



Completing the NEW Evaluation

You must log into your M-DCPS employee portal before accessing *MyLearningPlan*.

1. Go to **Applications and Sites**
2. Click on **MyLearningPlan**
3. On the *LearningPlan* Tab, on the dashboard, look under *Approved and/or in Progress*. Find the activity that you would like to complete an evaluation for and click **Manage**
4. On the *Activity Details* page, click the **Team Room** button
5. On the *Team Room* page, click on the **Form Name**
6. All fields are required
 - Copy *Team Room Activity* title and paste next to *Activity Title*
**This will allow you to keep track of the evaluations you submit
7. Evaluation can be submitted or saved as draft to submit at a later date
8. You can now close the *Team Room* window and return to the *LearningPlan Tab*

Please note: Credit will not be awarded unless the evaluation has been completed.