Getting Started in Professional Growth

Professional Growth, a Frontline product, is an online tool designed to assist in the evaluation process.

Access the internet and go to https://app.frontlineeducation.com/ and use your Frontline ID and password to login. If you do not have a Frontline ID yet, contact the Human Resources Office (hr@clackesd.k12.or.us). The login page has reset links if you do not remember your username or password.

Upon logging in, you may need to switch from Absence Management (Aesop) or other Frontline products to get into Professional Growth – to do so use the drop down in the top left corner of the screen in the top navigation bar.

Within Professional Growth you will be able to:

- **Manage your performance evaluation forms:**
  - View your forms, which are organized by status.
  - Open, review, complete and submit, and acknowledge forms with the blue quick links.
  - View or accepts schedule requests.

- **Upload artifacts**
- **View current and past evaluation cycles**

You may access additional support from the online Frontline Help Center (top right corner of the screen upon login) to view tutorials, manuals, and webinars.

Quick Reference:

**Accessing evaluation forms** – go to the My Evaluation section on your landing page. From here, you can locate any form that needs to be filled out in the Action required section.

**Uploading artifacts** – you may upload artifacts directly on a form if the form contains an Artifact Upload tool, or if you perform the upload through the My Evaluation section. Take note, the upload process remains the same regardless of where you upload the artifact.

**Can’t access a form?** Some forms in the system must be scheduled first before you can access them. The evaluator must set the schedule first and the act of scheduling the conference will then release the form to you for completion. If you do not see a form in the Action required area of your learning plan, contact your evaluator to schedule the form.

**Viewing past evaluations** – Click My Info and select My Evaluations from the fly-out menu to view your evaluations forms from previous years. You can then click the year you wish to view.