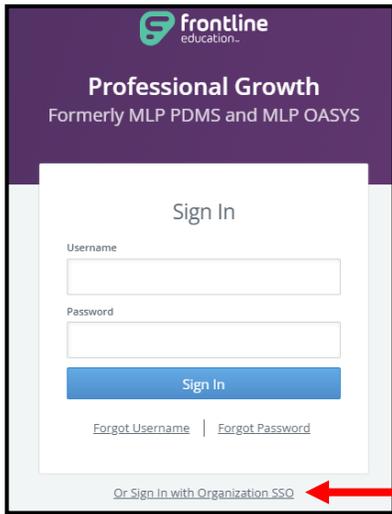


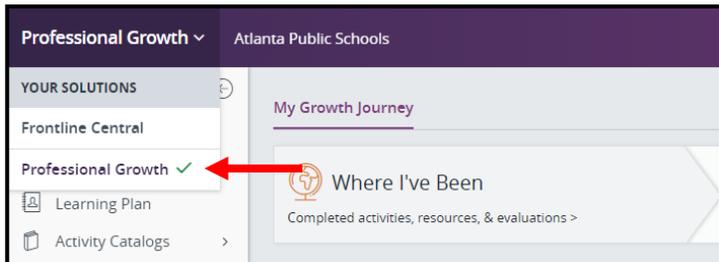
Logging in to Frontline Education

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

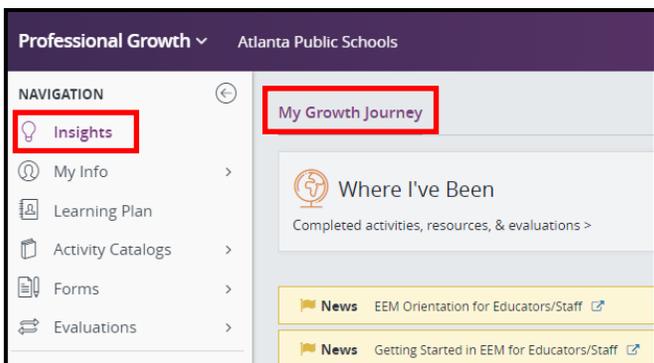


Accessing Employee Evaluation Forms

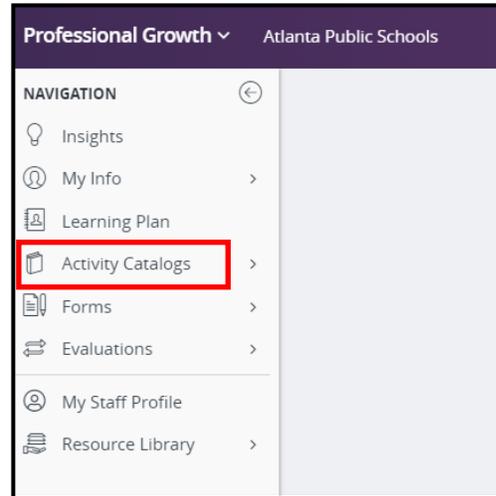
1. Select **Professional Growth** from the dropdown at the top left to access evaluation forms.



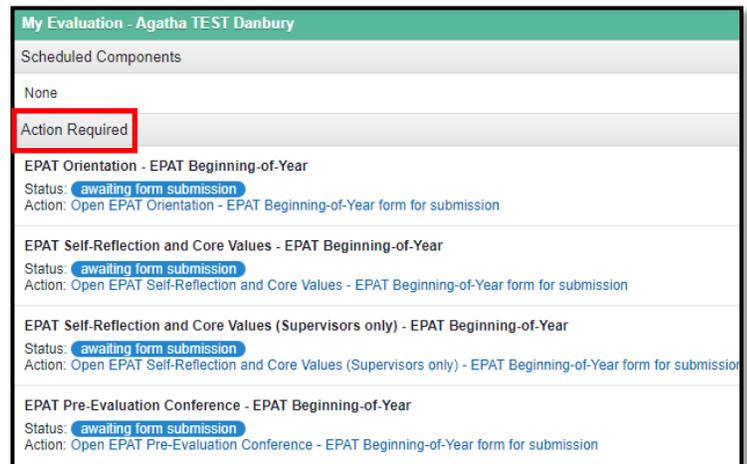
2. Select the Insights tab in My Growth Journey



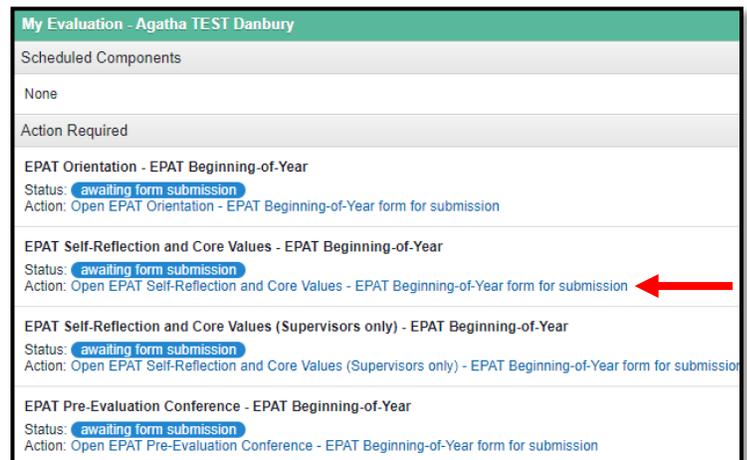
3. Employee Evaluation Forms are also accessible by selecting Learning Plan.



