Instructions for LEARNPORT Community Rooms www.learnport.org

To access the MI Champions Educators Community Room:

- 1. Login to Learnport
- 2. Select [Collaboration Center] on left.
- 3. Select [Community Rooms]

	n learn virtually any	HELP IDP fut	GLOSSARY FEEDBACK
	Community Rooms Mans	agement / <u>Community Rooms</u>	Hot Topics
My Account Courses Collaboration Center Resources Conference Center Performance Center Administration Tools Reports	PeerNet	User Directory	Instructor
Announcements My Personal Pages Surveys What's New Top 10 Resources Top 10 Searches			

4. Scroll down to **MI Champions Educators** and select the room name –the **1** lists description.



5. Select an area within Community Room Tools (i.e.: Content).



6. In **Content** area you can view and add content:

HOME You can I	s / INDEX / HELP IDP / GLOSSARY / HE earn virtually anything ® future success	Keywords: All Words Content Type: All Types V Search
	TEAMING CENTER Community Rooms Content	s . Enter one or more keywords, select a search option and content type, then ton or the title to open the file in a new window. Add Document
my recould Courses Collaboration Center Resources Conference Center Performance Center Administration Tools Reports	click Search. From the resulting list, click the information icon for ac	Documents are files linked to the Team Room. Complete out the form below and click Add. Required fields are marked with an asterisk (*). *Name: (Name/title of content item.) *Description: (Description(synopsis of content item.)
Announcements My Personal Pages Surveys What's New Top 10 Resources Top 10 Searches Shopping Cart	Documents Add Document MI-Champs Agenda Presentations Add Presentation O records found. Web Sites Add Web Site	*Keywords: (Key words and phrases used in searches; not shown to users.)
Michigan C	<u>MIChamps Bookmarks</u> Linked Content Add Linked Content LearnPort - Collaboration Center Tutorial [Tutorials]	*File Browse (Select file to be uploaded to site.) *Source: (Provider of content item, i.e., person, group.)

LOGOUI

Select a function

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7. After you access your community room once, you can go to it directly from the Home page after login. Just select the tab: [My Community Rooms] and your room should be listed there.

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MICHIGAN LEARNP RT*	Welcome Judy Paxton		
	Learning Plan My Portfolio Links Search History Bookmarks My Peers My Community Rooms		
My Account	My Personal Pages		
Courses Collaboration Center Resources Conference Center Performance Center	You are subscribed to the following Community Rooms. Click on the name below to be taken directly to the Community Room. To unsubscribe Community Room, deselect the checkbox of the subscription notification you no longer wish to receive and select the Update button.		
Administration Tools Reports	1 MI Champion Coaches - Private		
rioporto	A MI Champion Educations . Dublic		