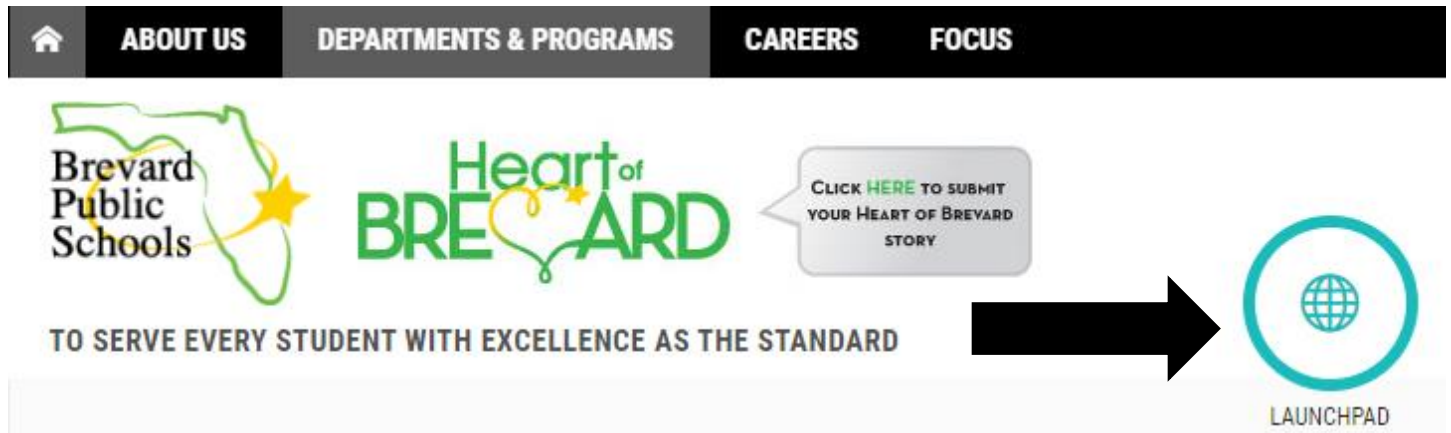


## Orientation in Frontline – Employee

\*\*\*This is a 2 part process – 1<sup>st</sup> part register and 2<sup>nd</sup> part acknowledge

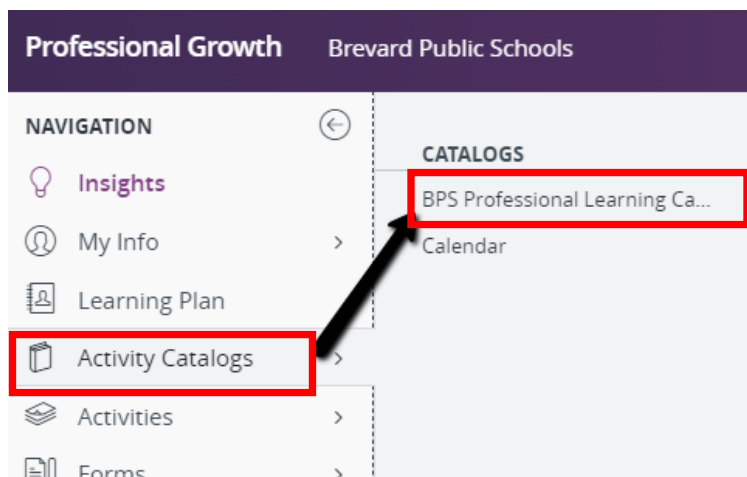
**Step 1-** Go to [www.brevardschools.org](http://www.brevardschools.org) and click on the BPS Launchpad



**Step 2-** Use your Microsoft log in credentials to get into the Launchpad, then find the Frontline App



**Step 3-** On the left side navigation, select Activity Catalogs then select BPS Professional Learning Catalog



**Step 4-** Select the **Event** dropdown, then select **Annual Orientation**.

Catalog: Brevard Public Schools

Search Options

Search Term:

Program:

Event:  (dropdown menu open)

- All Events
- 2023-2024 Middle School Conference
- Annual Orientation**
- Youth Mental Health First Aid 23-24

