



### Editing Denied 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 has been denied that needs editing. Click **Manage**.
3. On the *Activity Details* page, read comments entered by administrator.
4. Click the **Copy Proposal** button.
5. Make corrections.
6. Click **Save as Draft** if you wish to continue working on it at a later time.
7. Click **Submit** to send it for approval.
8. Approved activities will be posted to the **District Catalog**.