



# ManageAssess

## The Journal

### Content

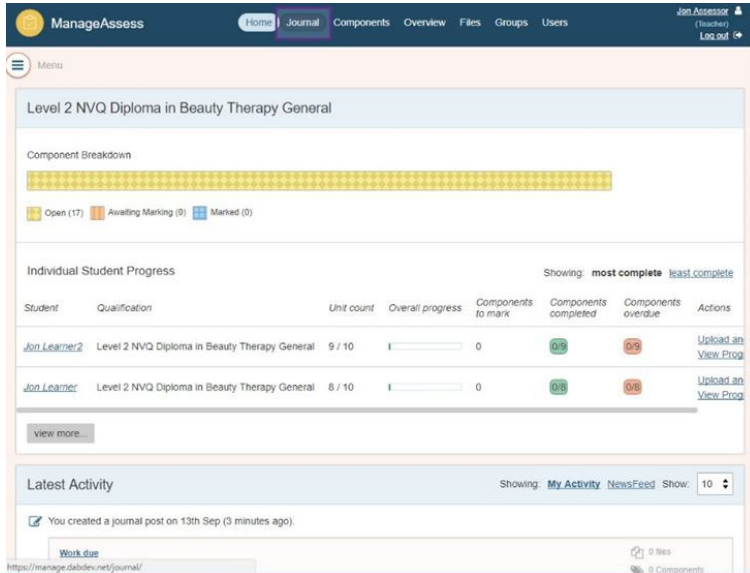
1. The Journal

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2-5

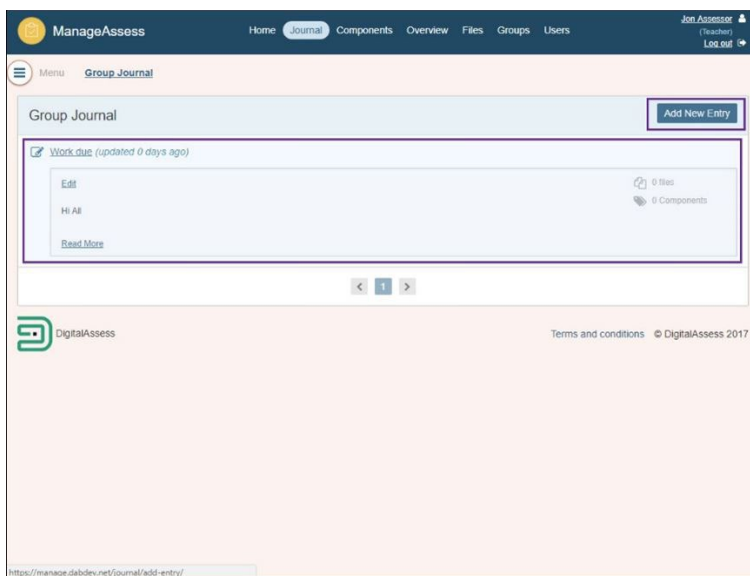
# 1. The Journal

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

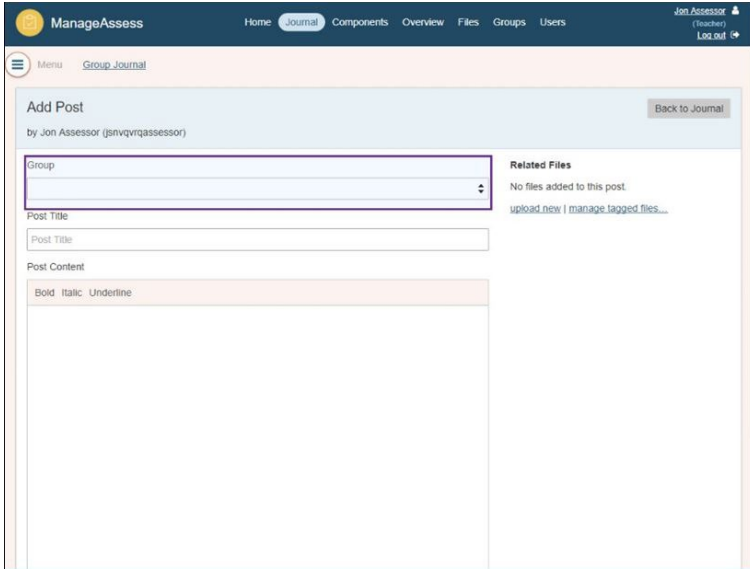