Advanced Search Options

**Step 5-** When the course comes up you will see a blue hyperlink to enroll in the course.

*\*\*The course title should contain **YOUR** school site OR the department you are assigned through the district.*

Search Results (1 - 1 of 1)

[9485 Professional Learning and Development 23-24 Annual Orientation](#)

Event: Annual Orientation  
Activity Owner/Manager: LYNNETTE THORSTENSEN - Thorstense, L ynnette@brevardschools.org  
Dates: 7/13/2023 to 5/24/2024

**New** **Starting Today**

This course is an annual course for ALL BPS employees. Instructional staff... 23-June 30, 2028 will receive 6 inservice credits for completing the required orientation.

Enrolled: 2/250 | Wait: 0/0

Viewing 1 of 1 total results

Previous Next

**Step 6-** Once you are in the course, click the button **SIGN UP NOW**

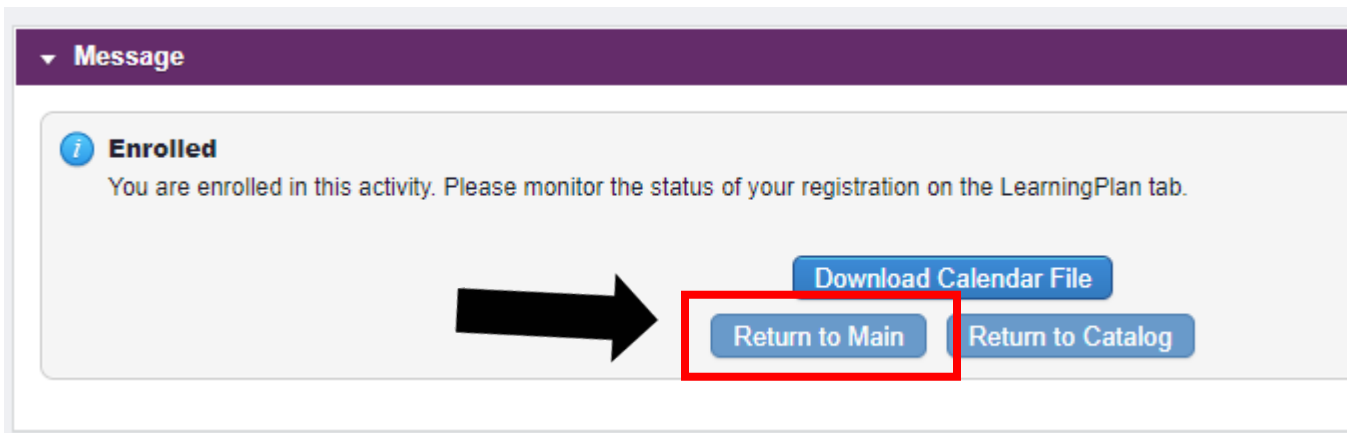
Resources

- Safety Hazard Communication and Bloodborne Pathogens
- Professional Learning and Certificate Renewal (INSTRUCTIONAL ONLY)
- Social Media Guidelines
- Key Policies and Procedures
- Ethics in Education
- Network and Internet Acceptable Use Policy
- Bullying, Harassment & Cyberbullying Prevention
- Teacher Authority Law (INSTRUCTIONAL ONLY)
- Student Records Management (INSTRUCTIONAL and CLERKS)
- Red Rover Employee Training Video (INSTRUCTIONAL ONLY)
- 23-24 Evaluation Procedures (INSTRUCTIONAL ONLY)
- Orientation- Value Added Measure (INSTRUCTIONAL ONLY)

