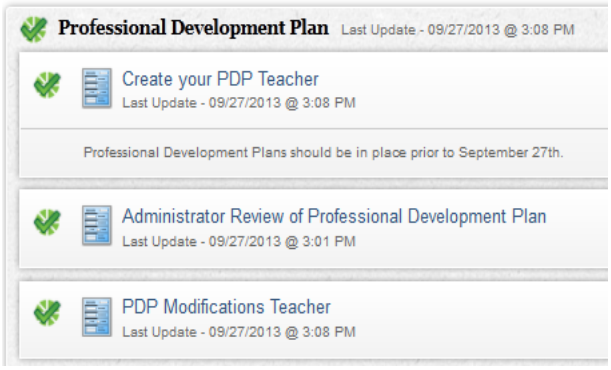
Have you completed your PDP correctly?

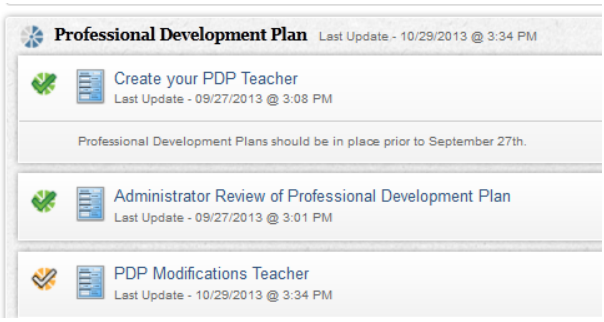
How do I know I have completed the PDP correctly? *You should have all green checks in the following steps: (1.) Create Your PDP Teacher, (2.) Administrator Review of PDP, and (3.) PDP Modifications.*

The second step, ***Administrator Review****, is where your administrator approves your PDP. This is an Admin step only.*

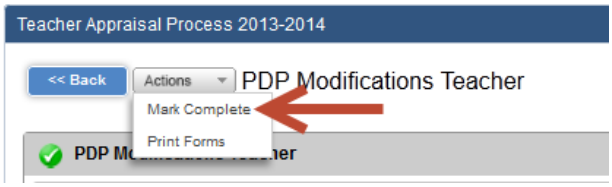
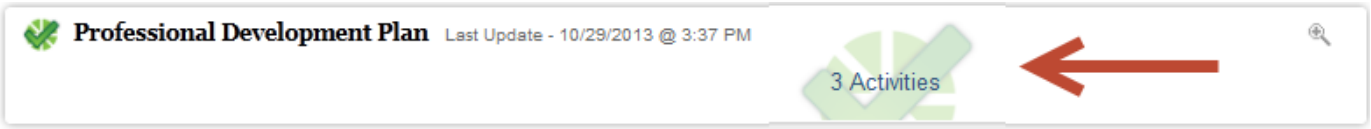


What if I have an orange check? *In the example below, you will see there is an orange check.*

An orange check means the step has been started and saved; however, you have yet to ***Mark Complete*** *the step.*



How do I Mark a Step Complete? *Navigate to the step, hover over the Actions button, and select Mark Complete.*



Once your PDP has been completely correctly, you should see a green check as shown below. If all your steps in the PDP are green and you do not have a big green check on the PDP container, it means your Administrator has not completed all of their steps.