Frontline Education Getting Started Document

1. Login at www.mylearningplan.com. Username is your email address. Password is changeme, ChangeMe, or click Login Help

2. If you are an administrator and you do not have the District Admin tab next to the LearningPlan tab, email PChepulis@frontlineed.com and PGSupport@FrontlineEd.com and give them the following information
   a. Your district
   b. Your position
   c. Schools you need administration rights for

3. Add Teachers [Must set Eval date and Eval type (steps 6-7) to complete teacher setup]
   a. Click District Admin
   b. Click Add/Edit Users from the list on the left
   c. Click Add A New User
   d. Select the building the teacher is at
   e. You can skip the rest of the fields if you’d like
   f. Click Submit
   i. NEXT STEP: Add Cycle Dates and Eval Types (Steps 6 & 7 on next page)

4. Add Principals [Must add Evaluation Rights (step 8) to complete evaluator setup]
   a. Click District Admin
   b. Click Add/Edit Users from the list on the left
   c. Click Add A New User
   d. Give District Administrator rights (see below)
   e. Select the building(s) the principal is at
   f. You can skip the rest of the fields if you’d like
   h. Click Submit
   i. NEXT STEP: Add Evaluation Rights (step 8 on next page)
5. Set Building Level 1 Approver  
   a. Click **District Admin**  
   b. Click **Config Summary** from the list  
   c. Click **Buildings** from list  
   d. Click on one of your school buildings (if a building is missing, click **Add** )  
   e. Select the principal as the 1st Building Level Approver  
      i. Under 1st Building Level Approver, click **Select User**  
      ii. On the pop-up screen, click on  
   f. Select assistant principal(s) as 2nd Building Level Approver  
   g. At the bottom, make sure the school building is active  
   h. Click **Save**  

6. Set evaluation dates *(Must set evaluation dates before you can set evaluation types)*  
   a. Click **District Admin**  
   b. Click **Config Summary** from the list on the left  
   c. Click **User Management** from the list on the left (it is the last choice in the list)  
   d. Select all users that you are assigning the evaluations for  
   e. Click **Set Cycle Dates**  
   f. Choose a start date (first day of school) and end day (last day of school)  
   g. Click **Submit**  

7. Set Evaluation Types (in continuation with Step 6)  
   a. Select staff based on the type of evaluation plan (Teacher? Condensed? SLO Only? Counselor? Principal?)  
      i. Click **Set Evaluation Types**  
      ii. Select the evaluation type from the drop-down menu (Teacher, Teacher Condensed, SLO Only, Principal, Counselor*, Librarian*, etc.)  
      iii. Click **Submit**  

8. Add Evaluation Rights (gives evaluation rights to the principal to evaluate specific teachers)  
   a. Click **District Admin**  
   b. Click **Evaluation Rights** from the list on the left  
   c. Click **Add Evaluation Rights**  
   d. Choose one of the following  
      i. User Level Rights – recommended for most evaluation rights  
      ii. Building Level Rights – use to assign evaluation rights to a principal for everyone in the building  
   e. Select the principals that will evaluate teachers. You can use the filter system  
   f. Click **Next**  
   g. Select the teachers that the principal will evaluate. You can search by building  
   h. Click **Next**  
   i. Select the rights to include. In most cases, Select All  
   j. Click **Next**  
   k. Review and click **Submit**