

**Lucia Mar Unified School District
Human Resources Department**

Frontline – Professional Growth Tutorial

Start Here

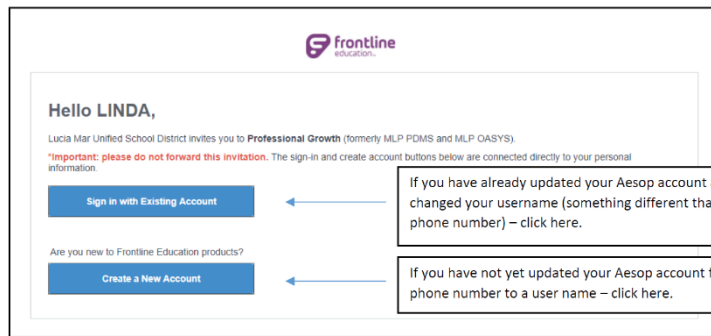
Have you ever logged into your Frontline Professional Growth Account? →

No

Yes

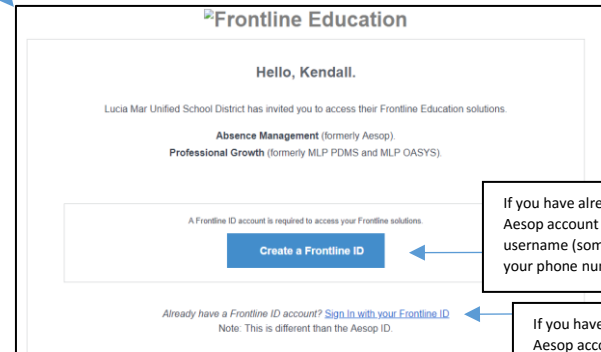
Open the email: “Lucia Mar Unified School District invites you to Professional Growth.” The links in the email will expire within 30 days.

The email invite will look like either of these two (2) samples.



If you have already updated your Aesop account and changed your username (something different than your phone number) – click here.

If you have not yet updated your Aesop account from your phone number to a user name – click here.



If you have already updated your Aesop account and changed your username (something different than your phone number) – click here.

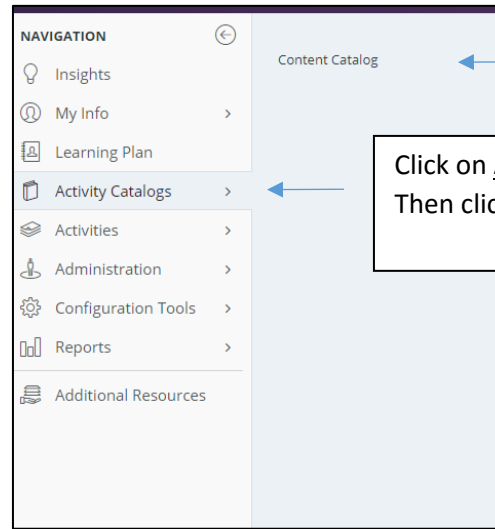
If you have not yet updated your Aesop account from your phone number to a user name – click here.

Once you have logged into the Frontline system follow these steps.

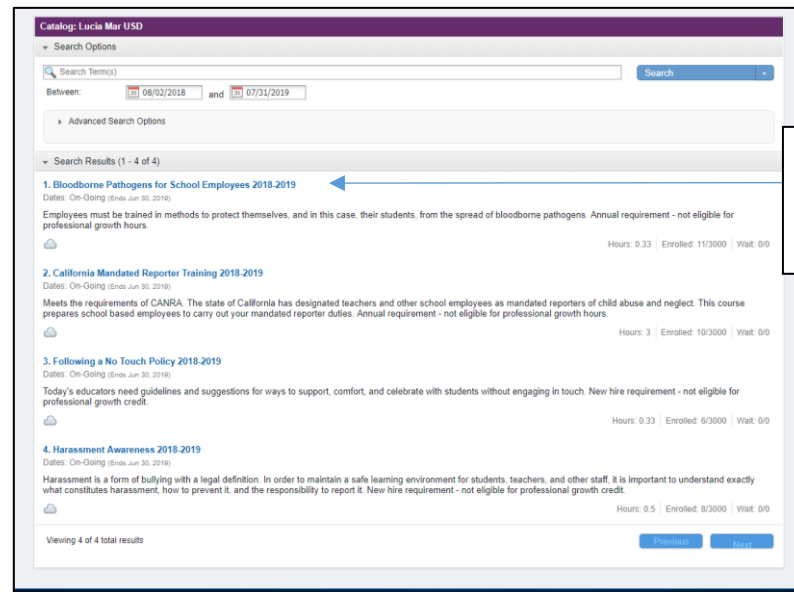
Log into the Frontline system with your login and password. Follow these steps.



