



ManageAssess

The Journal

Content

1. The Journal

02

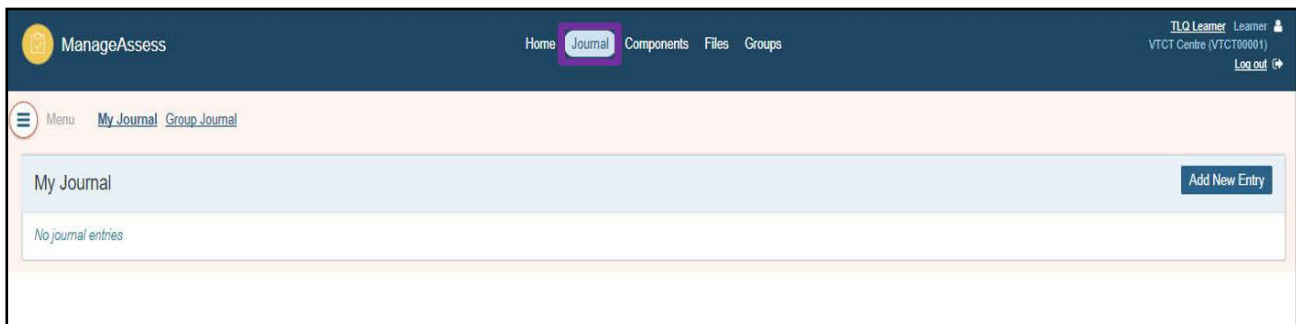
1. The Journal

1. You can use the journal to make posts. You can make posts on your own personal journal or you can make a group post so that your peers can view them.

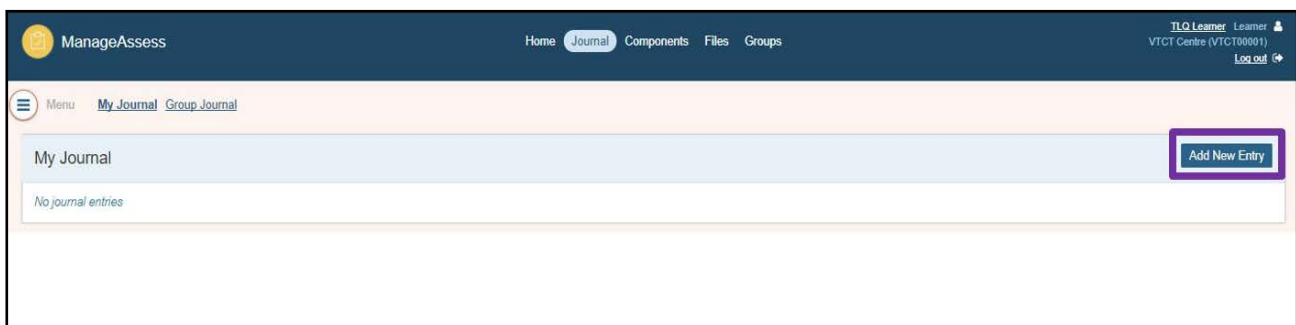
- Who can view personal posts?
 - only you can view personal posts
- Who can view Journal group posts?
 - your tutor; your peers that are allocated to your group

Posts can form part of your evidence gathering, so you can attach files to your posts as well.

