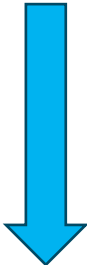


Frontline Registration Tutorial

How to Register for an Activity

1. Click on Staff



The screenshot shows the CCPS website homepage. At the top, there is a blue navigation bar with the CCPS logo and the text 'Collier County Public Schools'. Below this is a green navigation bar with the following menu items: ABOUT US, DEPARTMENTS & DIVISIONS, HUMAN RESOURCES, EMPLOYMENT, SCHOOLS, CONTACT US, and a search icon. A secondary navigation bar below that has four tabs: STUDENTS, PARENTS, STAFF, and COMMUNITY. The 'STAFF' tab is highlighted in purple. Below the navigation bars is a large banner image featuring a group of diverse children smiling. To the right of the banner are three promotional boxes: 'WE'RE HIRING' with a link to open positions, 'Collier County Public Schools Referendum TAX-NEUTRAL FLEXIBLE FUNDING' with a link to learn more, and 'NEW STUDENT REGISTRATION' with a right-pointing arrow.









How to Register for an Activity

2. Click on CCPS Central



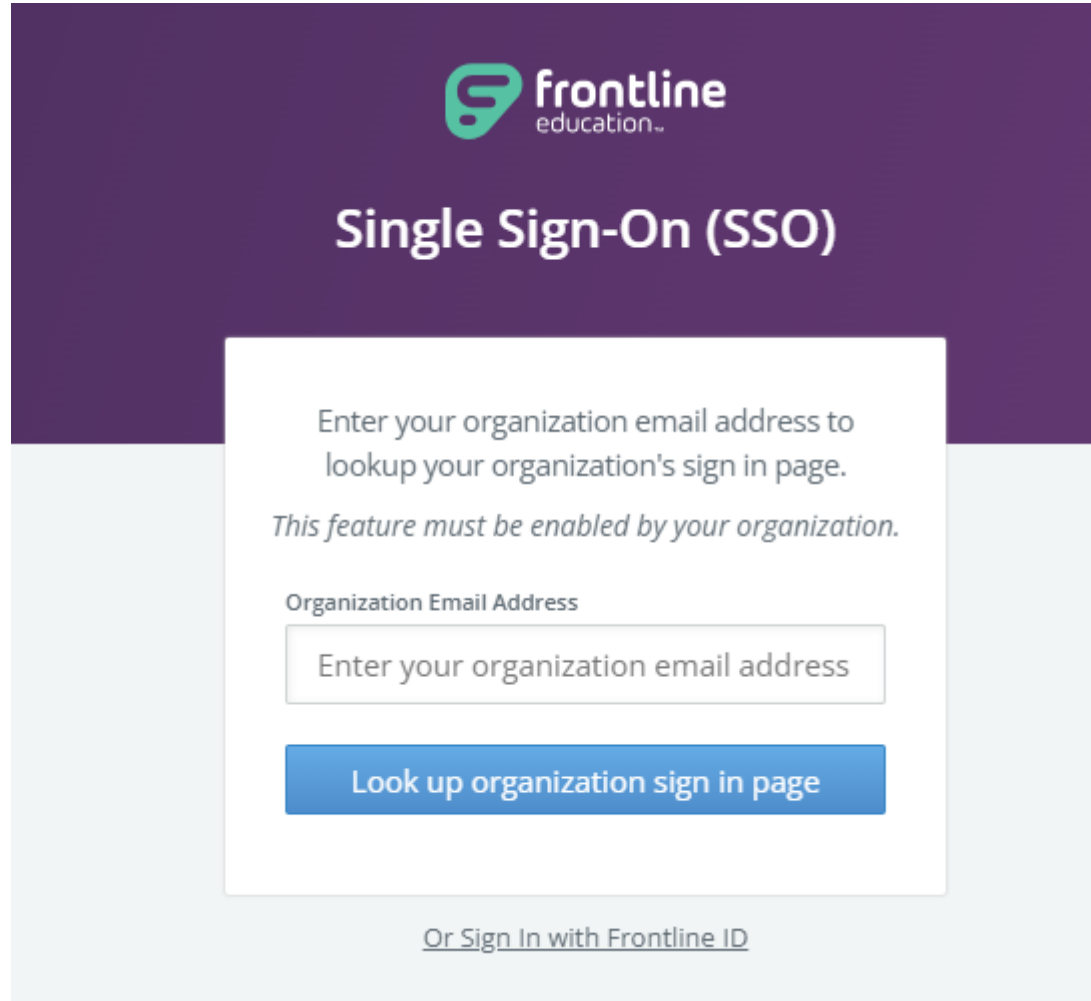
Teacher Resources **CCPS Brand Resources** Technology Resources