Click on the purple & white toggle bar. A drop down will appear. Select Professional Growth.



Click on **Activity Catalogs** →
Then click on **Content Catalog**



Click the title of
the training you
are completing.

ALL employees complete these
two (2) trainings.

NEW employees will also
complete these two (2)
additional trainings.



Activity Registration

Details

Following a No Touch Policy 2018-2019
Dates: On-Going (Ends Jun 30, 2019)

Today's educators need guidelines and suggestions for ways to support, comfort, and professional growth credit.

Purposes	Professional Growth
Categories	All
Goals	All
Buildings	All
Departments	All
Grades	All
Groups	All
Instructors	N/A
Registration Options	Sign Up Now

Click **Sign Up Now**



A confirmation page like this one will appear when you have enrolled yourself into the module.

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](#)

Professional Growth ▾ Lucia

NAVIGATION

- Insights
- My Info >
- Learning Plan** ←
- Activity Catalogs >
- Activities >
- Administration >

Click **Learning Plan**

From this screen you can see courses you have completed or are enrolled to be completed.

My Professional Development - COURTNEY BOOTH

Start Date	Activity Title	Credit Type
Completed (3 Records)		
06/30/2017	Bloodborne Pathogens for School Employees	0.33 hr
06/30/2017	Professional Speech	0.33 hr
06/30/2017	Preparing for Absences	0.33 hr
Enrolled (3 Records)		
06/30/2018	Bloodborne Pathogens for School Employees 2018-2019	0.33 hr
06/30/2018	California Mandated Reporter Training 2018-2019	3.00 hr
06/30/2018	Following a No Touch Policy 2018-2019	0.33 hr

Click **the course title** you plan to begin.

Professional Speech

Activity Details

Professional Speech

Dates: 06/30/2017 to 06/30/2018
 Status: Approved & In Progress
 Note: On-line Course

Teachers are held to a higher standard of ethics in our society. It's important to follow the laws that protect a student's privacy. It's also in the best interest of educators to be careful with speech, whether it's talking to other teachers, to parents, to students or posting on social media. This course provides guidelines to teachers about how to be professional in dealings with other adults as well as students, including topics that are safe to discuss and discussions to avoid.

Program: Content Catalog | Form: Catalog Registration

Actions

Our records appear that you have not yet completed the on-line course content. The Mark Complete and Evaluation features may not be available until you complete the course. If you have already completed this online course, please check the content launch/status page to verify the status and then return to this screen.

Check Status

View/Print Form | Download Calendar File

Launch Activity | Drop

Click launch activity.

On Line Course Summary

Course Profile

Professional Speech

Teachers are held to a higher standard of ethics in our society. It's important to follow the laws that protect a student's privacy. It's also in the best interest of educators to be careful with speech, whether it's talking to other teachers, to parents, to students or posting on social media. This course provides guidelines to teachers about how to be professional in dealings with other adults as well as students, including topics that are safe to discuss and discussions to avoid.

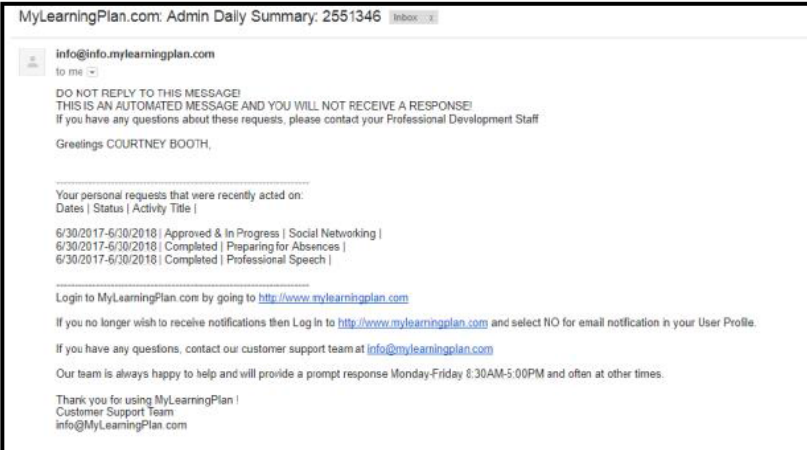
Upon successful completion of this online course, please return to to this screen to validate the completion status of the course.

0.33 Hours | Provider: FRONTLINE-CONT...

Click launch and the program will launch in a second window.

Complete the module.

You may also receive an email that shows you your status of enrolled and completed courses as you go through the online courses.



You do not need to send any course completions to Human Resources.

The system will automatically notify us of your progress and completion. Thank you!