



## **Kenmore Staff Development Center Taking & Managing Your Credits**

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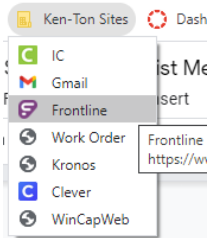
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## Kenmore Staff Development Catalog & Participant Information

### Logging into Frontline

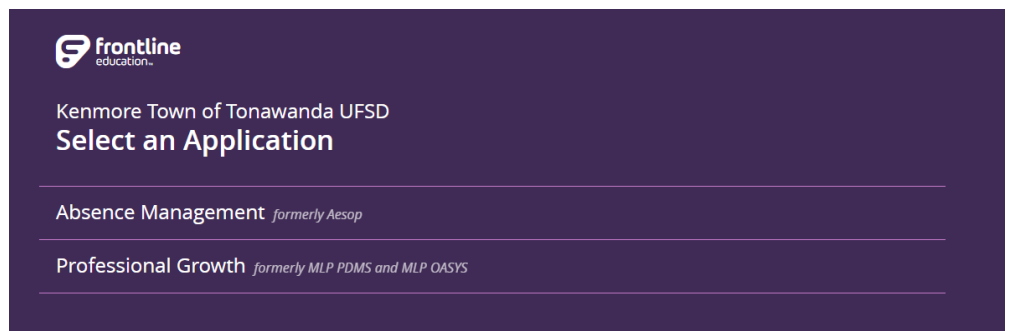
The link to the Staff Development Catalog can be found in the following locations:

1. Select the Ken-Ton Sites folder and click on the Frontline icon.



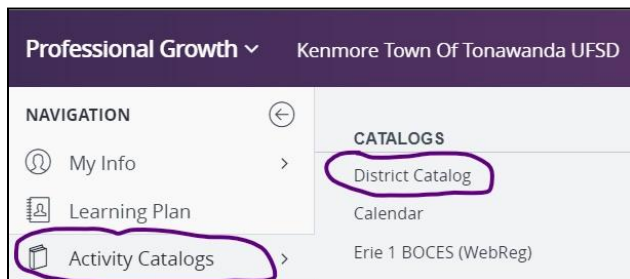
2. Navigate to [www.ktufsd.org/frontline](https://www.ktufsd.org/frontline) in any web browser. You can also find the same link on the Staff Development website page [Electronic Catalog. Frontline](#)

You will view the following screen. Click on **Professional Growth** which will connect you to your information.



### Registering for Workshops

Click on **Activity Catalogs** and then click on **District Catalog**



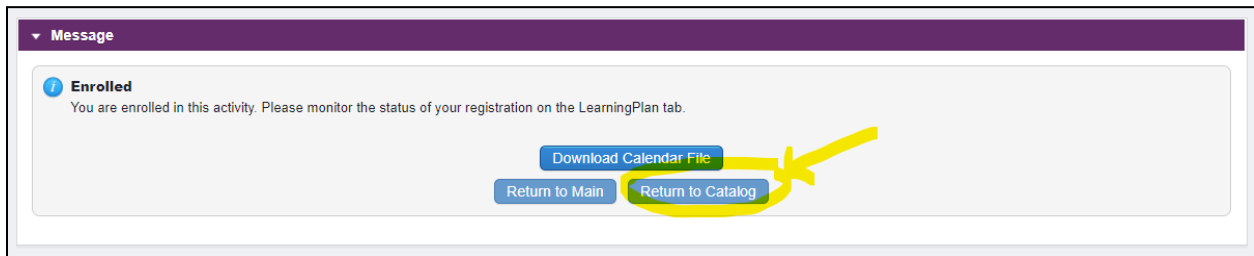
## Kenmore Staff Development Catalog & Participant Information

The KSDC catalog will illustrate upcoming workshops. You have search options such as online, in-person, or hybrid to help tailor your search.

Click on a workshop that interests you.

Read the description and if it fits your needs click on [Sign Up Now](#).

You should see a screen that confirms your enrollment. At that point, you can [Return to the Catalog](#) to continue registration or [Return to the Main](#) screen if you are finished.



A screenshot of a web interface showing a message box titled "Message" with a sub-header "Enrolled". The message text reads: "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". A yellow arrow points to the "Return to Catalog" button, which is also circled in yellow.

