

## Submit an Activity for Final Credit

Once an activity is completed, you will need to "Mark Complete" the course in order for the activity to be submitted for final approval (credit).

### Steps:

**1. Click the Learning Plan tab**

By clicking the **Learning Plan** tab along the top of the screen, you will be viewing 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 (Awaiting pre-approval, request more info, denied, approved and in progress, Awaiting Final Approval, etc.).



**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. The original date of completion is in the future.
  - Contact the Department of Human Resources to change the completion date.
- B. The HR office 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. **Not required.**

#### 6. Click the Submit button

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

**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
<b>Totals</b>	<b>\$50.00</b>	<b>\$50.00</b>	