

# Buckeye Community Hope Foundation Frontline Education User Guide

1. Access the *BCHF Professional Learning Opportunities Catalog* by copying and pasting the following URL into your choice of browser:  
<https://www.mylearningplan.com/Webreg/catalog.asp?H=1&D=22359>
2. Read through all the great professional development options!

The screenshot displays the 'Professional Learning' website interface. At the top, it says 'Professional Learning formerly MLPPDMS' and has a 'Login' link. Below this is a 'Web Registration' header. On the left, there's a 'Professional Development' sidebar with 'Help Topics' and 'Need an Account'. The main content area is titled 'Catalog: Buckeye Community Hope Foundation' and features a search bar with 'Search Term(s)', a 'Program' dropdown, and 'Start Date' (05/31/2020) and 'End Date' (10/31/2021) fields. Below the search bar, it shows 'Search Results (1 - 11 of 11)'. Three results are visible:

- 1. New School Leaders' Orientation**  
Program: BCHF Professional Learning Opportunities Catalog  
Audience: School leaders, management company leaders and support personnel  
Dates: 8/3/2021  
Description: Are you a new school leader? School leader who wishes to "refresh" their information base? Join us for our New School Leader Orientation! The goals of the orientation are to support leaders by presenting vital information about the charter school world, compliance and fiscal monitoring, and supports for school development and improvement. Our plans are currently to offer the orientation "live" but we will keep registrants updated as plans unfold.  
Enrolled: 0/15 | Wait: 0/10
- 2. Restart Readiness and the Centralized Reporting System**  
Program: BCHF Professional Learning Opportunities Catalog  
Audience: School Leaders, Coaches, and Teachers  
Dates: 8/6/2021  
New  
Description: Give your students an advantage! Join us for an exciting overview of the State Restart Readiness Assessment and Centralized Reporting System (CRS). The Restart System gives your students several opportunities to take full Benchmark State assessments. Schools and staff will receive actionable data in real time. Learn how teachers will use the Checkpoint assessments to fine tune their instruction to meet the needs of the students. These tests will be administered in the same system as actual OST assessments.  
Enrolled: 0/25 | Wait: 0/10
- 3. Verbal and Non-verbal De-escalation Techniques Using CPI - Cleveland Session**  
Program: BCHF Professional Learning Opportunities Catalog  
Audience: School Crisis Team Members  
Dates: 8/11/2021  
New

3. Locate the name of a seminar of interest. Click on the **BLUE COURSE NAME** to read information about it. Click on the **BLUE ENROLL BUTTON** to register for it.

**Activity Details**

**BCHF ALL SCHOOLS MEETING**

BCHF is bringing its schools together to kick off 2021-22! Join us for the virtual, information-packed session. We will begin with a keynote presentation by Dr. Ghodly Muhammad, author of *Creating Genius: An Equity Framework for Culturally and Historically Responsive Literacy*. The meeting will also include charter school updates, data about school performance, and much, much more! Each sponsored school is encouraged to send a representative.

Meeting Dates ▼ 1 Meeting(s)

#	Date	Time	Location
1.	Wed Sep 15, 2021	8:30 am to 3:30 pm	<a href="https://zoom.us/j/91589520746?pwd=TlZ4dDZTMCIKeGFYcXNjZ0xHTmw1Zz09">https://zoom.us/j/91589520746?pwd=TlZ4dDZTMCIKeGFYcXNjZ0xHTmw1Zz09</a>

Instructors  
Sponsored By  
Registered  
Location  
Standards  
Enrollment Options  
Categories  
Payment Options

- Carol Young

BCHF Professional Learning Opportunities Catalog

0/100  
Minimum enrollment 5)

[Online via Zoom](#)

Standard #1: Learning communities  
Standard #7: Outcomes

Description	Units	Price	Subscriber Price
Hours	7.00	\$200.00	\$0.00

Leadership

**No Cost**  
NC

**School/District PO**  
PO

Need more information? Send an Email to [cyoung@buckeyehope.org](mailto:cyoung@buckeyehope.org)

[Enroll](#)

4. Click on the appropriate user option: registered user or new user are the options for our sponsored schools.

**Web Registration**

Select Log In Method To Continue

[I'm a registered user](#)

Select this option if you have already created an account.

