## How to upload documents onto Frontline:

1. Once you are logged into Frontline (<u>https://www.interborosd.org</u>), click on "My Info," then click on "My File Library":



2. Then click on "Add File"

] FielNatte	Type	File Size (kilobytes)
- No Files		
Add File		
District Files - Interboro Area School District		
	Tree	File Size (kilobytes)
File Name	-1354	

3. Once uploaded, they will be added to your library.

## Submitting a course on Frontline:

You will need to log onto our Homepage: <u>https://www.interborosd.org/</u>

1. Click on Staff Resource

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2. Then click on Frontline:

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Sec	al Media		×.	.8.	$\overline{\mathbf{\cdot}}$		~	36	

3. Then under forms, click on PCA Forms:



4. Then fill out the form and hit submit:

I intend to fulfill my required hours (20 hours	) with the following activities	
Activity (Describe or attach a brochure for each activity) To upload a brochure please add the file to your file library then select file		
Time Involved (Hours)		
Date		
EVALUATION OF COMPLETED PROJECT		
	VERY WORTHWHILE VORTHWHILE FAIR POOR	
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Comments		
		Characters left 2046
CONTRACTED STAFF DEVELOPMENT PLANS is complete as submitted.		
Finish		
	Submit Save as Draft	