

## 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-

The navigation steps included in this article contain directions for both the [legacy system](#) and the [Insights Platform](#). Follow the path specific to your application.

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):

Legacy: Learning Plan (tab) > My Requests

Platform: Learning Plan > My Requests

1. 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.
2. By clicking the Manage button, you will access the activity status screen. This screen contains the option to mark the activity as complete.
3. Click the Mark Complete link. The Mark Complete link is located towards the bottom of the screen under Actions.

The screenshot shows the 'Integrating the Internet into Classroom Instruction' activity status screen. The 'Mark Complete' button is highlighted with a red box in the 'Actions' section. The screen displays the activity title, dates (05/23/2012), status (Approved & In Progress), and a description. The 'Actions' section includes buttons for 'Mark Complete', 'Revise/Resubmit Form', 'View/Print Form', and 'Drop'.

4. 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.

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

6. If the Mark Complete link is not active, it is most likely because: **Pioneer does require completion of the reflection form. You must complete this first before clicking Mark Complete**

- 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.