



Copying Activity Proposals

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

1. On the *LearningPlan* Tab, on the dashboard, look under **My Proposals**.
2. Find the activity that you would like to **Copy**. Click **Manage**.
3. On the *Activity Details* page, click the **Copy Proposal** button.
4. Edit activity proposal.
5. Click **Save as Draft** if you wish to continue working on it.
6. Click **Submit** to send it for approval.
7. Approved activities will be posted to the **District Catalog**.