

# 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):**

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 activity status screen for "Integrating the Internet into Classroom Instruction". The activity is in the "Approved and In Progress" status. The "Actions" section contains four buttons: "Mark Complete", "Revise/Resubmit Form", "View/Print Form", and "Drop". The "Mark Complete" button is highlighted with a red box.

**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 *i* Revise/Resubmit Form *i*

View/Print Form *i* Drop *i*

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:

- 1 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).
- 1 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.
- 1 Your organization has already completed this step for you.