

Submit an Activity for Final Credit

Once an activity is complete, you may need to "Mark Complete" in order for the activity to be submitted for final credit.

Use these steps:

1. Click the Learning Plan tab
By clicking the Learning Plan tab along the top of the screen, you will be brought the main workspace.

2. Review the list of activities in the My Requests view

All current approval requests are displayed in the My Requests section in the center of the Learning Plan screen.

The title of the activity is displayed under the current approval status (pending pre-approval, request more info, denied, approved and in progress, pending final credit, etc.).



Please Note: You can only perform this function on an activity that is approved and in progress

3. Click the Activity Title in question

By clicking the activity title, you will access the activity status screen. This screen contains the options to mark the activity as complete.



4. Click the Mark Complete link

The Mark Complete button is located towards the bottom of the screen under ACTIONS

Activity Status

Activity Info:

Assessing Your Language Arts Curriculum

Does your language arts curriculum prepare students to take college entrance exams and write college application essays? This session examines one college board teams efforts to write "winning" admission essays.

Date: **Jan 11'07 - Jan 11'07** | Hours: **8.00** | Registration Fee: **\$50.00**

#	Start Date/Time	End Date/Time	Location
1.	1/11/2007 3:00 pm	1/11/2007 5:00 pm	HS Computer Lab

Approved & In Progress
Please drop this Activity if you do not plan to attend.

Actions

Mark Complete Select this option when you have completed the activity and wish to request final approval.

Revise/Resubmit Form This feature is no longer available because the end date for the activity has already passed. Contact your organization's professional development office if you need to resubmit this form.

View/Print Form Select this function to view or print the full request form.

Drop Select this if you wish to DROP enrollment in this activity.

NOTE: If the Mark Complete link is not active it

is most likely because:

- A. There is a mandatory evaluation form that must be completed first (Click on the activity evaluation form link located just above the Mark Complete link to access the evaluation form)
- B. The amount of time granted by your organization for you to Mark Complete an activity after the end date of the activity has expired. Contact your organizations professional development department for further instructions.
- C. Your organization has already completed this step for you

5. Complete the Activity Completion form

The Activity Completion screen contains fields for expense tracking and providing comments to those responsible for granting final approval for the activity.

If no expenses were incurred or you do not wish to enter a comment, those entries may be left blank.

Activity Completion

General Info

User **Palemire, Lisa**
 Building **Ivan Dretzky High School**
 Department
 Employee ID **123**
 Job Title
 Submitted **1/8/2007 5:45 pm**

Expense Summary

Description	Requested	Approved	Final
Registration Fee	\$50.00	\$50.00	45.69
Transportation	\$0.00	-----	0
Tolls	\$0.00	-----	0
Meals	\$0.00	-----	0
Lodging	\$0.00	-----	0
Other Expense 1	\$0.00	-----	0
Other Expense 2	\$0.00	-----	0
Other Expense 3	\$0.00	-----	0
Totals	\$50.00	\$50.00	

6. Click the Submit button.

When this action is completed, the request is automatically submitted for final credit approval.