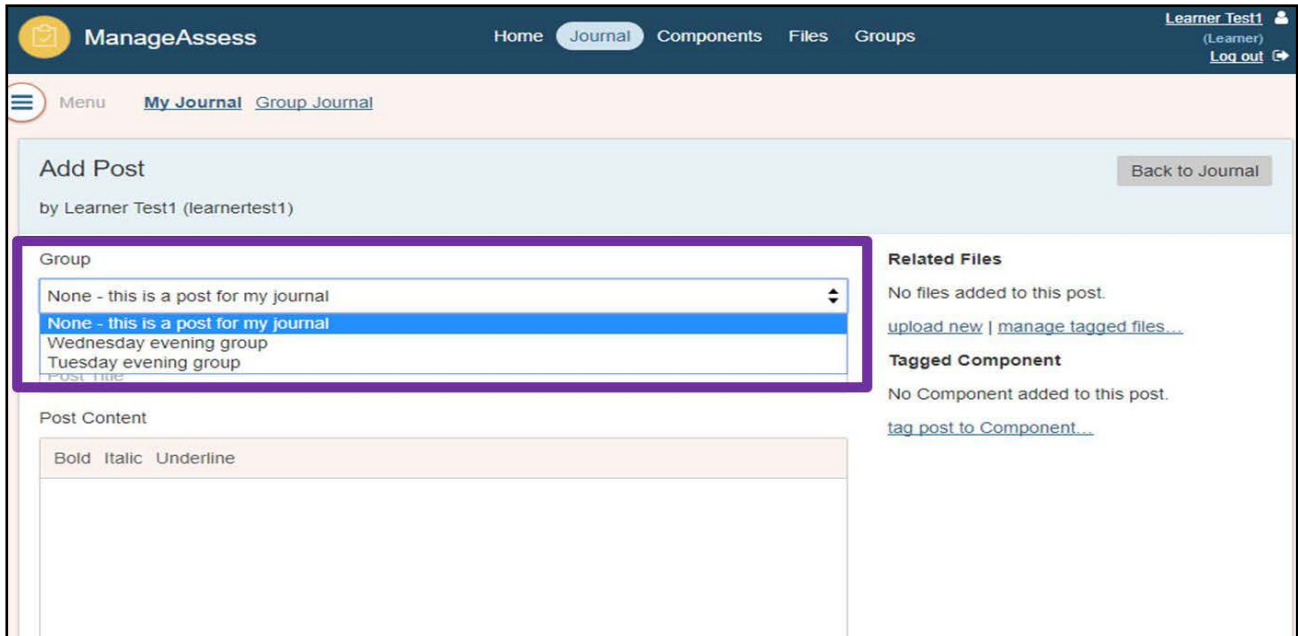
2. To make a post, select 'Journal'.



3. Then select 'Add New Entry'.



4. First select whether this is a post for your own journal or the group (remember, as well as your tutor and other training provider staff, your peers will be able to view group posts).



ManageAssess Home **Journal** Components Files Groups Learner Test1 (Learner) Log out

Menu **My Journal** Group Journal

Add Post Back to Journal

by Learner Test1 (learnertest1)

Group

- None - this is a post for my journal
- None - this is a post for my journal**
- Wednesday evening group
- Tuesday evening group

Related Files

No files added to this post.

[upload new](#) | [manage tagged files...](#)

Tagged Component

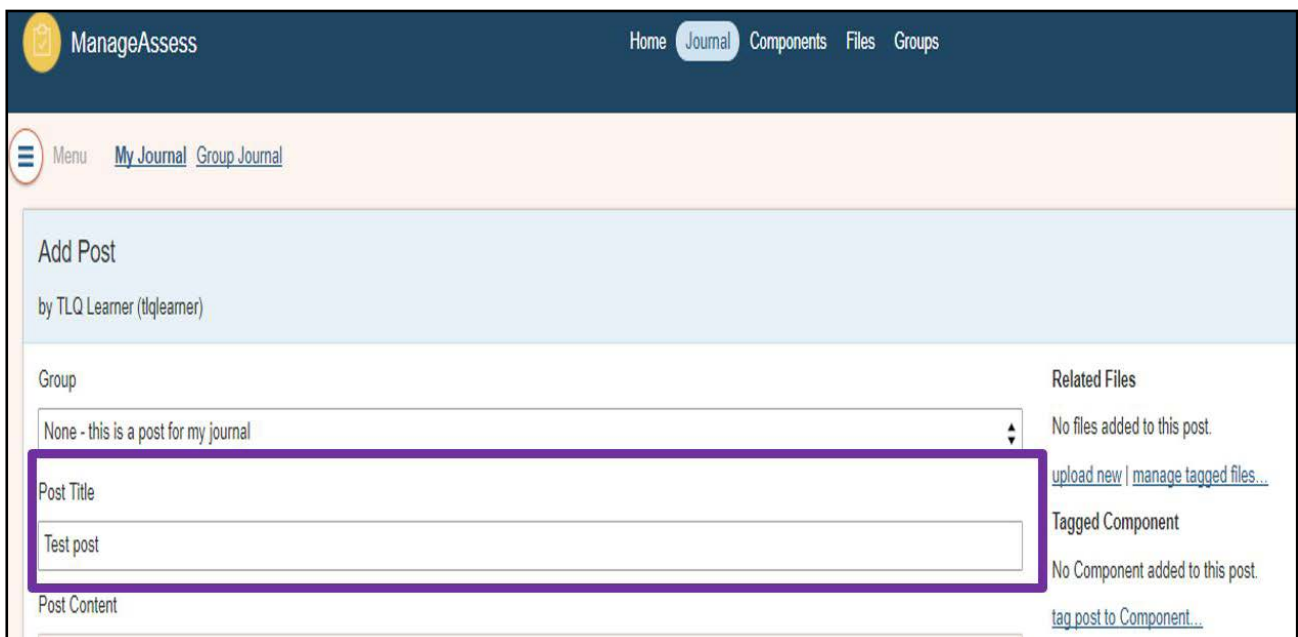
No Component added to this post.

