• To Register, click on blue title of course:

1. Required - Instructional Services - Mental Health - 07/17/19	
Program: Erie 1 BOCES EPEA Catalog Audience: Erie 1 BOCES EPEA Members Dates: 7/17/2019	
New	
In this workshop we will explore what mental health looks like in the classroom and its impact on events can impact mental health and academic achievement. Using a trauma informed lens, we we have a set of the	educators. We will discuss how traumatic vill provide strategies to use in the
Scroll to bottom and click Registration Options	Sign Up Now

• Left Navigation – Calendar – Shows all courses you're registered for as well as all courses from the Erie 1 BCOES EPEA Catalog.

Professional Development	Calendar - Erie	1 BOCES, NY				
Personal Calendar	<< Mar Apr May	Jun Jul Aug Sep Oct N	ov Dec Jan Feb Mar >>			Add Event Search Print
My Calendar						
[+] Add Event	June 2	019				DAY [MONTH] LIST
	Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
Erie 1 BOCES EPEA Catalog						June 1
	/eek					2
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		3	4	5	6	7 8
						9
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	\$					

• Left Navigation – Erie 1 BOCES WR catalog (Web Registrar) – Find Teacher Center courses here. Or use the <u>WNY Teacher Center Calendar</u>

Erie 1 BOCES, NY	
Professional Development	Catalog: Erie 1 BOCES (WebReg)
✓ IC View by Month	✓ Search Options
June	
July	Search erm(s)
August	Select one or more options
September	Between: 3 06/26/2019 and 3 11/30/2020
October	✓ Advanced Search Options
November	Category: Select one or more ontions
December	
January	✓ Search Results (1 - 26 of 26)
February	

• Left Navigation – E1B Conference Request – Fill out for Approval of NON BOCES PD

IE T BUCES, NY		
Professional Development	Erie 1 BOCES Conference R	Request
View by Month	► Instructions	
June	Activity Details	
July		
August	Conference Title	
September	Description details for Conference/Workshop:	
October		
November		AGC.
December		Characters left 2048
January	Documentation URL for	
February	Conference/Workshop NYS Categories	
March		Content
April		
May		Non ELL
Show All		Uther

• Left Navigation – E1B Focus Group Request

Erie 1 BOCES, NY	
Professional Development	Erie 1 BOCES Focus Group Request
✓ I View by Month	Instructions
June	
July	If this is listed in the Erie 1 BOCE'S EPEA Catalog, DO NOT FILL out this form.
August	
September	E1B Focus Group Request
October	INTERACTION DETAILS
November	
December	Enter the dates that this log entry covers and the associated professional learning hours.
January	Start Date
February	End Date
March	Total Hours for this submission
April	

• Left Navigation – Change Password

Change Password	
Instructions	
Please update your pa characters. The password is	assword below. Ensure your password meets the following requirements: All Passwords must contain at least 6 s case-sensitive.
Input New Password	
Current Password	
New Password Confirm	Show Password