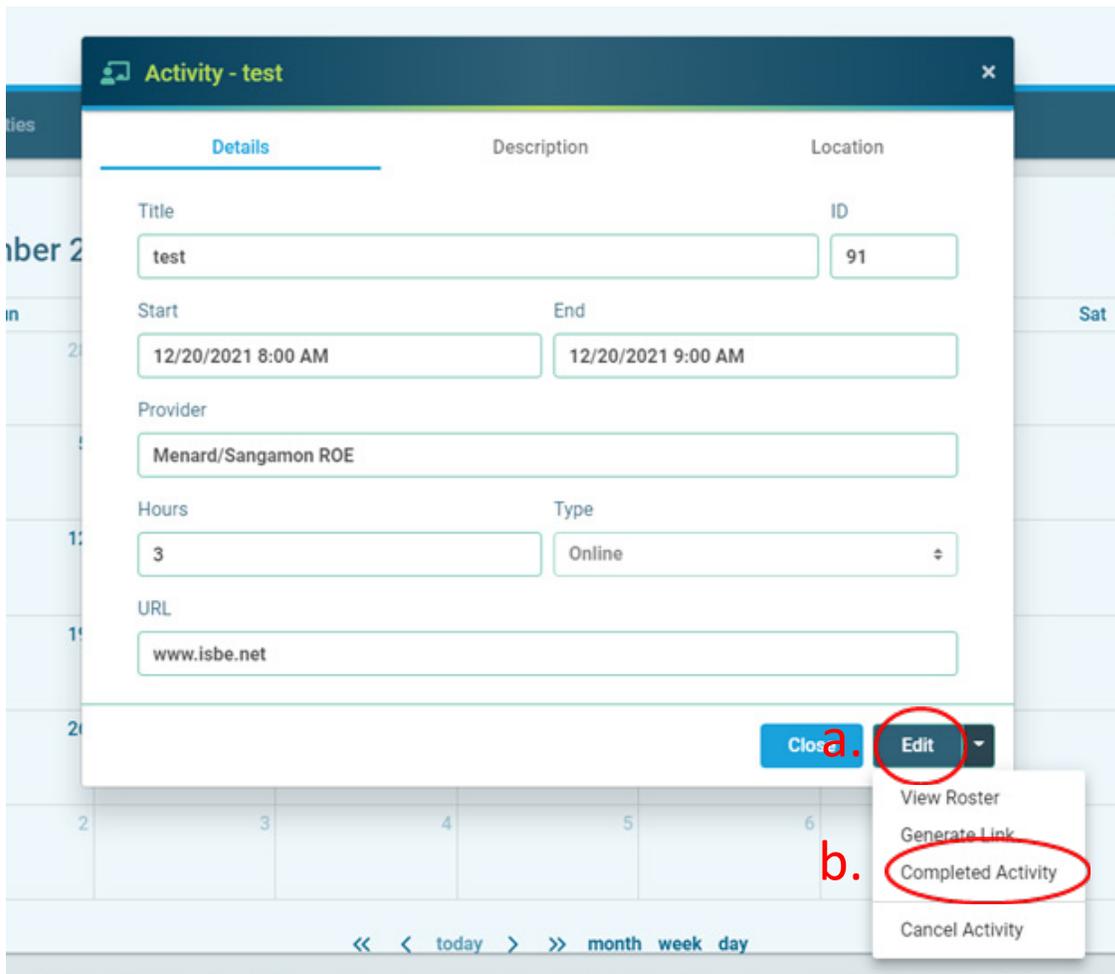


# How to Mark an Activity Completed as a Provider



Any activity created and completed through PD+ will need marked as completed by the provider to ensure educators who attended the activity receive the appropriate credit.

1. Login to PD+ as a provider
2. Click on the Activity Calendar
3. Locate the applicable activity to mark it as complete
4. Select the activity from the calendar
  - a. Click the drop-down arrow button on the edit button
  - b. Then select "completed activity"



5. Select all attendees who should receive credit
  - a. During this time, you may adjust the credit awarded if an educator only attended part of the activity
  - b. You may also add additional attendees who did not register ahead of time by clicking the "Add" button
6. Once attendance is verified, you will click "verify attendance".

**Complete Activity - test**

<input type="checkbox"/> Attendance	Hours	IEIN	Last Name	First Name	MI	Email
<input checked="" type="checkbox"/>	<input type="text" value="3"/>		Collins	Ronald	R	

[Verify Attendance](#)

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7. You have successfully marked the activity as completed. All educators in attendance will receive a notification in PD+ and an email to complete the 77-21A to receive professional development credit. Once the 77-21A is completed by the educator, credit will be granted for the activity. An educator will not receive credit for the activity until is marked as complete and the 77-21A is completed.