[tag post to Component...](#)

Post Content

Bold Italic Underline

5. Enter a title for the post.



ManageAssess Home **Journal** Components Files Groups Learner Test1 (Learner) Log out

Menu **My Journal** Group Journal

Add Post

by TLQ Learner (tlqlearner)

Group

None - this is a post for my journal

Post Title

Test post

Post Content

Related Files

No files added to this post.

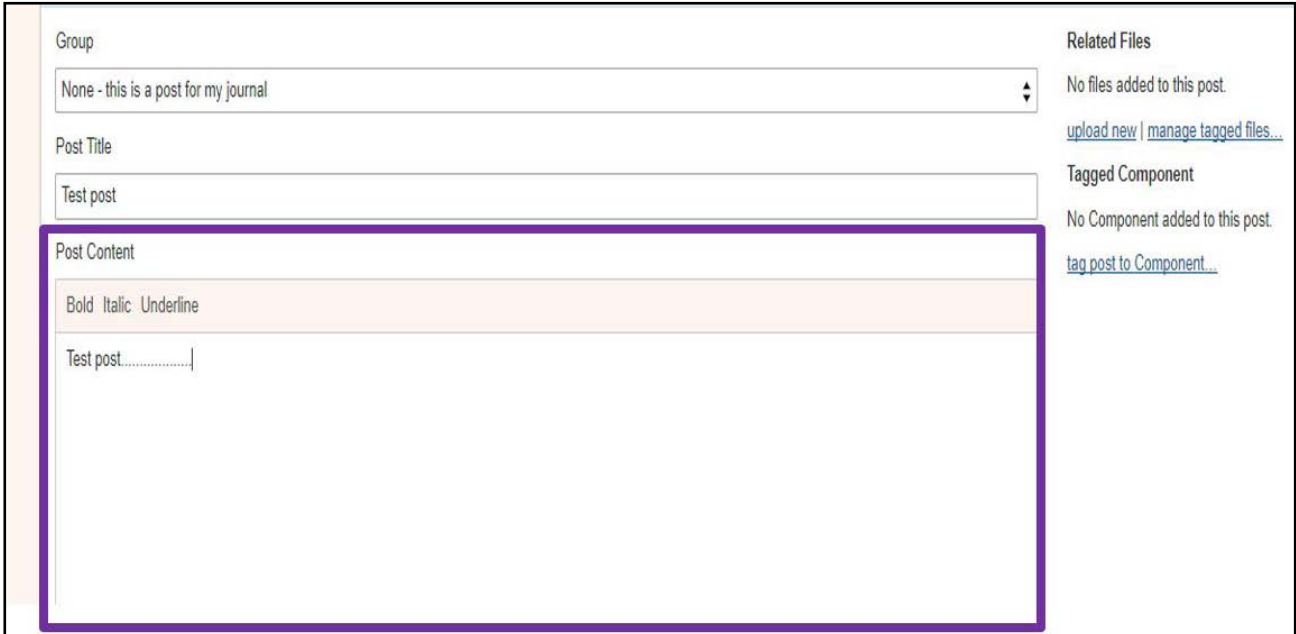
[upload new](#) | [manage tagged files...](#)

Tagged Component

No Component added to this post.