## Canceling Registration

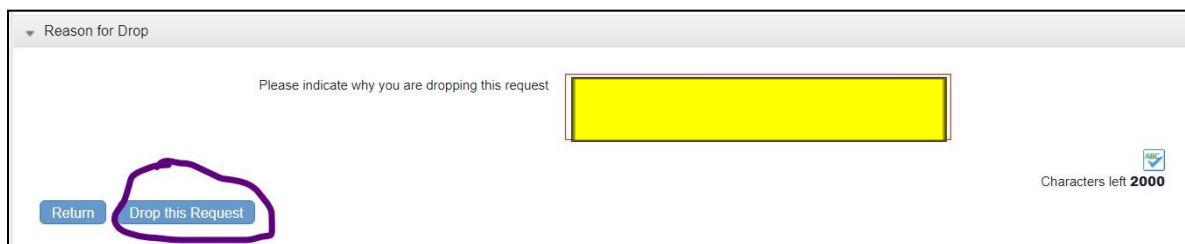
You are able to cancel your registration at any time. However, if possible, we ask that you do that in advance of the start date so that waitlisted people can gain access.

Click on [Learning Plan](#) and then on [In Progress](#). Click on the word [Manage](#) before the workshop title you wish to drop. Scroll down to the screen with Actions. Click on [Drop](#) which will take you to another screen.



A screenshot of a web interface showing a section titled "Actions". It contains four buttons: "View/Print Form", "Download Calendar File", "Team Room", and "Drop". The "Drop" button is highlighted with a purple checkmark icon.

Indicate why you are dropping the workshop in the highlighted box and then click on [Drop this Request](#) to finish the cancellation process.



A screenshot of a web interface showing a form titled "Reason for Drop". The text "Please indicate why you are dropping this request" is followed by a large yellow rectangular box for input. Below the box, there are two buttons: "Return" and "Drop this Request". The "Drop this Request" button is circled in purple. In the bottom right corner, there is a "Characters left 2000" indicator.

## Kenmore Staff Development Catalog & Participant Information

### Evaluation Forms

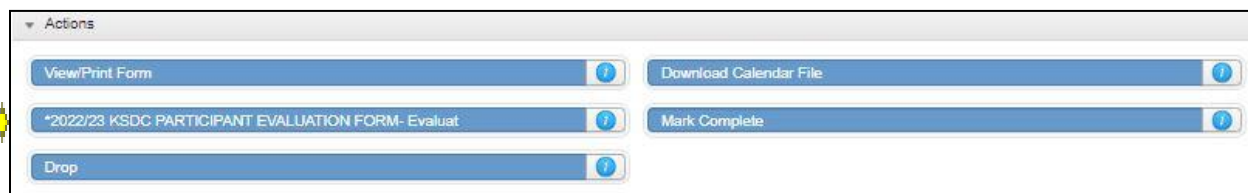
Log into Frontline and Click on **Learning Plan**

Look for the Workshop Name which will appear under **Approved** and/or **In Progress** or **Instructor Has Confirmed Attendance**. Find the name of the workshop you recently completed and click on the word **Manage** in the blue button next to the title.

Approved and/or In-Progress (1 Record(s))					
<a href="#">Manage</a>	Be Well: From Behaving to Belonging. The Inclusive Art of Supporting Students Who Challenge Us	07/02/2021	07/19/2021		Internal PD Catalog Enrollment Request Form (NO SUBS)

Scroll down to the screen entitled **Actions** and Click on the words **\*2022/23 KSDC PARTICIPANT EVALUATION FORM**

Complete the Evaluation form and save a copy of your completed form. The Staff Development Office will then add in the option of **Print Certificate** after verifying your credits and Evaluation form submission.



Actions

- View/Print Form
- Download Calendar File
- \*2022/23 KSDC PARTICIPANT EVALUATION FORM- Evaluat
- Mark Complete
- Drop

**Print your Certificate and save it to your drive as evidence of completion.**



Actions

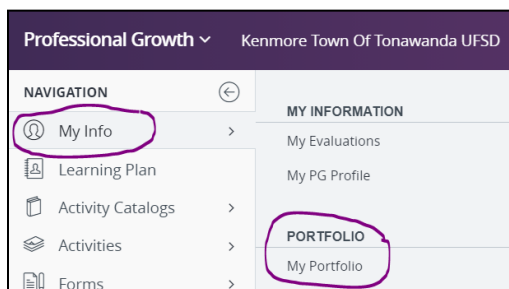
- View/Print Form
- Download Calendar File
- Team Room
- Print Certificate

### Monitoring your Total Credits

Each staff grouping in Ken-Ton is eligible to earn a career stipend as long as annual credit accrual requirements are fulfilled. Career stipends are added to the final paycheck in June along with a deduction of a District Registration fee. The [KSDC Fee Schedule](#) illustrates payment information.