2. Any previous posts will be displayed.

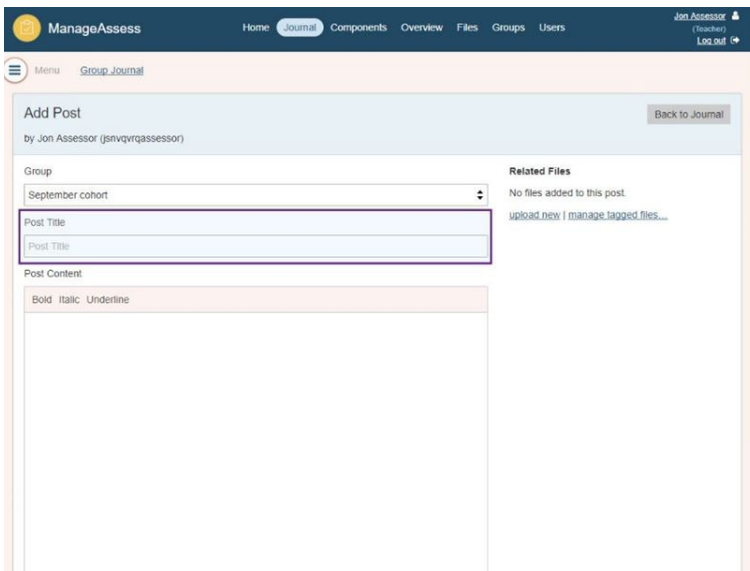
To make a new post, select Add New Entry.



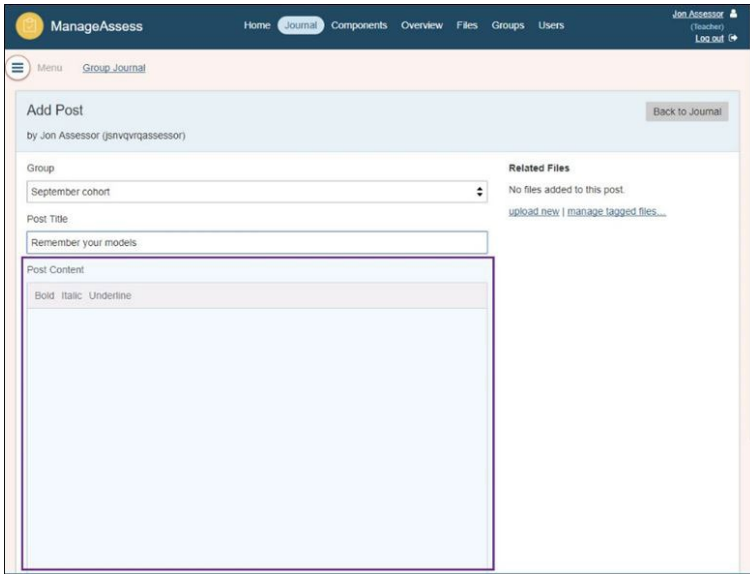
3. Select the group you want to post to.



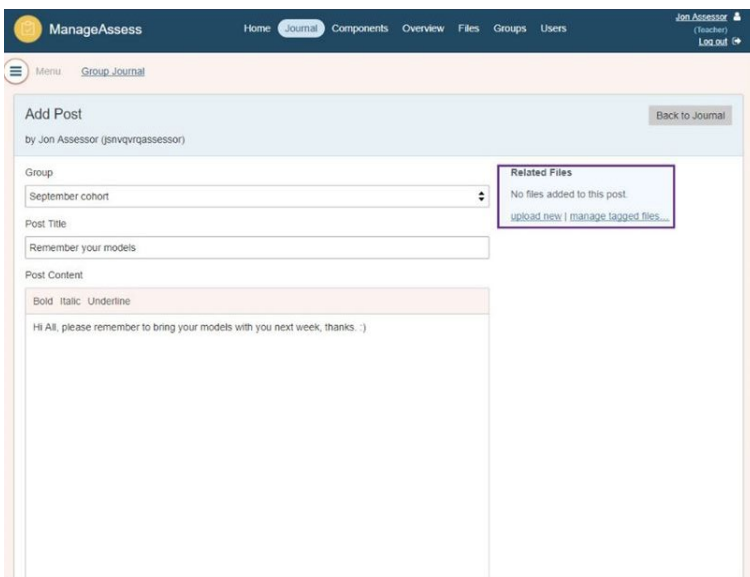
4. Give the post a title.