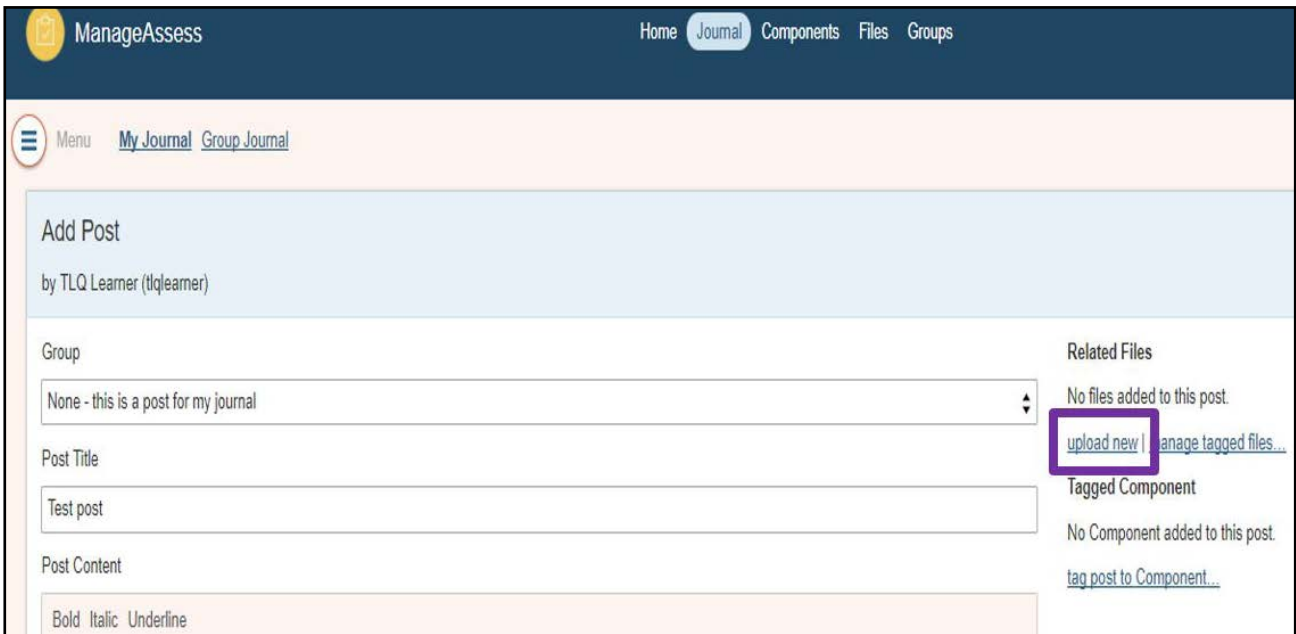
[tag post to Component...](#)

6. Enter the content of the post.



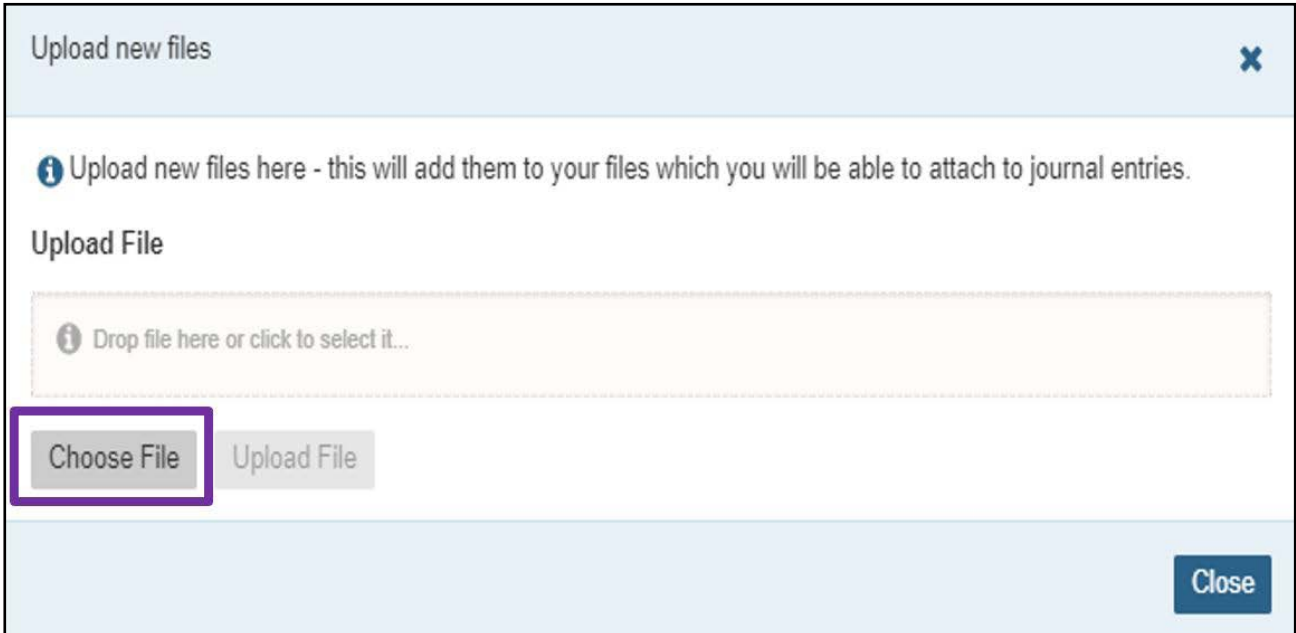
Group: None - this is a post for my journal
 Post Title: Test post
 Post Content: Test post.....
 Related Files: No files added to this post. [upload new](#) | [manage tagged files...](#)
 Tagged Component: No Component added to this post. [tag post to Component...](#)

