

Frontline Education Evaluation Quick Reference



Human Resources Division www.apscareers.org

Logging in to Frontline Education

- 1. Navigate to: app.frontlineeducation.com
- 2. Select Sign in with Organization SSO
- 3. Username is your Network ID name@atlanta.k12.ga.us

Frontline education.
Professional Growth Formerly MLP PDMS and MLP OASYS
Sign In Username
Password
Sign In
Forgot Username Forgot Password
Or Sign In with Organization SSO

3. Employee Evaluation Forms are also accessible by selecting Learning Plan.

Professional Growth \	 Atlanta Public Schools
NAVIGATION	e
♀ Insights	
My Info	>
요 Learning Plan	
🖞 Activity Catalogs	>
E Forms	>
🛱 Evaluations	>
My Staff Profile	
🛱 Resource Library	>

4. See My Evaluations "Action Required" for forms that need attention.

My Evaluation	- Agatha TEST Danbury
Scheduled Com	ponents
None	
Action Required	
EPAT Orientatio	n - EPAT Beginning-of-Year
Status: awaiting	g form submission
Action: Open EP/	AT Orientation - EPAT Beginning-of-Year form for submission
EPAT Self-Refle	ction and Core Values - EPAT Beginning-of-Year
Status: awaiting	g form submission
Action: Open EP/	AT Self-Reflection and Core Values - EPAT Beginning-of-Year form for submission
EPAT Self-Refle	ction and Core Values (Supervisors only) - EPAT Beginning-of-Year
Status: awaiting	g form submission
Action: Open EP/	AT Self-Reflection and Core Values (Supervisors only) - EPAT Beginning-of-Year form for submissio
EPAT Pre-Evalu	ation Conference - EPAT Beginning-of-Year
Status: awaiting	g form submission
Action: Open EP/	AT Pre-Evaluation Conference - EPAT Beginning-of-Year form for submission

5. Click the Action link to open a Form for editing.

My Evaluation - Agatha TEST Danbury
Scheduled Components
None
Action Required
EPAT Orientation - EPAT Beginning-of-Year Status: (awaiting form submission) Action: Open EPAT Orientation - EPAT Beginning-of-Year form for submission
EPAT Self-Reflection and Core Values - EPAT Beginning-of-Year Status: awaiting form submission Action: Open EPAT Self-Reflection and Core Values - EPAT Beginning-of-Year form for submission
EPAT Self-Reflection and Core Values (Supervisors only) - EPAT Beginning-of-Year Status: awaiting form submission Action: Open EPAT Self-Reflection and Core Values (Supervisors only) - EPAT Beginning-of-Year form for submission
EPAT Pre-Evaluation Conference - EPAT Beginning-of-Year Status: awaiting form submission Action: Open EPAT Pre-Evaluation Conference - EPAT Beginning-of-Year form for submission

Accessing Employee Evaluation Forms

1. Select **Professional Growth** from the dropdown at the top left to access evaluation forms.

Professional Growth ~	Atlanta Public Schools
YOUR SOLUTIONS	
Frontline Central	
Professional Growth 🗸 <	Where I've Been
Learning Plan	Completed activities resources & evaluations >
🖞 Activity Catalogs	>

2. Select the Insights tab in My Growth Journey



Finishing Evaluation Forms

1. While editing a form there are options prior to submitting. Save will allow the user to continue editing or complete the form later.

Acknowledgement By clicking the Submit button below, I acknow	ledge the Ori	ientation was completed	1.	
O Submit	Mave	Save & Notify	Neset 🖓	Print
	S	ave the form data. This w ompleted at a later time. or user acknowledgment o	ill allow fields to The form will not r finalization unt	be edited or be designated il submitted.

NOTE: There is no autosave on forms. You **must Click SAVE** to save data.

2. User can send questions using Save & Notify.

🕢 Submit	Save	Save & Notif	v 🖏 Reset	Print	Comment
-			Save the form data. completed at a later for user acknowledg Additionally a mess administrator.	. This will allow fie r time. The form v gment or finalizati age can be sent t	elds to be edited or will not be designated ion until submitted. o another

Use the dropdown select the Administrator to send your questions.

🖂 Save & Notify		×
Administrator:		×
Message:		
	Save & Notify	

3. Once form entry has been completed, it can be submitted.

Note: The PSC Professional Go	al Settir	ng is an ongoin	ig step.	
O Su	bmit Submit	Save	Save & Notify	Reset
	upon s acknow	ubmission. The vledgment or fin	form will be designated alization.	for user

Note: Submit locks the form from editing. Staff members can no longer modify the form. The Evaluator can open the form back up for editing if needed.

Acknowledging Forms

1. The employee will need to **Acknowledge** receipt of the form after the Evaluator completes their part. Only forms with an Evaluator section will be sent back to the Employee to Acknowledge.