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

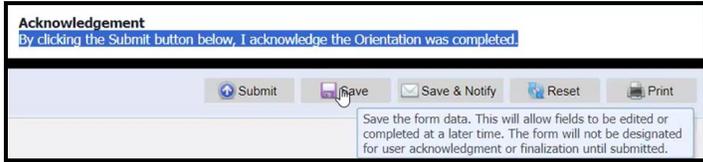


5. Click the Action link to open a Form for editing.



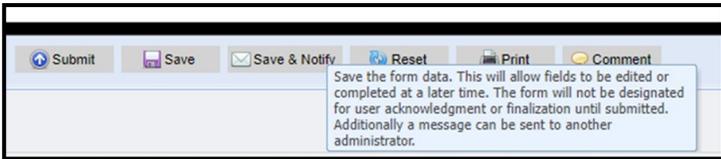
Finishing Evaluation Forms

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

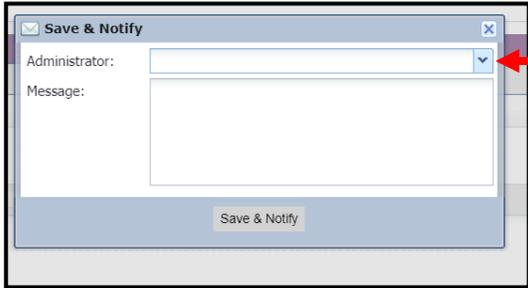


NOTE: There is no autosave on forms. You must Click **SAVE** to save data.

2. User can send questions using Save & Notify.

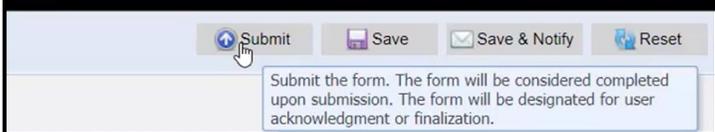


Use the dropdown select the Administrator to send your questions.



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

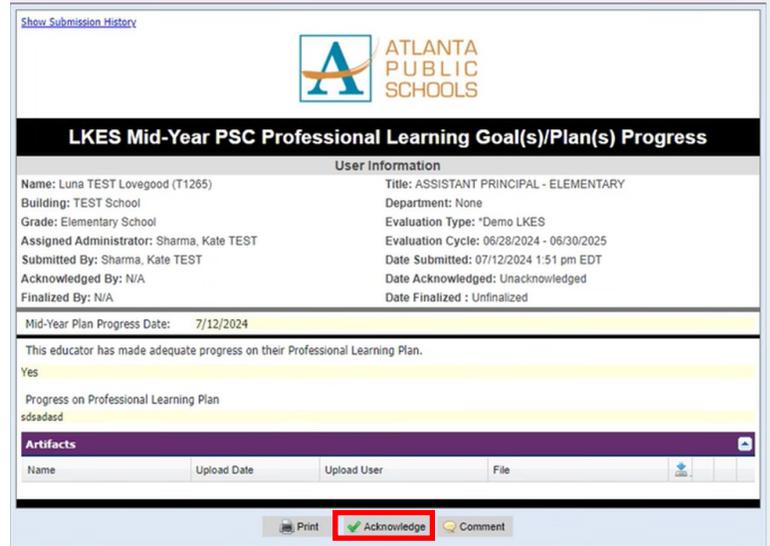
Note: The PSC Professional Goal Setting is an ongoing step.



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.

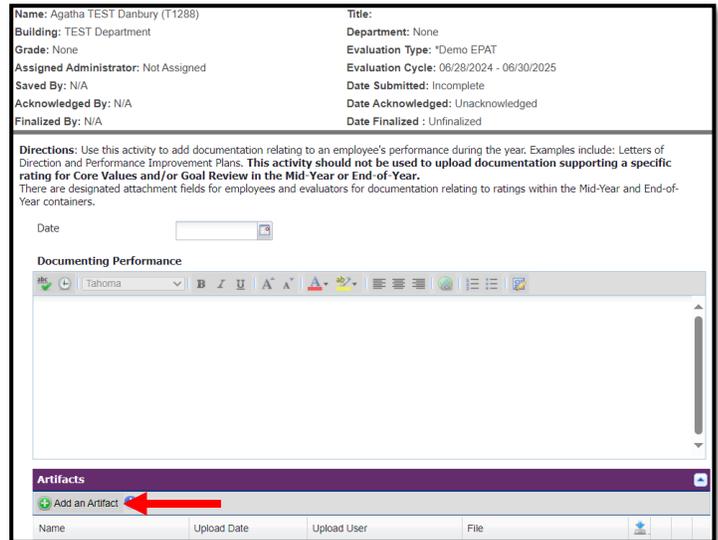
Acknowledging Forms

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.



Adding Artifacts

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



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

Upload File

Name: Enter a name...

Description: Enter a description...

Artifact Statement: 500 characters remaining

Types: Choose the Artifact Types...

Categories: Choose the Artifact Categories...

Alignment: Choose a Rubric... Choose a Criteria Add Criteria

Rubric	Criteria
--------	----------

File Type: File Url

File (50 MB Max): Select a file

Notify Admin: Select an administrator

Save Clear Form

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

Upload File

Name: Test File 1

Description: Test file 1

Artifact Statement: 500 characters remaining

Types: Choose the Artifact Types...

Categories: Choose the Artifact Categories...

Alignment: EPAT Core Values 1 Choose a Criteria Add Criteria

Rubric	Criteria
EPAT Core Values 1	EPAT Leading and Managing Others

File Type: File Url

File (50 MB Max): Pictures for Quick Sheet.docx

Notify Admin: Select an administrator

Save Clear Form

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

Alignment: EPAT Core Values 1 4. Equity at The Forefront! We are Int... Add Criteria

Rubric	Criteria
--------	----------

File Type: File Url

File (50 MB Max): Pictures for Quick Sheet.docx

Notify Admin: Select an administrator

Save Clear Form

Additional Resources

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