7. To attach a file(s) to the post, select 'upload new'.

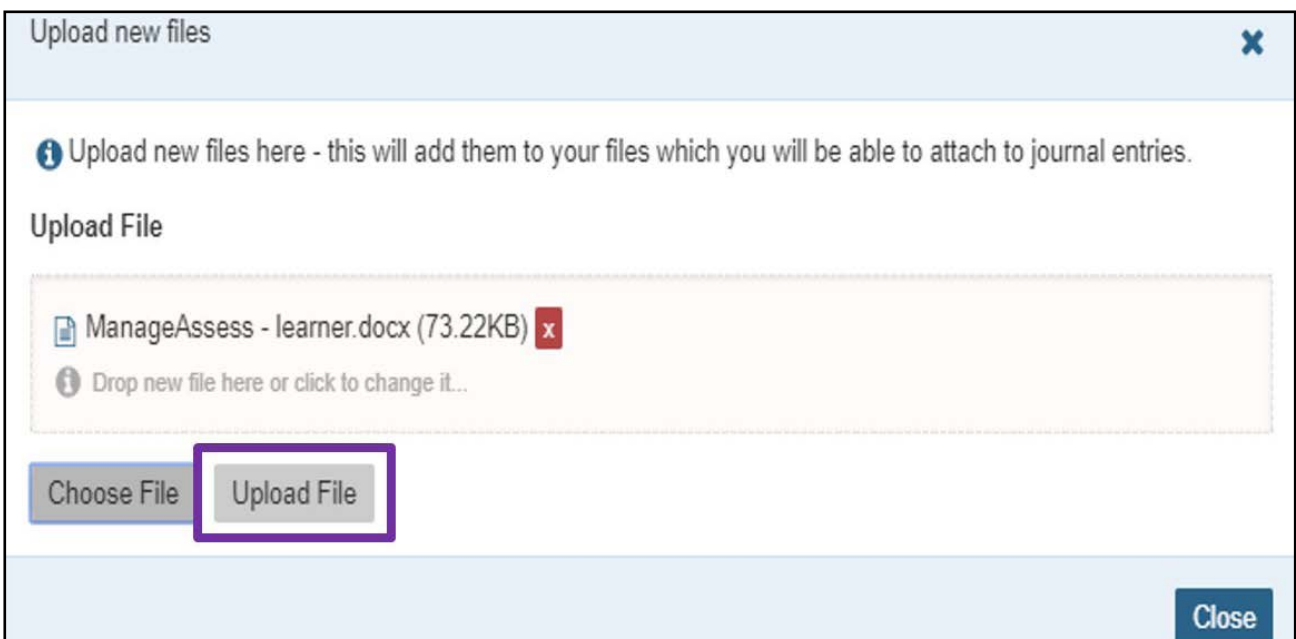


ManageAssess | Home | **Journal** | Components | Files | Groups
 Menu | [My Journal](#) | [Group Journal](#)
 Add Post
 by TLQ Learner (tlqlearner)
 Group: None - this is a post for my journal
 Post Title: Test post
 Post Content: Bold Italic Underline
 Related Files: No files added to this post. [upload new](#) | [manage tagged files...](#)
 Tagged Component: No Component added to this post. [tag post to Component...](#)

- 8. Select 'Choose File' to navigate your local folders. Then locate and select the file you want to upload.



