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.

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.
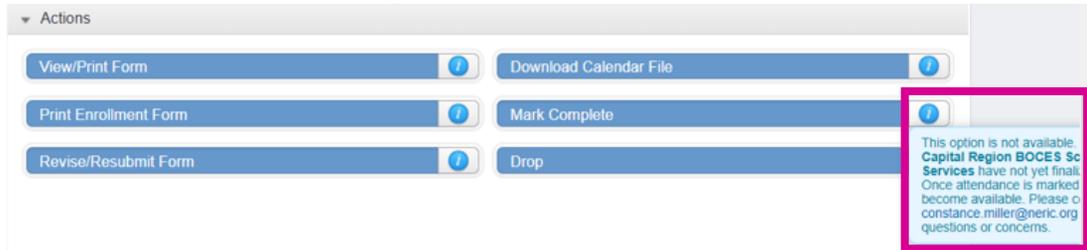
NOTE:

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.