

How to Complete an Activity Evaluation

Following Up on Activity Attendance

After attending a workshop/activity that you registered for through Frontline's Professional Growth (MyLearningPlan) system, you may need to log back in to the system to bring the activity to full completion.

On the home screen, if there is an icon of a **clipboard**, you need to complete a survey in order to receive final approval. In order to complete the evaluation, click the **Manage** button to the left of the activity name.



Approved and/or In-Progress (5 Record(s))					
Manage	CR 154-3 Round table. Collaborative session provided by RBERN and RSE-TASC Bilingual Specialist	08/23/2018	08/23/2018		Outside Provider Catalog Form
Manage	Resilience Ed Camp Session	07/18/2018	07/18/2018		PD Guide Request Form (WR)
Manage	Summer Regional Leadership Academy	07/12/2018	07/12/2018		PD Guide Request Form (WR)
Manage	Curriculum Mapping and Unit Development	05/10/2018	05/10/2018		PD Guide Request Form (WR)
Manage	Overview of Transition in the IEP	11/29/2017	11/29/2017		Outside Provider Catalog Form

[Instructor Has Confirmed Attendance \(0 Record\(s\)\)](#)

View after you select Manage. Scroll to the bottom of the page. If you have an **Evaluation**, first you must complete that, and then return to **Mark Complete**. If no evaluation, then just **Mark Complete**.



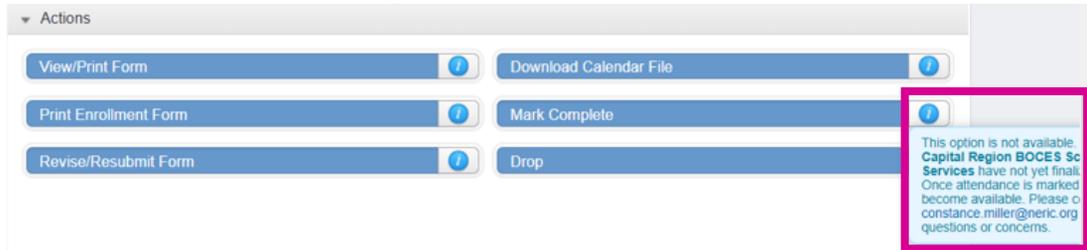
Actions

- [View/Print Form](#)
- [Download Calendar File](#)
- [Team Room](#)
- [Print Enrollment Form](#)
- [Print Certificate](#)
- [CIPD Evaluation](#)
- [Mark Complete](#)
- [Revise/Resubmit Form](#)
- [Drop](#)

NOTE:

If the Mark Complete link is not active, try one of the steps below:

- Hover over the  at the far right side of the button, for more information. See below:



In the example above, the information button is telling us that the activity provider has not yet completed the attendance for this activity. Once the attendance has been finalized, the Mark Complete button will become active. In order to prompt the activity provider to finalize the attendance, please send an e-mail to the address provided on your own screen. Once the Mark Complete button is active, please resume the steps.