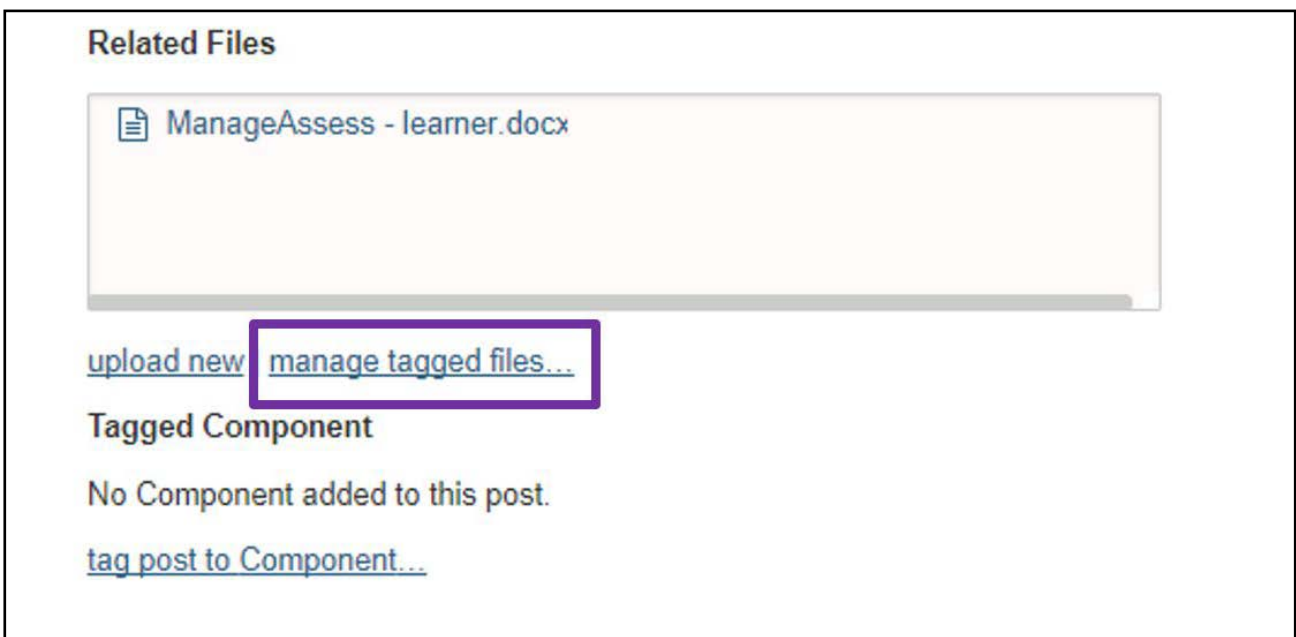
- 9. Once you have selected your file, select 'Upload File'.



