

The Journal

June 2021

Version 2



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1. The Journal

1) The Journal is used to make group posts. Group posts will go to all learners within a group.

🗿 Manag	geAssess Home) Journa	Componer	nts Overview F	iles Groups	Users	<u>ەل</u>	n Assessor (Teacher) Log.out
) Menu							
Level 2 N	VQ Diploma in Beauty Therapy Gene	ral					
Component B	reakdown						
Open (17)	Awaiting Marking (0) 📑 Marked (0)	******					
Individual S	tudent Progress				Showing: mo	st complete leas	t complete
Student	Qualification	Unit count	Overall progress	Components to mark	Components completed	Components overdue	Actions
Jon Learner2	Level 2 NVQ Diploma in Beauty Therapy General	9 / 10	1	0	0.9	0/9	Upload View Pr
Jon Learner	Level 2 NVQ Diploma in Beauty Therapy General	8 / 10	1	0	0/8	0/8	Upload View Pr
view more							
Latest Act	ivity			Showing	My Activity	NewsFeed Show	. 10 ¢
You creat	ted a journal post on 13th Sep (3 minutes ago).						
Work d						Ch 0 mes	
s://manage.dabde	ev.net/iournal/					0 Comport	unnte

2) Any previous posts will be displayed.

To make a post, select Add New Entry.

ManageAssess	Home Journal	Components	Overview	Files	Groups	Users	Jon Assessor 🎍 (Teacher) Log.out 🍽
Menu Group Journal							
Group Journal							Add New Entry
Work due (updated 0 days ago)							
Edt							선전 0 Mes 🛞 0 Components
Hi All							
		۲ (>				
DigitalAssess						Terms and o	conditions © DigitalAssess 2017
https://manage.dabdev.net/journal/add-entry/							



3) Select the group you want to post to.

Add Post Beck to Journal by Jon Assessor (jsnvprrqassessor) Group Felated Files No files added to this post. upload new (tranage tagged files Post Title	ManageAssess	Home Journal	Components	Overview	Files	Groups	Users	<u>Jon Assessor</u> ≜ (Teacher) Log_out (✦
by Jon Assessor (jsnvqvrqassessor) Group Group Post Title Post Post Title Post Post Post Post Post Post Post Post	Menu Group Journal							
Post Title Post Title Post Title Post Content Post Title Post Title Post Title Post Title Post Title Post Content Post Co	Add Post by Jon Assessor (jsnvqvrqassessor)							Back to Journal
Post Tale Post Tale Post Content	Group				÷	No file	es added to this post.	
Post Content	Post Title					uploa	id new (manage lagged)	nies
	Post Title							
Bold Italic Underline	Post Content							
	Bold Italic Underline							

4) Give the post a title.

ManageAssess	Home Journal	Components	Overview	Files	Groups	Users	Jon Assessor 🛔 (Teacher) Log.out (🕈
Menu Group Journal							
Add Post by Jon Assessor (jsnvqvrqassessor)							Back to Journal
Group					Rela	ted Files	
September cohort				\$	No fil	es added to this post.	
Post Title					uploa	ad new manage tagg	ed files
Post Title							
Post Content							
Bold Italic Underline							



5) Enter the post content.

ManageAssess	Home Journal	Components	Overview	Files (Groups Users	<u>Jon Assessor</u> ≗ (Teacher) Loo out G
Menu Group Journal						
Add Post by Jon Assessor (jsnvqvrqassessor)						Back to Journal
Group					Related Files	
September cohort				\$	No files added to this p	ost
Post Title					upload new manage	agged files
Remember your models						
Post Content						
Bold Italic Underline						

6) You can also attach a file to the post. This is useful if say you want to share a document with the whole group.

ManageAssess	Home Journal Co	mponents Overview	Files	Groups I	Users	Jon Assessor 🛔 (Teacher) Log out 🕞
Menu Group Journal						
Add Post by Jon Assessor (jsnvqvrqassessor)						Back to Journal
Group				Related	d Files	
September cohort			\$	No files	added to this post.	
Post Title				upload	new manage tagged f	iles
Remember your models						
Post Content						
Bold Italic Underline						
HI All, please remember to bring your n	odels with you next week, than	ks. :)				



7) Once you have finished creating the post, select Add Post.

ManageAssess	Home Journal	Components	Overview	Files	Groups	Users	Jon Assessor 🛔 (Teacher) Log out 🕞
Remember your models							
Post Content							
Bold Italic Underline							
Hi All, please remember to bring your models	with you next week, I	hanks. :)					
DigitalAssess						Terms and conditions	© DigitalAssess 2017

ManageAssess	Home Journal	Components	Overview	Files	Groups	Users	Jon Assessor 🛔 (Teacher) Log out 🕞
Menu Group Journal							
Remember your models by Jon Assessor - created Thu 13th Sep 2018 - last	updaled Thu 13th Sep 2018	at 13:52					Back to Journal Edit
Journal entry created							
Hi All, please remember to bring your model	s with you next week, tha	nks. :)			Relat	ted Files	
						les added to this	
					uploa	ad new manage	tagged files
Comments							
No comments							
New comment							
DigitalAssess						Terms and co	ndilions © DigitalAssess 2017



8) Learners will see your posts within their Latest Activity, NewsFeed or within their Journal, Group Journal.

ManageAssess Home Journal	Components	Files Gr	oups		Jon Learner 🛔 (Student) Log out (+
B200N3 - Provide pedicure services		due unknow	wn 0 File	open	View
UG21G18 - Promote additional services or products to clients		due unknow	wn 0 File	es Open	View
UG211G8 - Develop and maintain effectiveness at work		due unknov	wn 0 File	open	View
UB200B5 - Enhance the appearance of eyebrows and eyelashes		due unknow	wn 0 File	open	View
View all Components					
Latest Activity			Showing: My Act	ivity NewsFeed	1 Show. 10 \$
Remember your models Hi All, please remember to bring your models with you next week, thanks)				දි <u>ය</u> මා ර	I files I Components
Jon Assessor created a journal post on 13th Sep (5 minutes ago).					
Work due				2) files
HEAL				\$	Components
K	1 >				
DigitalAssess			Terms a	nd conditions	© DigitalAssess 2017

ManageAssess	Home Journal Components Files Gro	ups <u>Jon Learner</u> (Student) Log out
Menu My Journal Gro	up Journal	
Group Journal		
Remember your models	(updated 0 days ago)	
Hi All, please remember I Read More	o bring your models with you next week; thanks. :)	순간 0 tiles ጭ 0 Components
Work due (updated 0 da	ys ago)	
HIAI		Co 0 Ries
Read More		O Components
	۲ ک	
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Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
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Document Review

Role	Review Status
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Document Owner

Document Owner	Document shared with
Customer Support Manager	

Document Sign-off

Role	Sign-off Date
Customer Support Manager	11/07/2019