Teacher Resources:

 Advanced Studies and Gifted Learners Teacher Resources	 CCPS Central (formerly Aesop)	 Teaching and LEARNING INSTRUCTIONAL RESOURCES
 Teaching and LEARNING	 canvas	 canvas TECHNOLOGY SUPPORTS

How to Register for an Activity

3. Sign-In w/Email



The screenshot shows a web interface for Frontline Education. At the top, the logo for "frontline education" is displayed. Below the logo, the title "Single Sign-On (SSO)" is centered. The main content area is a white box with a purple header. It contains the following text: "Enter your organization email address to lookup your organization's sign in page." followed by the italicized note "This feature must be enabled by your organization." Below this is a label "Organization Email Address" and a text input field containing the placeholder text "Enter your organization email address". A blue button with the text "Look up organization sign in page" is positioned below the input field. At the bottom of the white box, there is a link that reads "Or Sign In with Frontline ID".

How to Register for an Activity

4. Click Professional Growth



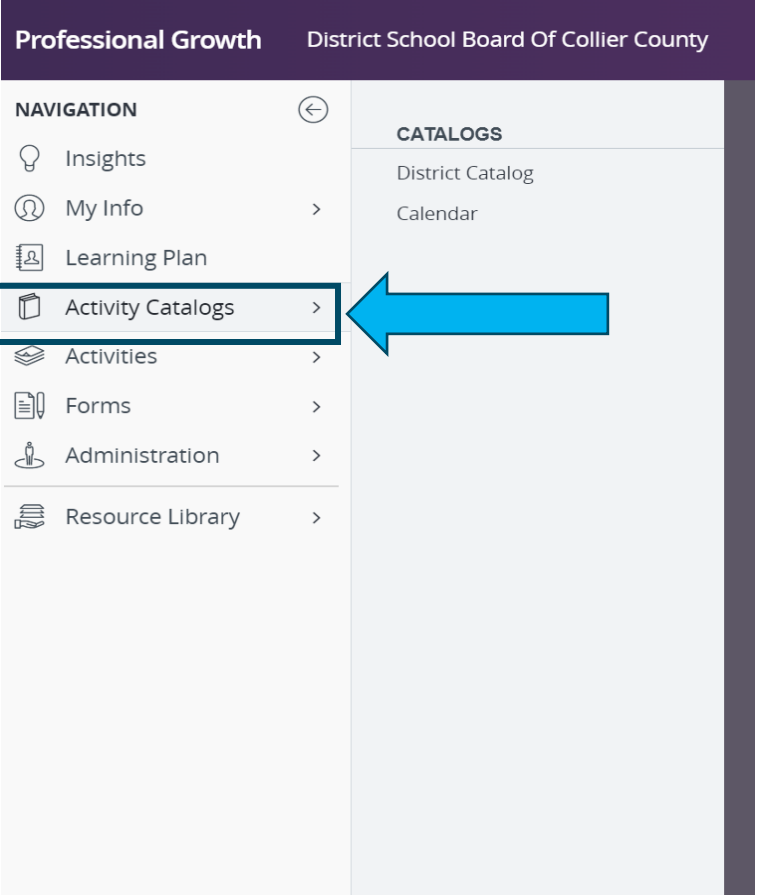
The screenshot shows the Frontline Education logo at the top left. Below it, the text reads "District School Board of Collier County" followed by "Select an Application" in a larger font. A list of application categories is displayed below, separated by horizontal lines:

