

## Instructions for logging into Frontline Professional Learning Program

IMPORTANT – Please note that if you cannot login (following the directions below) you may have been left out of the staff upload, or you may have been hired after the upload occurred. Either way, email me your name, position, and building location, and I will get you added.

Email me at: [john.hutchins@ecschools.net](mailto:john.hutchins@ecschools.net)

In your browser, enter in the URL: [www.mylearningplan.com](http://www.mylearningplan.com)

Your username is your complete ecschools e-mail address

FIRST TIME PASSWORD: changeme

It should prompt you to change that password

On the left, once logged in, click on “Content Catalog”

Professional Learning  
formerly MLPPDMS

Print Screen | Help | Betsy Cyclone | Logout

LearningPlan | District Admin

Elizabethton CSD

Professional Development

- My Info
- My Portfolio
- Activity Catalogs
- Content Catalog**
- Account Options
- My User Profile
- Change Password

My Professional Development - Betsy Cyclone

Start Date	Activity Title
Enrolled (3 Records)	

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frontline education

The catalog will populate with all the activities an End User can review and enroll in. You should see the offering (below). It is the first module of 659 you can choose to complete.

Search Results (1 - 100 of 659)

**1. 123s: Understanding Number Names and the Count Sequence for Kindergarten**

Dates: On-Going (Ends May 25, 2018)

New

Kindergarten students begin their math journey with the rote memorization of the counting sequence of the numbers from zero to one-hundred. This lays the foundation for the cardinality concepts that are to come. This course offers a variety of high interest activities to help students master the counting sequence. Common Core Math Standards CCSS.MATH.CONTENT.K.CC.A.2 and CCSS.MATH.CONTENT.K.CC.A.3

Locate an activity and click on the blue name link of a course that is interesting.

The screenshot shows a web interface with a purple header. On the left, a sidebar contains 'Professional Development' and 'Content Catalog'. The main area is titled 'Activity Registration' and shows details for a course. The course title is '123s: Understanding Number Names and the Count Sequence for Kindergarten' with a 'New' tag. Below the title, there is a paragraph of text describing the course. To the right of the text, it says 'Hours: 0.5 | Enrolled: 2/200 | Wait: 0/0'. Below this, there is a table with two columns: 'Purposes' and 'Professional Growth'. The table lists various categories like 'Categories', 'Goals', 'Buildings', 'Departments', 'Grades', 'Groups', and 'Instructors', all with 'All' or 'N/A' values. At the bottom right of the table, there is a blue button labeled 'Sign Up Now' with a red arrow pointing to it.

Click on the “sign up now” button and you will receive the following message:

The screenshot shows a purple header with a 'Message' tab. Below the header, there is a message box with an information icon and the text 'Enrolled'. The message says 'You are enrolled in this activity. Please monitor the status of your registration on the LearningPlan tab.' Below the message, there are three buttons: 'Download Calendar File', 'Return to Main', and 'Return to Catalog'.

Click on the LearningPlan tab (at the top) to see where your enrollment lives.

The screenshot shows a navigation menu with two tabs: 'LearningPlan' and 'District Admin'. The 'LearningPlan' tab is highlighted and circled in red, with a red arrow pointing to it. Below the navigation menu, there is a list of activities. The first item is '1. 123s: Understanding Number Names and the Count Sequence for Kindergarten' with a red arrow pointing to the text.

Click on the blue name of the activity to open and launch the online course content.

Click on the blue name of the activity to open and launch the online course content.

Start Date	Activity Title	
Enrolled (1 Record)		
06/30/2016	<a href="#">01. Orientation</a>	0.00 hr

Actions

View/Print Form *i* Download Calendar File *i*

Launch Activity *i* Drop *i*

Click on the blue “Launch Activity” bar link to open

On-Line Course Summary

Course Profile

[Launch](#)

**123s: Understanding Number Names and the Count Sequence for Kindergarten**  
Type: etc-growth

Kindergarten students begin their math journey with the rote memorization of the counting sequence of the numbers from zero to one-hundred. This lays the foundation for the cardinality concepts that are to come. This course offers a variety of high interest activities to help students master the counting sequence. Common Core Math Standards CCSS.MATH.CONTENT.K.CC.A.2 and CCSS.MATH.CONTENT.K.CC.A.3

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

0.5 Hours | Provider: FRONTLINE-CONT...

Click on the “Launch” button here and the course will open in a new window to watch.

When complete with the video: click on the LearningPlan tab (top right), click on the blue name of the course, “manage” button, click on the blue “mark complete” bar link-this alerts the Admins you are finished and looking for a completed status.

That is it! Should you have any additional questions, please shoot me an email at: [john.hutchins@eschools.net](mailto:john.hutchins@eschools.net) and I will try to help... or find someone at Frontline who can.