

Completing an Activity Evaluation

This article explains how to complete an activity evaluation.

 **How It Works:** Activity evaluations help organizations assess the quality and effectiveness of professional development activities. *Some orgs may require the evaluation form to be completed before the activity can be marked complete.



Blended Learning is a new release that impacts system permissions and will gradually be rolled out to all orgs in the coming months. Click a tab below based on your current configuration (Blended Learning or Legacy).

Blended Learning

Completing an Activity Evaluation

 **Navigation:**

Insights

My Growth Journey

Locate the activity with the evaluation under the My Requests section of your My Growth Journey page. Select the **Manage** button beside the activity.



Activities with an evaluation will display “Evaluation Required” in the summary.

[Trends](#) [Planning](#) [My Supervision](#) [My Growth Journey](#)



Where I've Been

Completed activities, resources, & evaluations >



Where I Am Now

Current activities, resources, & evaluations >



Where I'm Going

Upcoming activities & goals >

 **Activities In Progress** 2 [See All](#)

[PD Portfolio](#) | [Resource History](#) | [Evaluation History](#)

**Engaging Assessments**
Next Meeting: Check-in | 04/04/25 at 6:00 PM

0 / 1 Steps

[Dismiss](#) [Open](#)

**VIDEO: Effective Transitions - Elementary**

23%

[Dismiss](#) [Open](#)

My Requests

All impending and potential professional development

[Upcoming PD \(1\)](#) [Proposals](#)

Engaging Assessments
01/01/2025 - 05/30/2025 | In-District Workshop (approvals)
Evaluation Required, Online Activity

[In Progress](#) [Manage](#)

[View All >](#)

Once all meetings have ended and/or steps have been completed, you can complete the evaluation. Select the **Complete Evaluation** button to get started.

APPROVED IN PROGRESS

Engaging Assessments

Options ▾

Learn how to create engaging assessments that will help you measure results against expected outcomes and provide key information to help you adjust your approach.

Comments: 0

Activity Dates	Activity Owner	Instructor(s)	Hours	Credits
01/01/2025 to 05/30/2025	-	Samantha Instructor	4	0

▾ 2 MEETINGS [Add To Calendar ▾](#)

Intro Session

Thursday February 6th, 2025 1:00 PM to 2:00 PM - Media Lab

Session will be recorded and posted to the team room for those participating asynchronously.

Check In

Check-in

Friday April 4th, 2025 2:00 PM to 3:00 PM - Media Lab

How is it going? Be prepared to share successes and challenges in applying the learning. The session will be recorded and posted to the team room for those participating asynchronously.

Check In

Step #	Step Title	Status	Type	Action
1	Add your assesments	Completed	Text	<div>Open</div>
This activity requires you to complete an evaluation before you can mark it complete.			<div>Complete Evaluation</div>	

Fill out the required fields within the evaluation and click **Save** once you are finished.

24-25 Course Evaluation

General Info

User	Lee Learner
Building	Extra Elementary
Department	
Employee ID	
Job Title	
User	Learner, Lee
Building	Extra Elementary
Activity Title	Instructor Activity

24-25 Course Evaluation

Your responses are NOT ANONYMOUS

CONTENT: Instructor's knowledge and explanation of content and related topics

☐ EXCELLENT
☒ GOOD
☐ FAIR

PROCESS: Appropriateness and effectiveness of the teaching/learning experience and attention to a variety of learning modes.

☒ EXCELLENT
☐ GOOD
☐ FAIR

CONTEXT: Structure and culture of the learning environment (within the instructor's control).

☐ EXCELLENT
☐ GOOD
☒ FAIR

Once you have saved the evaluation, you will see a confirmation message. Select the **Return** button to go back to your activity.

Confirmation

 **Saved**
 If your request is ready for final review, click the link below and then select the **Mark Complete** option.

Return

Select the **Mark Complete** option to complete the request.

APPROVED IN PROGRESS

Engaging Assessments

Options ▾

Mark Complete

Learn how to create engaging assessments that will help you measure results against expected outcomes and provide key information to help you adjust your approach.

 [Comments: 0](#)

Activity Dates	Activity Owner	Instructor(s)	Hours	Credits
01/01/2025 to 05/30/2025	-	Samantha Instructor	4	0

▸ 2 MEETINGS

[Add To Calendar ▾](#)

Step #	Step Title	Status	Type	Action
1	Add your assesments	Completed	 Text	<div>Open</div>
<div> Thank you for completing your evaluation.</div>			<div>View Evaluation</div>	

Legacy

Completing a PD Evaluation



VIDEO

Check out our related video - [Completing a PD Evaluation \(1:10\)](#) - as you review this topic.

If an activity has a PD Evaluation associated with it, you will see a clipboard icon  located near the activity listing in the district catalog.

▼ Search Results (1 - 5 of 5)

1. Assessment
 Program: Online Learning Program
 Dates: On-Going (Ends Jun 30, 2023)
 Types of Assessment Quality of Assessment Eight Key Aspects of Summative Assessment Five Principles of Effective Classroom Assessments
  Hours: 6 | Enrolled: 6/100 | Wait: 0/0

2. Bullying
 Program: Online Learning Program
 Dates: On-Going (Ends Jun 30, 2023)
 Bullying
  Hours: 3 | Enrolled: 0/500 | Wait: 0/0

Navigation:

Learning Plan

Locate the activity with the evaluation under the My Requests section of your Learning Plan and select the **Manage** button beside the activity.

▼ My Requests - Jill Teach

Actions	Activity Title	Start Date	End Date		FormName
Save as Draft (0 Record(s))					
-- no records --					
Wait List (0 Record(s))					
-- no records --					
Pending Prior Approval (0 Record(s))					
-- no records --					
Approved and/or In-Progress (1 Record(s))					
Manage	Teacher Leader Team Meeting	05/31/2023	05/31/2023	 	In-District Workshop (no prior approvals)

Select the evaluation, located under the Actions menu.

▼ Actions

View/Print Form 	Download Calendar File 
Team Room 	Sample PD Evaluation 
Mark Complete 	Drop 

Fill out the required fields within the evaluation and click **Save** when you are done.

Sample Evaluation

General Info

User	Jill Teach
Building	Explore Elementary School
User	Teach, Jill
Building	Explore Elementary School
Activity Title	Teacher Leader Team Meeting

Sample Evaluation

Your responses are NOT ANONYMOUS

What are three things you learned from this PD?

Characters left **2048**

How many hours did you spend preparing course work?

--- Click To Select ---

How will this help you in your classroom?

☐ CLASSROOM MANAGEMENT
☐ CURRICULUM
☐ CCSS

Click Save To Exit

Save

Once you have saved the evaluation, you will see a confirmation message. Select the **Return** button to route back to your activity.

Confirmation

 **Saved**
If your request is ready for final review, click the link below and then select the **Mark Complete** option.

Return

Select the **Mark Complete** option to complete the request.

▼ Actions

View/Print Form

Download Calendar File

Team Room

Mark Complete

Drop