## Kenmore Staff Development Catalog & Participant Information

All staff should periodically check on credits to ensure the accuracy of information. Click on **My Info** and then on **My Portfolio** to view your credits.

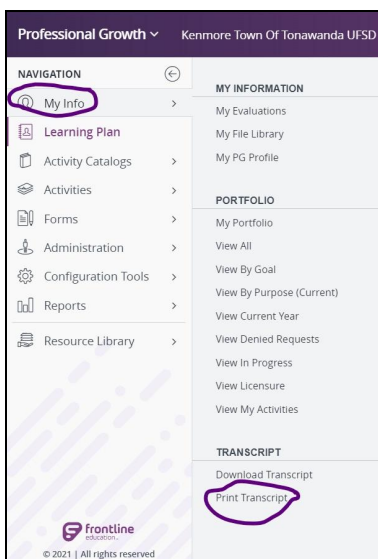


Make sure you view credits for 2022/23 as this section pertains to your information for this school year.

- Keep in mind that credits do NOT carry over from one year to another.
- Credits for 2022/23 must be dated between July 2022 and May 2023.

Contact our office if you have questions about your hours.

Completed:			
Date Completed	Title	Hours	Credits
2021-2022 (5 Records)			
08/02/2021	Be Well: Look Me in the Eye-Understanding Autism	10.00	0.00
07/30/2021	Cult Res.: Diving into Cultures Around the World	10.00	0.00
07/29/2021	BEST OF CHEMED 2021 - Thursday session	3.00	0.00
07/27/2021	"Best of ChemEd 2021" Tuesday session	3.00	0.00
07/21/2021	Teacher Institute: Day in the Life of the Niagara River/Lake Erie Watershed	6.00	0.00
		32.00	0.00



### Print Transcript

Frontline staff records will have credits earned from 2016-2021. You are able to download and/or print your transcript as follows:

### Sample Transcript

## Kenmore Staff Development Catalog & Participant Information

Review your transcript carefully. Dates that result in credits for this year must specify 2022 or 2023. **Hours** indicate the total hours or Staff Center hours toward your career stipend. Credits will eventually be used to indicate District CTLE credits that do not

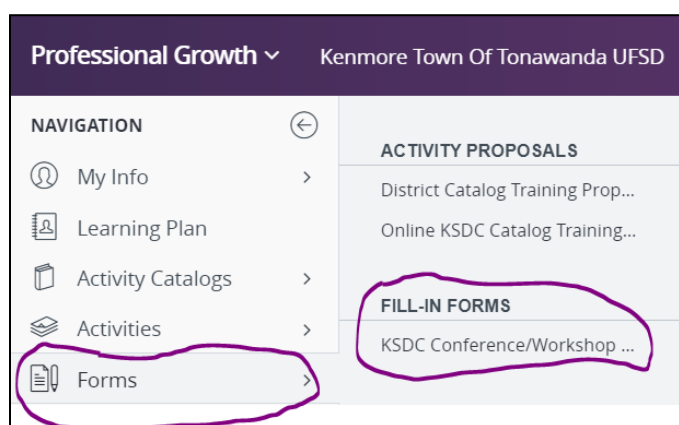
Date Completed	Title	Hours	Credits
2022-2023 (2 Records)			
08/10/2022	Science: Grade 3 BOCES 4 Science Invisible Forces Training	6.00	0.00
08/09/2022	Science: Grade 3 BOCES 4 Science Investigating Weather and Climate Training	6.00	0.00
		12.00	0.00

result in Staff Center hours. We will alert all staff when those are viewable.

### Application for Offsite Hours

If you are interested in attending a workshop that is not sponsored by the Staff Center, you can apply for consideration of hours. These workshops are referred to as "Offsite" workshops and may only be used for Staff Center hours if they occur outside of the workday. College courses taken to complete teaching certification requirements are not eligible to be used as career credits.

