

I attended the activity – now what?

Following Up on Activity Attendance

Following up on your activity is important. Only those activities that move down to the “Recently Completed” section will appear on a report. There are a few steps that you may need to complete to make this happen

On the home screen, if you have trainings that are outdated and still there, this means you have some clean up. If there is an icon of a **clipboard**, you need to complete a survey in order to receive final approval. Most of the sessions hosted by the Exceptional Children Department will require a survey so we can track presenter progress. Most of the others will just require you to select **Manage** on the left and then mark it complete.



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**.



Once you press the Mark Complete button, an Activity Completion form appears. The Activity Completion screen contains fields for expense tracking and providing comments to those responsible for granting final approval for the activity. These screens appear by default. **Because our organization uses the Conference Attendance and Reimbursement forms as part of our registration process, you do not need to complete this information online.** (NOTE: please be sure that if you needed to complete the Conference Attendance form in order to attend the activity, that you have completed the paper form and returned to your supervisor in accordance with the regulations.)

Activity Completion

General Info

User: **Stephanie Smyka**
 Building: BOCES 2 Educational Services Center Marjo Pearson
 Submitted: 1/23/2018 11:57 am
 Marked Complete: 6/2/2018 9:21 am
 Dates: 2/5/2018 to 6/1/2018
 Reference ID: D17427-WRAO-L66675368

Activity Summary

Activity Title: Challenging Learners: How to Guide Your Students Through the Learning Pit to Achieve Deeper Understanding
 Dates: 2/5/2018 8:00 am to 6/1/2018 3:30 pm

Expense Summary

Description	Requested	Approved	Final
Transportation	\$0.00	---	0
Parking and Tolls	\$0.00	---	0
Meals	\$0.00	---	0
Lodging	\$0.00	---	0
Mileage	\$0.00	---	0
Totals	\$350.00	\$0.00	

Receipts/Certificate of Completion

You must scan your documents and attach it to your MY FILES area of the File Library. Once uploaded as a personal file, you will see it below. Please attach the upload of the receipts/certificate verifying your attendance at this conference.

Please attach any receipts/certificate of completion: Balanced Leadership Ch 1 - Balanced_Leadership_book_dohatPrint.pdf (435k) [View](#) TIG Fall to Sign in and Eval - TIG_Fall_8_Day_4_5_Eval_01122018.pdf (704k) [View](#)

Comments

Comments:

Characters left 2048

Finish

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

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:

▼ Actions

<input type="button" value="View/Print Form"/> 	<input type="button" value="Download Calendar File"/> 
<input type="button" value="Print Enrollment Form"/> 	<input type="button" value="Mark Complete"/> 
<input type="button" value="Revise/Resubmit Form"/> 	<input type="button" value="Drop"/>

This option is not available. Capital Region BOCES Services have not yet finalized attendance. Once attendance is marked become available. Please contact constance.miller@perc.org questions or concerns.

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.

- 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).

- 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 organization's professional development department for further instructions.
- Your organization has already completed this step for you.