- Absence Management
- Professional Growth
- Recruiting & Hiring

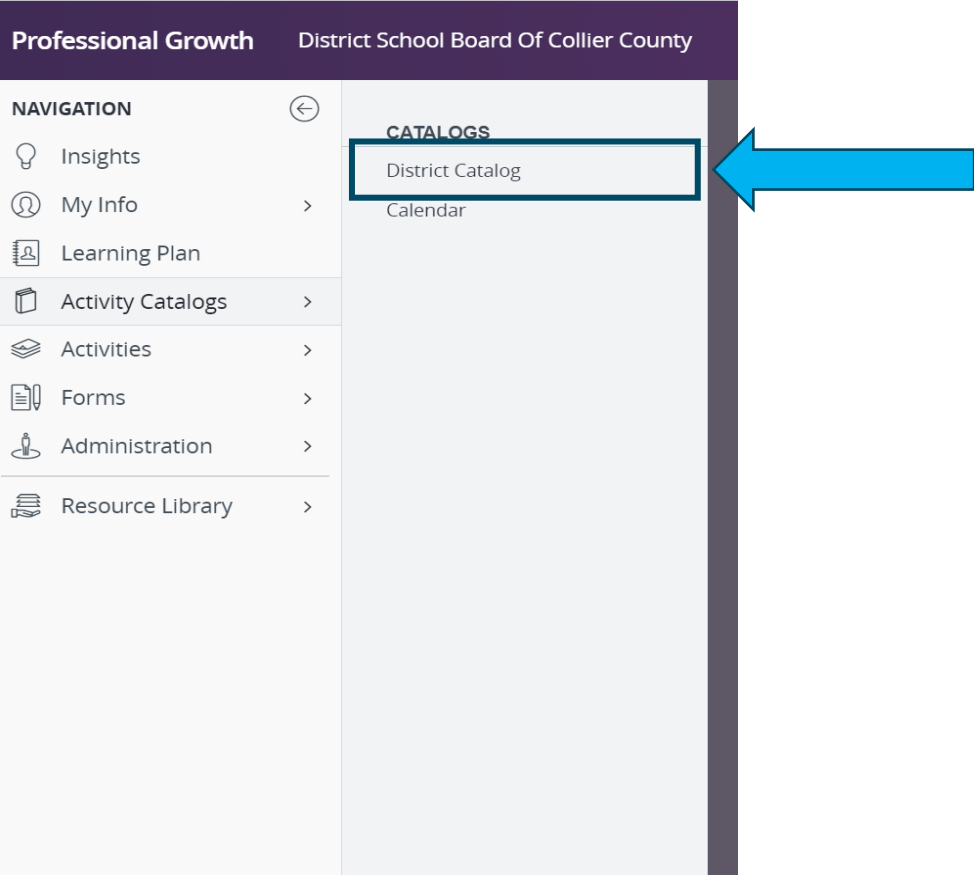


How to Register for an Activity

5. Click on Activity Catalogs



6. Select District Catalog



How to Register for an Activity

7. Search for activity you want to register for: Reading Endorsement

The screenshot shows a web interface for searching activities. The top navigation bar includes 'Professional Growth' and 'District School Board Of Collier County'. A left sidebar lists navigation options: Insights, My Info, Learning Plan, Activity Catalogs, Activities, Forms, Administration, Reports, Evaluations, and Resource Library. The main content area is titled 'Catalog: District School Board of Collier County' and features search filters: Search Term (Reading Endorsement), Program (All Programs), Event (All Events), Start Date (08/21/2023), and End Date (08/31/2025). Below the filters, three search results are displayed, each for a Reading Endorsement Competency in Quarter 2. Each result includes session code, program name, activity owner/manager, dates, a 'New' tag, and enrollment statistics (Hours: 60, Enrolled: 0/35, Wait: 0/5). The footer shows 'frontline education' and '© 2024 | All rights reserved'.

Professional Growth ▾ District School Board Of Collier County

NAVIGATION ⏪

- Insights
- My Info >
- Learning Plan
- Activity Catalogs >
- Activities >
- Forms >
- Administration >
- Reports >
- Evaluations >
- Resource Library >

Catalog: District School Board of Collier County

Search Options

Search Term: Reading Endorsement Search

Program: All Programs

Event: All Events

Start Date * 08/21/2023 End Date * 08/31/2025

Advanced Search Options

Search Results (1 - 3 of 3)

1. Reading Endorsement Competency 1, Quarter 2
Session Code: 2013001
Program: District Catalog
Activity Owner/Manager: Felicia Beaubrun - beauf@collierschools.com
Dates: 10/19/2024 to 11/9/2024
New
Reading Endorsement Competency 1, Quarter 2
Hours: 60 | Enrolled: 0/35 | Wait: 0/5