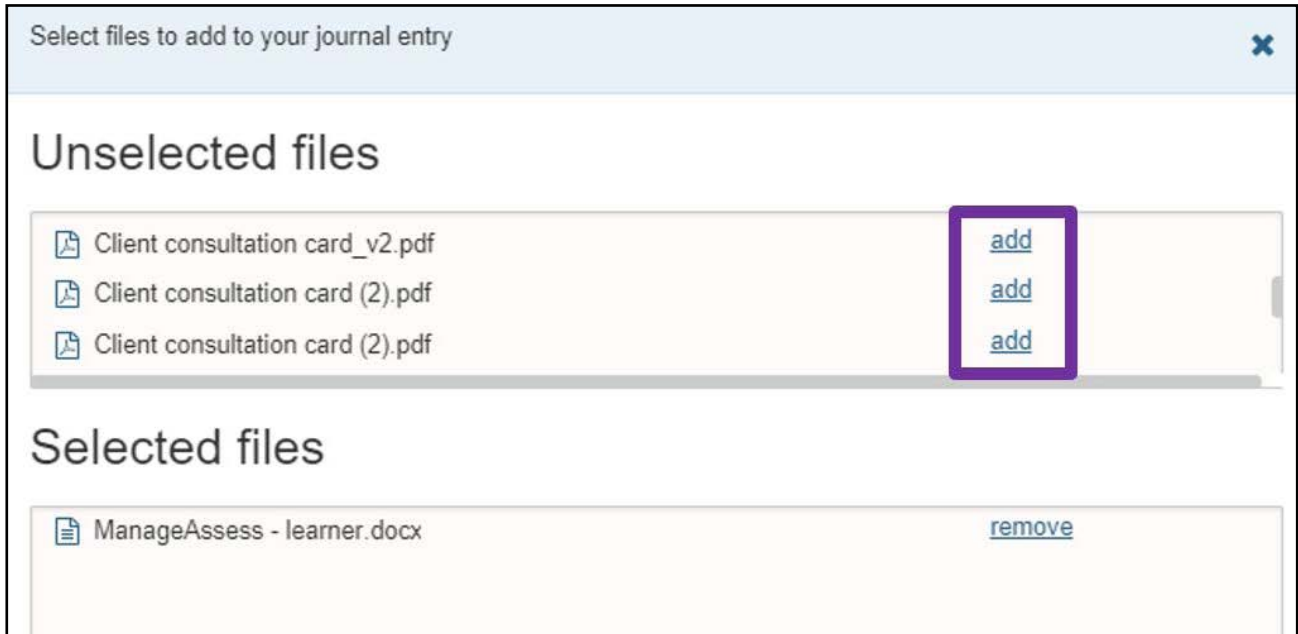
10. Select 'Close'.



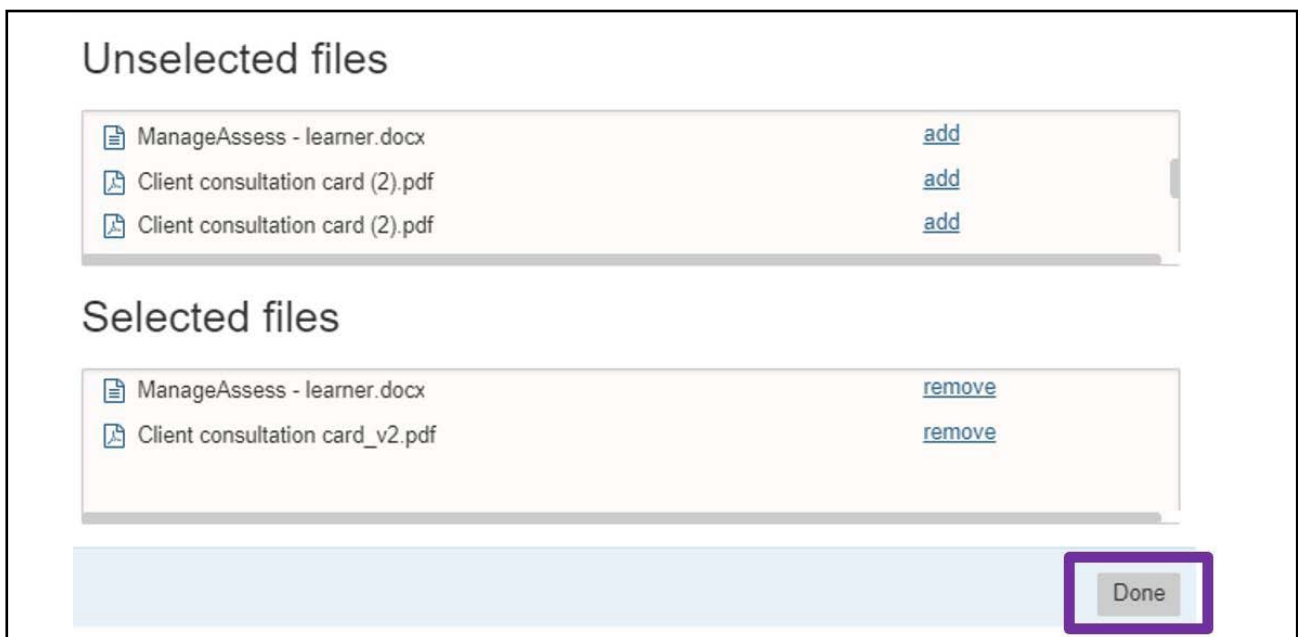
11. If you also want to add files that you have previously uploaded, select 'manage tagged files...'.



