



## Starting a Discussion or Commenting on a Topic in a 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 *Discussion Topics*, type your topic heading into the box. Click **Start Topic** to create the topic.
4. Once the topic is created, anyone who is part of the activity can access the *Team Room* and comment on the topic or create a new topic heading.
5. To comment on a discussion topic click on the **Topic's name** from the *Current Topic* window. In the *Comments* box, type your response and click **Add Comment**. You will now see your comment under the *Topic Discussion* heading. Please also notice that next to the *Topic Heading* you can view the number of *Comments* added to the *Topic Discussion*.
6. You can now close the *Team Room* window and return to the *LearningPlan* Tab.