Invited ged By: N/A Ilized By: N/A Ilized By: N/A Ilizear Plan Progress Dati s educator has made ad gress on Professional Le dasd	e: 7/12/2024 equate progress on their P earning Plan	Date Acknowledged: Unacknowledged Date Finalized : Unfinalized	
Incoded By: N/A alized By: N/A I-Year Plan Progress Date s educator has made ad gress on Professional Le dasd	e: 7/12/2024 lequate progress on their P earning Plan	Date Acknowledged: Unacknowledged Date Finalized : Unfinalized	
Involedged By: N/A alized By: N/A I-Year Plan Progress Date s educator has made ad	e: 7/12/2024 lequate progress on their R	Date Acknowledged: Unacknowledged Date Finalized : Unfinalized	
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nowledged By: N/A alized By: N/A I-Year Plan Progress Date	e: 7/12/2024	Date Acknowledged: Unacknowledged Date Finalized : Unfinalized	
nowledged By: N/A alized By: N/A		Date Acknowledged: Unacknowledged Date Finalized : Unfinalized	
nowledged By: N/A		Date Acknowledged: Unacknowledged	
intered by: onenno, rea			
mitted By: Sharma Kat	te TEST	Date Submitted: 07/12/2024 1:51 pm EDT	
igned Administrator: S	Sharma, Kate TEST	Evaluation Cycle: 06/28/2024 - 06/30/2025	
de: Elementary School		Evaluation Type: "Demo LKES	
ding: TEST School	0 (11205)	Department: None	
	4 (74065)		
ne: Luna TEST Lovegoo	od (T1265)	User Information Title: ASSISTANT PRINCIPAL - ELEMENTARY	
LKES Mid	-Year PSC Pro	fessional Learning Goal(s)/Plan(s) Progres	s
		PUBLIC	

Adding Artifacts

1. To add documentation related to the evaluation **Click** the plus sign next to the **Add an Artifact** button.

Name: Agatha TEST Danbury (T128	8)	Title:		
Building: TEST Department	-,	Department: None		
Grade: None		Evaluation Type: *Dem	IO EPAT	
Assigned Administrator: Not Assign	ned	Evaluation Cycle: 06/2	8/2024 - 06/30/2025	
Saved By: N/A		Date Submitted: Incom	plete	
Acknowledged By: N/A		Date Acknowledged: U	Inacknowledged	
Finalized By: N/A		Date Finalized : Unfina	lized	
Direction and Performance Improve rating for Core Values and/or G There are designated attachment fir Year containers. Date Documenting Performance	ment Plans. This activit oal Review in the Mid Ids for employees and e	y should not be used to uplo Year or End-of-Year. valuators for documentation rela	ad documentation supporting a sp	Decific I End-of-
abs O Literature		A ab2 = = = (A)	s = += 1 (m)	
	DIUAA)= :=) 6 /	
Artifacts				-
🚯 Add an Artifact 🧲	_			
Name	Upload Date	Upload User	File	<u>k</u> .

2. Enter a Name and Description. Select the file you want to attach.

Name:	Enter a name				
Description:	Enter a description				
Artifact Statement:				500 characters re	maining
Types:	Choose the Artifact Type	s			*
Categories:	Choose the Artifact Cate	gories			~
Alignment:	Choose a Rubric	~	Choose a Criteria	🗸 🔂 Add Criteria	
	Rubric	Criteria			
File Type:	• File		O nu		
File Type: File (50 MB Max)	File File		Оил		
File Type: File (50 MB Max) Notify Admin:	File Select a file Select an administrator		O url		

3. In the Alignment section select a Rubric, then Select a Criteria

Name:	Test File 1				
Description:	Test file 1				
Artifact Statement:			500 characters remainin		
Types:	Choose the Artifact Types				
Categories:	Choose the Artifact Categories				
Alignment:		Choose a Criteria	🗸 🔂 Add Criteria		
	EPAT Core Values 1				
	EPAT Leading and Managing Others				
Ella Tana					
54-7	@ File	Our			
File Type:	File	O uri			
File Type: File (50 MB Max)	File Pictures for Quick Sheet.docx	O uri			
File Type: File (50 MB Max) Notify Admin:	File Pictures for Quick Sheet.docx Select an administrator	O uri			

4. Click Add Criteria. Add as many Artifacts as necessary. Click Save when finished.

Alignment:				
Alignment.	EPAT Core Values 1	*	4: Equity at The ForefrontWe are intered to Add Criteria	
	Rubric	Criteri	1	
F 1 T	File			
File Type:	@ The		0 011	
File (50 MB Max):	Pictures for Quick Sheet.docx			숯
Notify Admin:	Select an administrator			~
		Sav	Clear Form	
_				_

Additional Resources

Employees can view tutorials and videos by clicking "Getting Started in EEM for Educators/Staff"

NAVIGATION	\bigcirc	Mu Canada la vanav
♀ Insights		
My Info My Info	>	Where I've Been
요 Learning Plan		Completed activities, resources & evaluations >
D Activity Catalogs	>	
∎Û Forms	>	Neuro EEM Orientation for Educatory (Staff, 52
😂 Evaluations	>	
		News Getting Started in EEM for Educators/Staff