[I'm a new user](#)

Select this option if you do not have an account yet. The account is free and you can use it to check the status of your registrations and maintain records.

[Frontline Professional Growth users](#)

Select this option if your organization subscribes to Frontline Professional Learning Management.

***"I'm a registered user"*** means you are with a sponsored school, have a free WebReg account through being a sponsored school, and a registering now with the same email (username) and password. Caution: Be sure to use the same email each time you register and be sure your profile is updated to show your current BCHF sponsored school name.

**Sign In**

Username

Password

**Sign In**

[Forgot Username](#) | [Forgot Password](#)

If you forgot your username or password, you can click on the link and whatever email address you have in the site, it will send you the information to the email address Frontline has on file.

*“I’m a new user”* means you have NEVER registered for ANY Frontline Web Reg classes using this email address. After logging in, you may be asked a series of questions, like your District name/Building that you work at, a phone #, etc. This is the Web Reg site asking for this information and NOT FRONTLINE. Be sure to use your full sponsored school name.

**Web Registration**

Enter Basic Account Information

First Name:

Last Name:

Email address:

**Next**

NOTE: The site **\*\*WILL\*\*** know if you have tried to register previously with an email address (example below of the message that you will receive **\*IF\*** you did enter it in the past):

**Web Registration**

Account Exists

Our records indicate that you already have an account in the system. If your email address is [kschermerhorn68@gmail.com](mailto:kschermerhorn68@gmail.com), click [here](#) to reset your password via email.

Click the **Next** button to continue your registration.

**Start Over** **Next**

“*Frontline Professional Growth User*” means your district or organization \*PAYS\* for your PLM account using your school district/organization email. This should NOT be the case with BCHF sponsored schools.

5. If you have questions about logging in or encounter a problem, please feel free to send an email with the following information to Frontline Support Team to assist you:  
[pgsupport@frontlineed.com](mailto:pgsupport@frontlineed.com)

Provide in your email your full name, the email address you are trying to use, the school district or organization you are associated with. Also helpful is the name of the Web Reg site and the title and date of the class will help the person who will be reading your ticket to help diagnose and resolve. **\*\*the more information you can provide in your ticket (screenshots are super helpful!) the better.**

There is also a Phone number for support: **866 504 8222** (press any prompt that you hear for “Professional Growth” and when asked, mention “Web Reg.” PLEASE NOTE: Buckeye Community Hope Foundation personnel are NOT able to register for you, or problem solve technical issues with the Web Reg system.

6. After a seminar, you should receive an email asking you to complete the evaluation. Once you have completed the evaluation, the Frontline system will show a certificate of completion on your account page.
7. A quick link to our catalog should also show up on your account (left hand side) once you register for a seminar.

Start Date	Activity Title	Credit Type
06/10/2021	June 10 and 11, 2021 - THE COURAGEOUS SCHOOL: Reclaiming Student Learning through Culturally Responsive Education - BCHF SCHOOL LEADERSHIP SUMMIT	13.00 hr

8. Frontline will “track” your participation in professional learning through your My Learning Plan view.
9. Here are a few hints we’ve learned:
  - Make sure your profile indicates a sponsored school name so you will not be asked to pay for a BCHF seminar. Sometimes your profile still contains a prior email or name of a school in which you were employed previously.
  - You may have two accounts, one with a personal email address and one with a school email address. Consider notifying the Frontline Support Team to merge those accounts with your appropriate updated information.
  - If links will not load, copy and paste the URL for the catalog into a **new** browser.