12. Now select 'add' for any file(s) you want to add.




13. Once you have finished adding files select 'Done'.




14. If you are making a personal post, you can tag the post to a component (unit) within your portfolio. Doing this will form part of the evidence for the tagged component.

Select 'tag post to Component...'

Related Files

 [ManageAssess - learner.docx](#)

 [Client consultation card_v2.pdf](#)

[upload new](#) | [manage tagged files...](#)

Tagged Component

No Component added to this post.

[tag post to Component...](#)

15. Now 'select' the component (unit) that you want to tag the post to.

Select Component to tag to your journal entry ✕

Graded practical assessment [select](#)

HB3D1.EX1: External examination 1 [select](#)

HB3D1.EX2: External examination 2 [select](#)

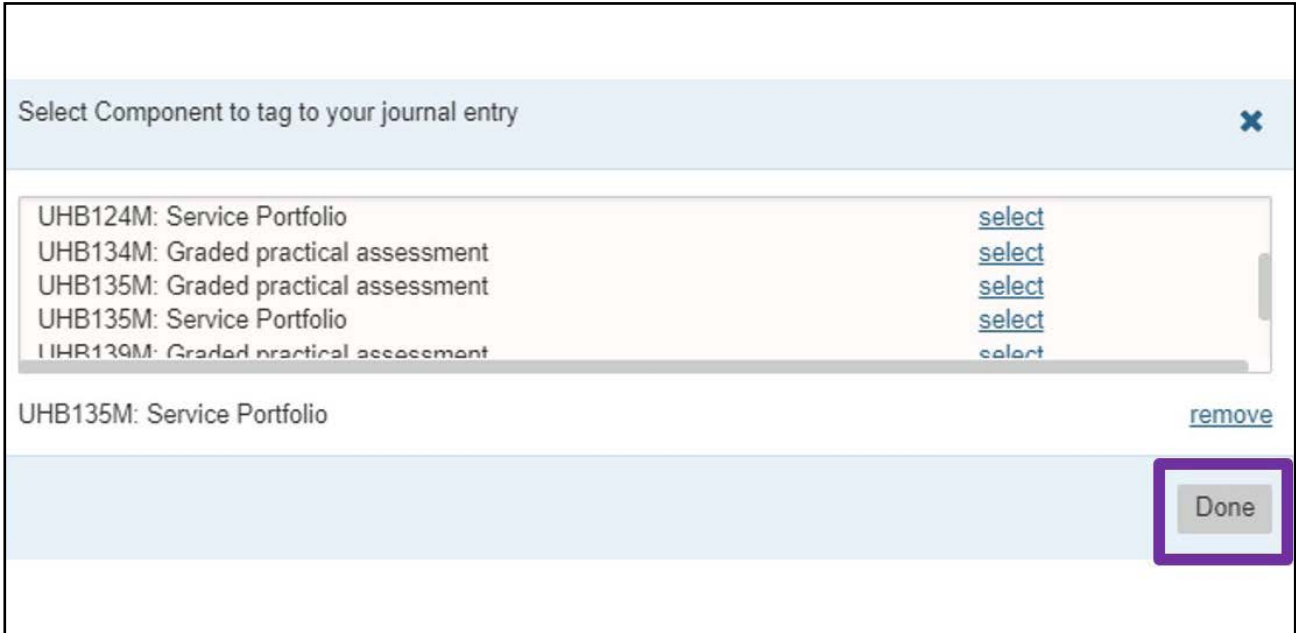
HB3D1.SYN: Graded synoptic assessment [select](#)

UHR124M: Service Portfolio [select](#)

No Component selected

Done

16. Once you have selected the component (unit), select 'Done'.



17. Once you have finished creating your post, select 'Add Post'.



For help and support:

- Your tutor
- [ManageAssess support page](#)