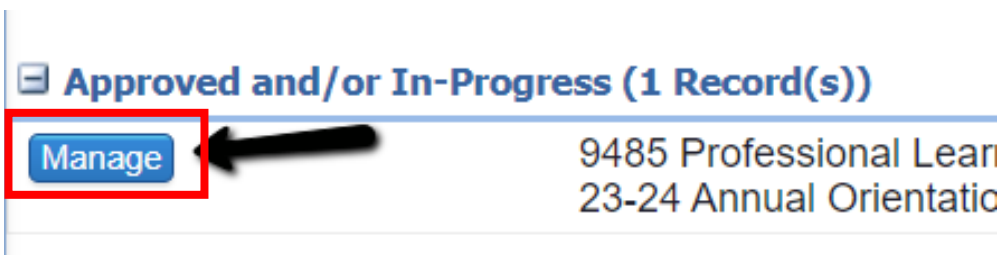
Registration Options

**Sign Up Now**

**Step 7-** You are successfully enrolled in the orientation course. Select the **Return to Main** button.



**Step 8-** To access the course. Click on the **Manage** button.



**Step 9-** Then click **Launch Activity** to get started.



Once the activity is launched you can begin. If you are unable to complete the activity during a session, you can leave the activity and go back in by selecting the navigation Learning Plan tab (Part 2, Step 1) and select manage (Part 1, Step 8). Once you open the activity and complete the reading/video the system will mark

the activity complete. Sometimes it doesn't happen right away, you may need to refresh your screen.

This course is an annual course for ALL BPS employees. Instructional staff with a certificate validity year of July 1, 2023-June 30, 2028 will receive inservice credits for completing the required orientation.

Upon successful completion of online resource(s), this record should automatically move to a completed status in your portfolio.

Course Details	
Content Title	Content Status
Professional Learning and Certificate Renewal (INSTRUCTIONAL ONLY)	Complete
Social Media Guidelines	Complete
Key Policies and Procedures	Complete
Ethics in Education	Not Started
Network and Internet Acceptable Use Policy	Not Started

If an activity is marked Instructional Only, which means it is not required for support personnel. However, it will not show 100% complete if the activity is not opened. The final video on VAM must be watched in its entirety to appear complete. Support personnel are **not** required to show 100% complete.

Once all of the materials are viewed/read, follow the instructions below to complete Part 2, acknowledging the orientation form.

### How to Complete the Orientation Acknowledgment Form in Frontline

**Step 1-** On the left side navigation, select Learning Plan

NAVIGATION

- Insights
- My Info
- Learning Plan**
- Activity Catalogs
- Forms

**Step 2-** Scroll down to My Evaluation, click Open Orientation Acknowledgement.

**My Evaluation - Brevard, FL Demo01**

Scheduled Components

None

Action Required


Orientation Acknowledgement - Orientation

Status: **awaiting form submission**

Action: **Open Orientation Acknowledgement - Orientation form for submission**

**Step 3-** Check the box and click submit.

[Show Submission History](#)



### Orientation Acknowledgement

**User Information**

Name: Brevard, FL Demo01 (Demo01)	Title:
Building: 9221 Access Project C/O Riverview	Department: None
Grade: None	Evaluation Type: Classroom Teacher
Assigned Administrator: Not Assigned	Evaluation Cycle: 08/01/2023 - 07/01/2024
Saved By: N/A	Date Submitted: Incomplete
Acknowledged By: N/A	Date Acknowledged: Unacknowledged
Finalized By: N/A	Date Finalized : Unfinalized

**ⓘ** Select the checkbox below to illustrate that you have read, understand, and agree to follow the Brevard Public Schools policies and procedures that are a component of the School District's employee orientation program.

Yes

These policies and procedures include, but are not limited to, the following:

- Social Media Guidelines
- Network and Internet Acceptable Use and Safety (AUP)
- Safety Hazard Communication & Bloodborne Pathogens
- Bullying, Harassment and Cyberbullying Prevention
- Ethics Training
- Key Policies and Procedures
- Teacher Authority Law Presentation (Instructional ONLY)
- Evaluation Procedures (Instructional ONLY)
- PD & Certificate Renewal (Instructional ONLY)
- VAM Video (Instructional ONLY)
- Red Rover Employee Training Video (Instructional ONLY)

I also understand that omission of this acknowledgement shall not relieve any employee from the requirement to comply with the information shared in the School District employee orientation program and its components, School Board policies, and/ or School District procedures.

**Submit** Save Save & Notify Reset Print Comment