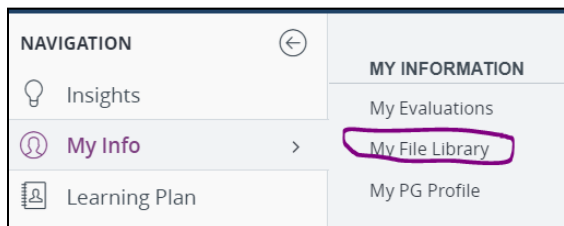
Log into Frontline, Click on **Forms** and then Click on **KSDC Conference/Workshop Request form** under **Fill-In Forms**.



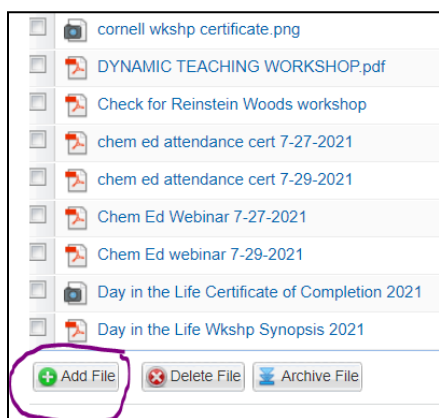
Fill out the **KSDC Conference/Workshop Request Form** making sure to click the Submit button at the bottom of the form. Your request will be approved if appropriate and after you have completed the conference/workshop you will need to upload a Certificate of Completion to your Frontline account.

## Kenmore Staff Development Catalog & Participant Information

Log into Frontline, click on **My Info**, and then on **My File Library**

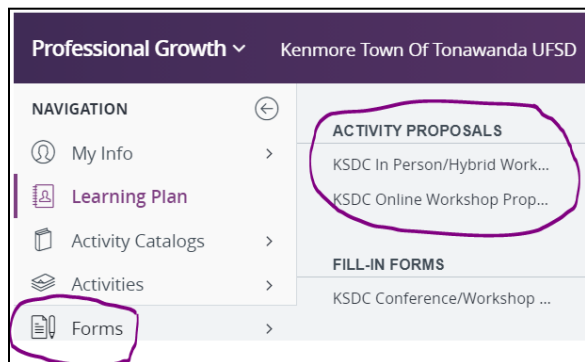


Click on the **Add File** button to upload a Certificate of Completion. We will review your information and give Final Approval. You will then view your credits in the My Portfolio section of your account and/or your Transcript.



## Submitting Proposals for New Workshops

All staff members are invited to submit proposals for NEW workshops. The link to our proposal form is in Frontline. Log into your Professional Growth account. Click on **Forms** and then Click on the proposal form which reflects how your workshop will meet; **KSDC In Person/Hybrid Workshops** or **KSDC Online Workshop Proposal** under **Activity Proposals**.



## Kenmore Staff Development Catalog & Participant Information

Make sure to indicate a workshop description that allows others to visualize what the workshop is about. Please also list Learning Outcomes which describe what participants can anticipate being able to do independently at the conclusion of your workshop.

**Activity Information**

Proposed Activity Title

Activity Description (include Learning Outcomes and Materials Needed)

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Audience to invite: ie. Administrators, Non-Reps, Others, Sub Teachers, Support Staff, Teachers, Teacher Assistants, TOSAS

Max Participants

NYS Categories

☐ Pedagogy

☐ Content

☐ ELL

☐ Non ELL

URL or Website:

NYS Categories must be checked as they are used for those staff who must track CTLE credits. Check all that apply to your workshop.

1. All KSDC workshops must indicate KSDC credits and CTLE credits.
2. Select the District Goal which best fits your workshop.
3. You are able to add additional comments if necessary.

**Purpose(s)**

Select a Purpose(s)

☐ KSDC Credits

☐ CTLE hours

☐ Non CTLE hours

**District Goals/Objectives**

Please select:

Goal : District Goal #1

☐ Technology Based Instructional Strategies

Goal : District Goal #2

☐ Improving Instructional Practice

Goal : District Goal #3

☐ Social/Emotional Awareness

**Additional Comments**

Comments:

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**Finish**

Submit

Save as Draft

We suggest that you print a copy for your records and then hit submit.