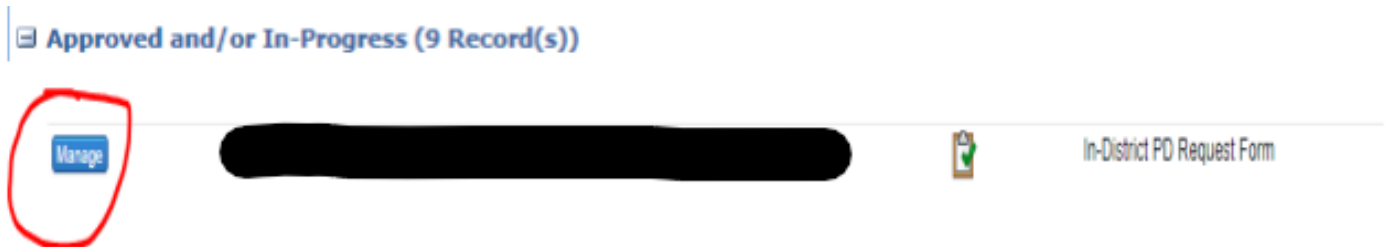


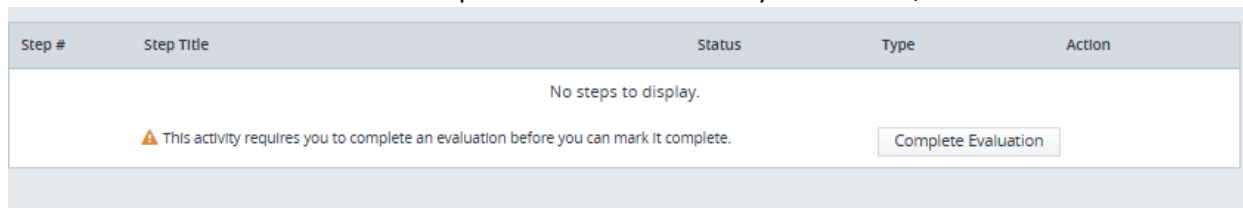
# How to submit a course evaluation and mark it complete in Frontline (to ensure your course gets changed to “completed” for level 3 professional learning.

Go to <https://app.frontlineeducation.com/pd-plm/growth-journey>.

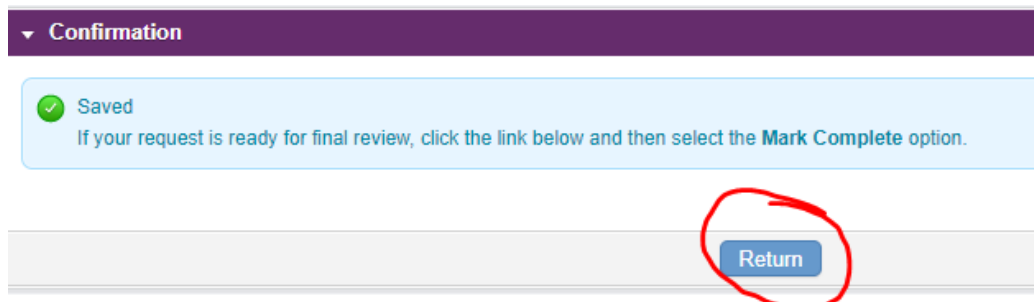
On the left hand side, click to “Learning plan” then scroll down to where you see the course title and click on the “manage” button.



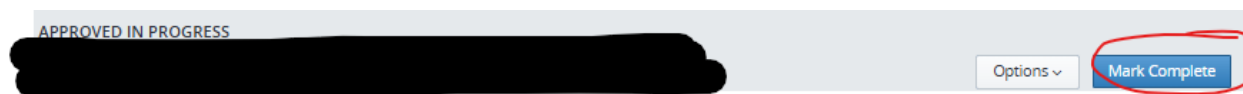
You will then need to select the “Complete evaluation.” When you are done, click the “save” button at the bottom.



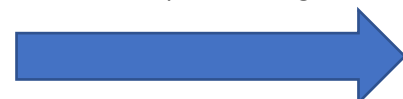
Once you “save” at the bottom you’ll see :



Click the return button and then you can “mark complete” at the TOP of the page



Make sure you click “submit” at the bottom of the completion page (you do not need to enter any other information)—see image on the next page. Note that the form IS required for you to be able to “mark as complete” and get credit for the course.



The TLC grant required feedback and course evaluations to continue funding.

Activity Completion	
General Info	
User	
Building	
Employee ID	
Certificate ID	
Submitted	
Dates	
Reference ID	
Activity Summary	
Activity Title	
Dates	
Expense Summary	
Description	
Registration Fee	
Transportation	
Mileage	
Meals	
Lodging	
Totals	
Comments	
Comments	
Finish	
<input type="button" value="Submit"/>	

You will see that is awaiting final credit. Once you complete the form, either myself or the TLC Clerk will be able to certify that you've attended the course and from there you can print your certificate.

☰ Awaiting Final Credit (1 Record(s))

Manage



In-District PD Request