

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 received 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"

The screenshot shows the 'Activity - test' form with the following details:

- Title: test
- ID: 91
- Start: 12/20/2021 8:00 AM
- End: 12/20/2021 9:00 AM
- Provider: Menard/Sangamon ROE
- Hours: 3
- Type: Online
- URL: www.isbe.net

The 'Edit' button is circled in red with a red 'a.' next to it. The dropdown menu is open, and the 'Completed Activity' option is circled in red with a red 'b.' next to it.

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
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"/>	3	[REDACTED]	Collins	Ronald	R	

Verify Attendance

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.