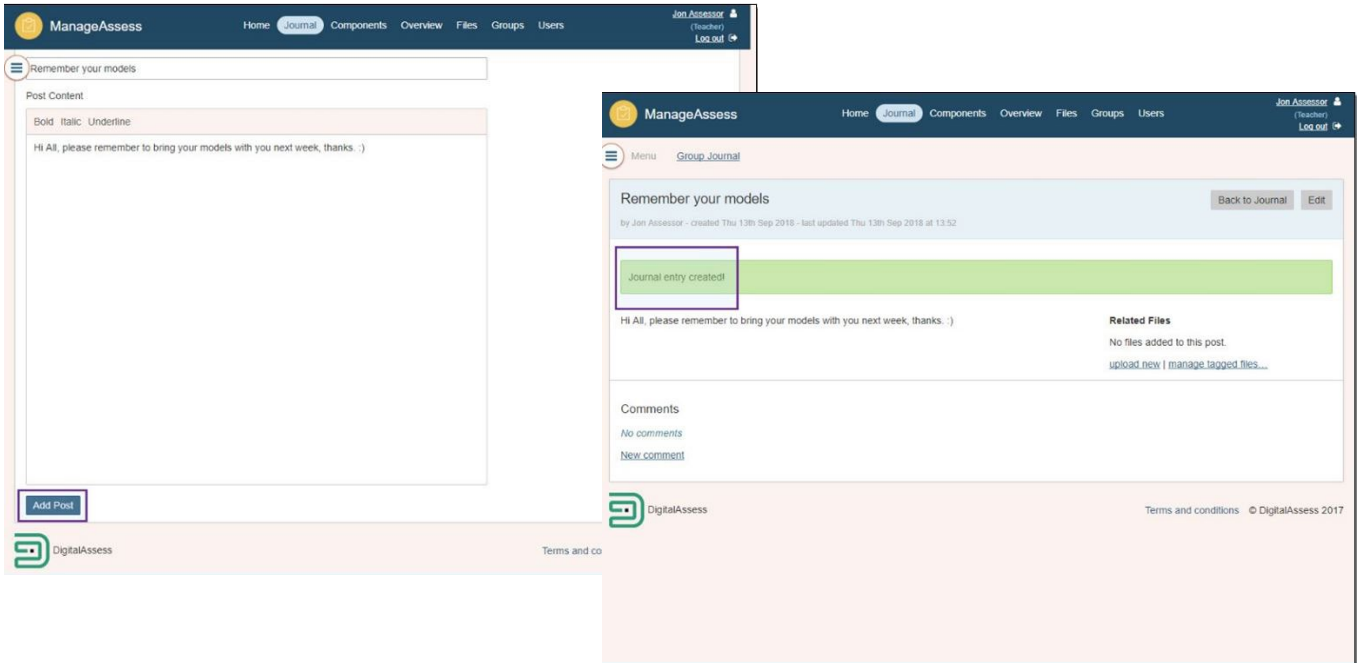
5. Enter the post content.



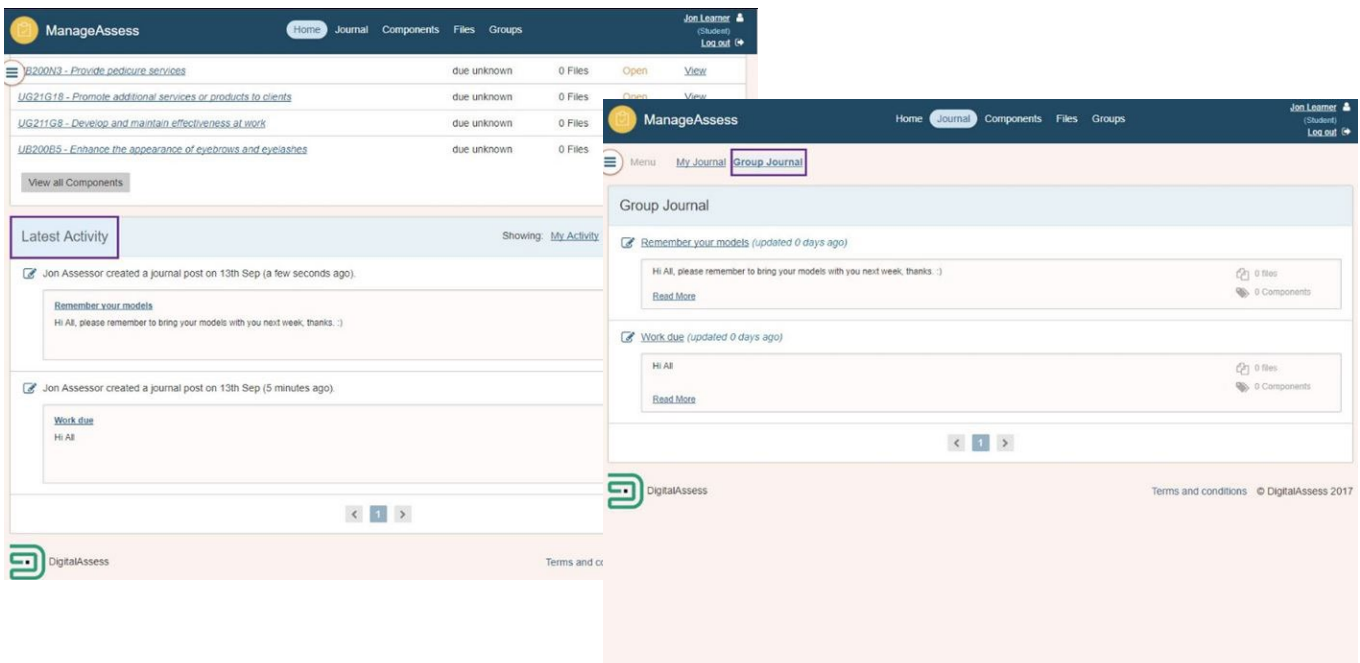
6. You can also attach a file to the post. This is useful if say you want to share a document with the whole group.



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



8. Learners will see your posts within their Latest Activity and their Journal, Group Journal.



**For help and support:**

- E: [customersupport@vtct.org.uk](mailto:customersupport@vtct.org.uk) / T: +44 (0) 2380 684500
- [ManageAssess support page](#)