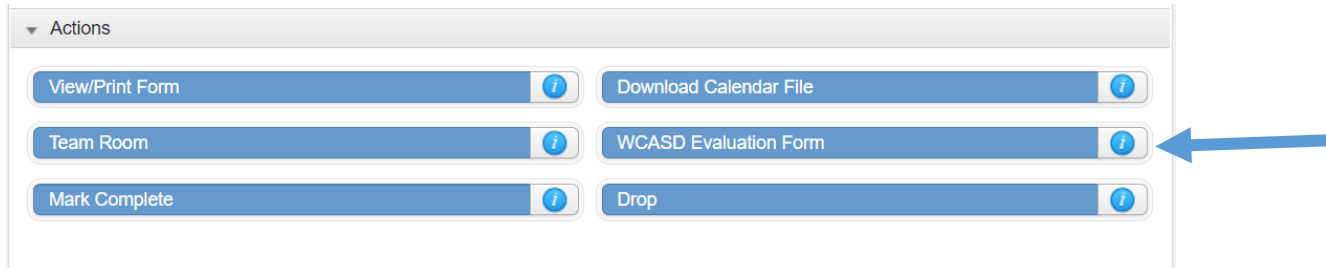


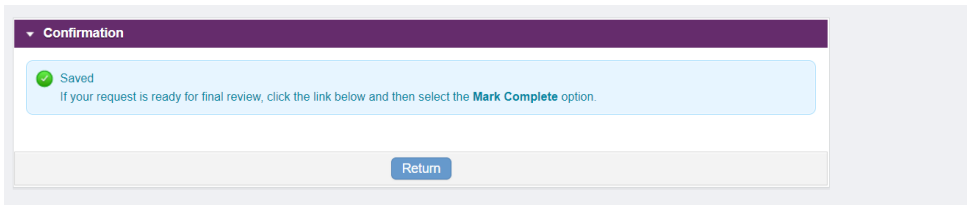
Completing the WCASD Evaluation for an Activity

Use these steps to submit the WCASD Evaluation Form:


1. Review the list of activities in the My Requests view.
2. By clicking the Manage button, you will access the activity status screen. This screen contains the option to complete the WCASD Evaluation Form.



3. Complete all fields in the Evaluation Form. Remember that this is recorded anonymously.
4. When finished Click Save.
5. A confirmation will appear. Click Return to begin the process to Mark Complete the Activity. (See directions on other side)



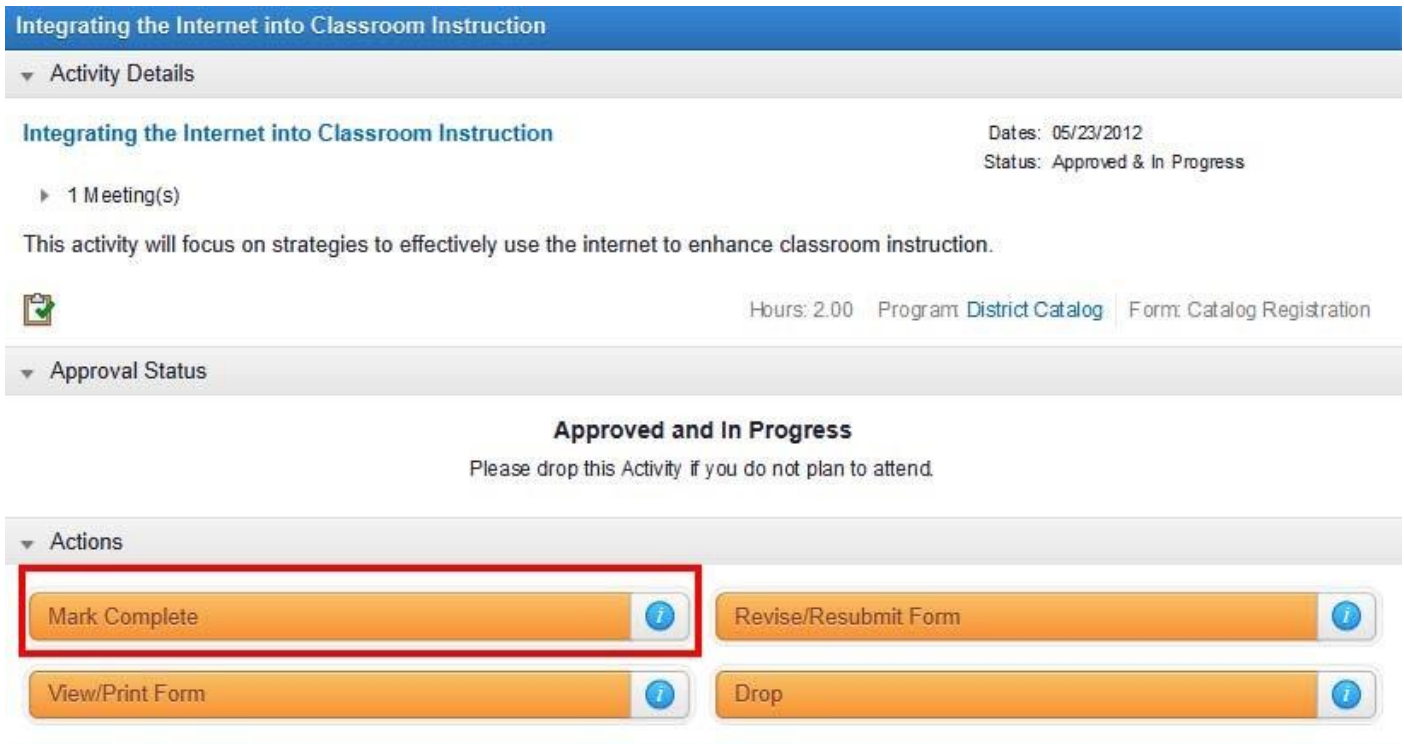
Submitting an Activity/Form for Final Credit (Mark Complete)

 pd-help.frontlineeducation.com/hc/en-us/articles/115004160587-Submitting-an-Activity-Form-for-Final-Credit-Mark-Complete-

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 to submit an activity/form for Final Credit (Mark Complete):

6. Review the list of activities in the My Requests view. Note: You can only perform this function on an activity that is Approved and in Progress.
7. By clicking the Manage button, you will access the activity status screen. This screen contains the option to mark the activity as complete.
8. Click the Mark Complete link. The Mark Complete link is located towards the bottom of the screen under Actions.




Integrating the Internet into Classroom Instruction

Activity Details

Integrating the Internet into Classroom Instruction Dates: 05/23/2012
Status: Approved & In Progress

▶ 1 Meeting(s)



This activity will focus on strategies to effectively use the internet to enhance classroom instruction.



 Hours: 2.00 Program [District Catalog](#) Form: [Catalog Registration](#)

Approval Status

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

Actions

Mark Complete  Revise/Resubmit Form 

View/Print Form  Drop 

9. Complete the Activity Completion form. The Activity Completion screen may contain 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.
10. Click the Submit button. When this action is completed, the request is automatically submitted for final credit approval.
11. If the Mark Complete link is not active, it is most likely because:
 - 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.