

Go to the Washington County Public Schools website www.wcpsmd.com. Click on Employee Portal.

The screenshot shows a web browser window displaying the Washington County Public Schools website. The browser's address bar shows the URL www.wcpsmd.com. The website's navigation menu includes links for Home, Documents, Careers, News, BoardDocs, and Staff Directory. The main content area features a large banner for the Summer Meal Machine program, which is a white van with the text "The Meal Machine" and "FREE LUNCH FOR ANYONE 18 AND UNDER Monday thru Friday June 19- August 24". Below the banner, it says "SUMMER MEAL MACHINE PROGRAM ROLLING" and "The 2018 Meal Machine and summer meal program schedules are out." with a "READ MORE" button. On the left side of the page, there is a vertical menu with several categories: "Parents & Families", "Faculty & Staff", "The Community", and "For Business". The "Faculty & Staff" category is expanded, showing sub-links for "Employee Portal", "Human Resources", and "Employee Email Login". A large blue arrow points from the top of the page down to the "Employee Portal" link, which is circled in red. The Windows taskbar at the bottom shows the time as 2:07 PM on 8/13/2018.

Click on **Quick Links**.

The image shows a screenshot of a web browser displaying an employee portal. The browser's address bar shows the URL <https://sites.google.com/wcps.k12.md.us/employeeportal/home>. On the left side, there is a vertical navigation menu with the following items: Home, CES Departments, Content Resources, Essential Curriculum, Professional Learning, and Quick Links. The main content area features five large, dark blue, rounded square icons arranged in two rows. The top row contains three icons: 'CES DEPARTMENTS' (with a red circle and white organizational chart icon), 'CONTENT RESOURCES' (with a folder icon), and 'ESSENTIAL CURRICULUM' (with a target icon). The bottom row contains two icons: 'PROFESSIONAL LEARNING' (with a grid of colorful icons) and 'QUICK LINKS' (with a grid of four squares and red arrows). A large blue arrow points downwards from the top of the page towards the 'QUICK LINKS' icon. A red circle is drawn around the 'QUICK LINKS' icon. The Windows taskbar at the bottom shows the system tray with the date and time: 2:07 PM, 8/13/2018.


Click on **Frontline Evaluation and PDMS**.

The screenshot shows a web browser window displaying a quick-links page for Washington County Public Schools (WCPS). The browser's address bar shows the URL: <https://sites.google.com/wcps.k12.md.us/employeeportal/quick-links>. On the left side, there is a navigation menu with the following items: Home, CES Departments, Content Resources, Essential Curriculum, Professional Learning, and Quick Links. The main content area features a grid of quick-link tiles. A large blue arrow points down to the 'FRONTLINE EVALUATION and PDMS' tile, which is also circled in red. Other visible tiles include 'FOUNDATION', 'EMAIL', 'Employee Assistance Program', 'Employee Self Service', 'HELP DESK', 'WCS LEARN', 'LIBRARY RESOURCES', 'MY SCHOOL BUCKS', 'NAVIANCE', and 'NWEA'. The Windows taskbar at the bottom shows the system tray with the date and time: 2:08 PM, 8/13/2018.

Login. The **Username** and **Password** to login are the same as your WCPS email username and password.

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Secure | <https://www.mylearningplan.com/mvc/login/17864>

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MyLearningPlan is now part of Frontline Education

Looking for MLPElevate? [Sign in here.](#)

Washington County Public Schools
[Not your district?](#)


Username

Password

[Login help](#)

Learn more about the [PD and Evaluation](#) feature.

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Windows taskbar: 2:08 PM 8/13/2018

Click on **My Portfolio**.

Washington County Public Schools


Professional Development

- My Info
- My Portfolio**
- My Evaluations
- My File Library
- Activity Catalogs
 - District Catalog
- Fill-In Forms
- Account Options
 - My User Profile
 - Change UserName
 - Change Password

News and Info

- 2018 Fall MSDE Course Release Date and Registration
- MSDE Course Schedule for Required Courses
- Difference between MSDE credits and Workshop Renewal Units

My Requests

Actions	Activity Title	Start Date	End Date	FormName
Save as Draft (0 Record(s))				
-- no records --				
Wait List (0 Record(s))				
-- no records --				
Pending Prior Approval (0 Record(s))				
-- no records --				
Approved and/or In-Progress (1 Record(s))				
Manage	Summer Workshop: Advanced Programs Gifted Learner Part I: Identification, Characteristics, & Service Delivery	08/07/2018	08/21/2018	 In District Registration Form
Instructor Has Confirmed Attendance (0 Record(s))				
-- no records --				
Awaiting Final Credit (0 Record(s))				
-- no records --				
Denied (0 Record(s))				

The portfolio will list all professional development registered for and completed through the Frontline PDMS system. In addition, teachers holding an Advanced Professional Certificate (APC) will see activities that have been submitted for the APC certificate renewal. These activities are coded APC at the beginning of the title.

Credits are listed for MSDE CPD courses or college courses. **Hours** are listed for activities that may be used for the Advanced Professional Certificate renewal. **When converting hours to renewal units, 15 hours = 1 renewal unit.**

LearningPlan

Washington County Public Schools

My Info

- View Current Year
- View All
- View By Purpose (current)
- View By Goal
- View In Progress
- View Denied Requests

Custom Reports

- Completed Hours By Purpose

Transcript

- Print transcript
- Download Transcript to Excel

My Portfolio

Completed:

Date Completed	Title	Hours	Credits
2018-2019 (1 Record)			
07/10/2018	Summer Workshop: Opening a World of "Possible" for Every Reader- Middle School Summer School Instructors	5.00	0.00
		5.00	0.00
2017-2018 (4 Records)			
06/19/2018	Summer Workshop: Secondary ELA: Module and Cornerstone Task Revision	5.00	0.00
06/08/2018	Advancing the Essential Curriculum with Google Classroom	2.00	0.00
05/15/2018	Processes and Acquisitions of Reading Instruction MSDE Course # 15-00-02	0.00	3.00
05/15/2018	Materials For Teaching Reading (elementary) MSDE Course # 15-00-03	0.00	3.00
		7.00	6.00
2016-2017 (3 Records)			
06/06/2017	Secondary ELA: Writing Strategies for ELA Teachers	2.50	0.00
06/06/2017	Secondary ELA: Reading Strategies for ELA Teachers	2.50	0.00
12/13/2016	MSDE 13-00-27 Inquiry Group I - 9 Digital Capacities	0.00	2.00
		5.00	2.00
		17.00	8.00

Export