2. Reading Endorsement Competency 2, Quarter 2
Session Code: 2013002
Program: District Catalog
Activity Owner/Manager: Felicia Beaubrun - beauf@collierschools.com
Dates: 10/19/2024 to 11/9/2024
New
Reading Endorsement Competency 2, Quarter 2
Hours: 60 | Enrolled: 0/35 | Wait: 0/5

3. Reading Endorsement Competency 4, Quarter 2
Session Code: 2013003
Program: District Catalog
Activity Owner/Manager: Felicia Beaubrun - beauf@collierschools.com
Dates: 10/19/2024 to 11/9/2024
New
Reading Endorsement Competency 4, Quarter 2
Hours: 60 | Enrolled: 0/35 | Wait: 0/5

Viewing 3 of 3 total results Previous Next

frontline education
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How to Register for an Activity

8. Click on the Activity

The screenshot displays the Professional Growth interface for the District School Board of Collier County. On the left is a navigation menu with items like Insights, My Info, Learning Plan, Activity Catalogs, Activities, Forms, Administration, Reports, Evaluations, and Resource Library. A blue arrow points from the 'Reports' item to the search results area. The main content area shows search filters for 'Reading Endorsement' and three search results for 'Reading Endorsement Competency' activities. Each result includes session code, program, activity owner, dates, and a 'New' tag. The bottom of the page shows 'Viewing 3 of 3 total results' and navigation buttons for 'Previous' and 'Next'.

Professional Growth | District School Board Of Collier County

NAVIGATION

- Insights
- My Info
- Learning Plan
- Activity Catalogs
- Activities
- Forms
- Administration
- Reports
- Evaluations
- Resource Library

Catalog: District School Board of Collier County

Search Options

Search Term: Reading Endorsement [Search]

Program: All Programs

Event: All Events

Start Date: 08/21/2023 | End Date: 08/31/2025

Search Results (1 - 3 of 3)

- 1. Reading Endorsement Competency 1, Quarter 2**
Session Code: 2013001
Program: District Catalog
Activity Owner/Manager: Felicia Beaubrun - beauf@collierschools.com
Dates: 10/19/2024 to 11/9/2024
New
Reading Endorsement Competency 1, Quarter 2
Hours: 60 | Enrolled: 0/35 | Wait: 0/5
- 2. Reading Endorsement Competency 2, Quarter 2**
Session Code: 2013002
Program: District Catalog
Activity Owner/Manager: Felicia Beaubrun - beauf@collierschools.com
Dates: 10/19/2024 to 11/9/2024
New
Reading Endorsement Competency 2, Quarter 2
Hours: 60 | Enrolled: 0/35 | Wait: 0/5
- 3. Reading Endorsement Competency 4, Quarter 2**
Session Code: 2013003
Program: District Catalog
Activity Owner/Manager: Felicia Beaubrun - beauf@collierschools.com
Dates: 10/19/2024 to 11/9/2024
New
Reading Endorsement Competency 4, Quarter 2
Hours: 60 | Enrolled: 0/35 | Wait: 0/5

Viewing 3 of 3 total results

Previous | Next



How to Register for an Activity

9. Click on “Sign Up Now”

Activity Registration

Details

SY 25 Leadership Linkup
Session Code: 7516001
Program: District Catalog
Activity Owner/Manager: Melissa Hernandez - hernam19@collierschools.com
Dates: 9/18/2024 to 4/23/2025

New

7 Meeting(s)

#	Date	Time	Location
1.	Wed Sep 18, 2024	9:30 am to 11:30 am	WebEx
2.	Wed Oct 23, 2024	9:30 am to 11:30 am	WebEx
3.	Wed Dec 11, 2024	9:30 am to 11:30 am	WebEx
4.	Wed Jan 29, 2025	9:30 am to 11:30 am	WebEx
5.	Wed Feb 26, 2025	9:30 am to 11:30 am	WebEx
6.	Wed Mar 26, 2025	9:30 am to 11:30 am	WebEx
7.	Wed Apr 23, 2025	9:30 am to 11:30 am	WebEx

Monthly District Meeting of District and School Employees

Hours: 14 | Enrolled: 4/350 | Wait: 0/0

Purposes: C - Florida Educators Certificate Renewal
Categories: Inservice
Goals: All
Buildings: All
Departments: All
Grades: All
Groups: All
Instructors: Melissa Hernandez (hernam19@collierschools.com)
Sandra Eaton (EatonSa@collierschools.com)
Melanie Fike (fikeme@collierschools.com)

