Sharing Files to an MLP Activity Team Room

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

1. Find the activity you are enrolled in on the *LearningPlan* Tab, under *Approved and/or In-Progress*. Click the **Manage** button.

2. On the *Activity Details* page, click the **Team Room** button.

3. On the *Team Room* page, under *Shared Files*, click the **Share Files** button.

4. When the *Shared Files* window extends, click **Share** next to the file (or files) that you would like to share.

5. Once the file is shared, it will appear in the *Team Room*.

Please note: You can un-share the file by clicking **un-share**. You can now close the *Team Room* window and return to the *LearningPlan* tab.