



Creating a Survey (Instructors ONLY)

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

1. On the **District Admin** Tab, under *Surveys*, click on *My Surveys*.
2. Click on *Create New*.
3. Create survey.
4. Click on *Save and Exit*.
5. Must click *Preview* to preview survey before assigning the survey.
6. Select *Participants* next to *Assign Survey*.
7. Use the *Building* drop down box to bring up a list of users in that building.
8. Check the box next to *Name* when the search results appear to select all users in that building.
9. Select *Add Selected*.

Completing a Survey

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

1. On the **LearningPlan** Tab, under *Surveys*, find the survey title and click the *Submit* button.
2. Complete survey.
3. Click *Save*.