Registration Options: [Sign Up Now](#)



How to Register for an Activity

10. You are now Enrolled

▼ 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](#)

Checking In

Mobile Check-in

1. Download the Frontline Mobile App

Frontline Mobile App

🏠 > Basics & Training > Frontline Mobile App

Mobile Check-In and Out for Activities

👤 Audience: PLMS and Eval Users

🏷️ Labels: Mobile Check In PG Mobile

🖨️ Print

Frontline's mobile app includes an activity check-in and check-out feature for Professional Growth users. This functionality is one part of an ongoing effort to help organizations eliminate paper trails and simplify manual processes.

New to the mobile app? Please refer to [this article](#) for information about how to download and access mobile features.



Mobile Check-in

The mobile check-in and check-out feature removes the need for an instructor to oversee the activity attendance process, and it provides users with an electronic means to log their activity time.

How It Works

- ✓ Must be enrolled in a PLM activity
- ✓ Must have the Frontline mobile app on their phone
- ✓ Must utilize "Check In" on the mobile app first

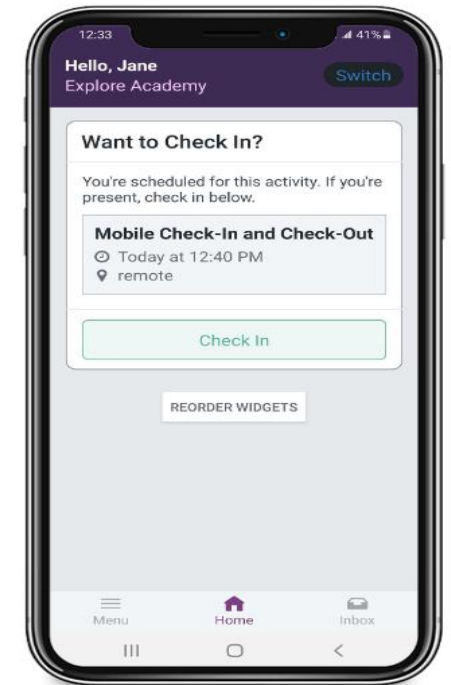
User Check-In Process

The workshop check-in activity is related to a user's upcoming activities. These activity details can be referenced via your dashboard's "My Growth Journey" tab, under the "My Requests" section, or via the "My Requests" section of the "Learning Plan" tab.



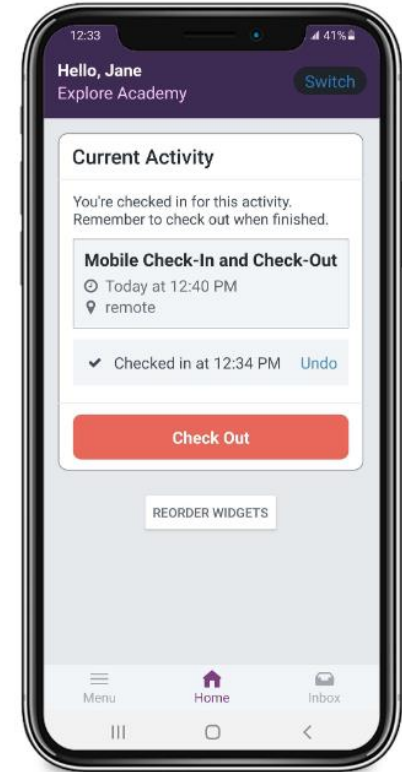
Mobile Check-in

- Activity will appear in-app 2 hours from the start time
- The “Check In” button will be available 15 minutes before the start time
- Users have the ability to undo the check in
- Once a user checks in, the app will display a confirmation time and an option to undo.



Checking Out

- The user can only check out on mobile if the check in was used
- Users have the ability to undo the check-out
- Once a user checks out, the app will display a confirmation time and an option to undo



Resources

- **Links to Voice overs**
 - How to Download the Mobile App
 - [Android](#)
 - [Apple](#)
 - [Registering for an Activity](#)
 - [Checking-In and Checking-Out](#)



Help!!!!

- **Professional Learning**
 - ccpscentral@collierschools.com
- **Professional Learning Dept.**
 - Melanie Fike: fikeme@collierschools.com
 - Laura Perry: perryl2@collierschools.com
 - Melissa Hernandez: hernam19@collierschools.com

