The Journal

June 2021

Version 2
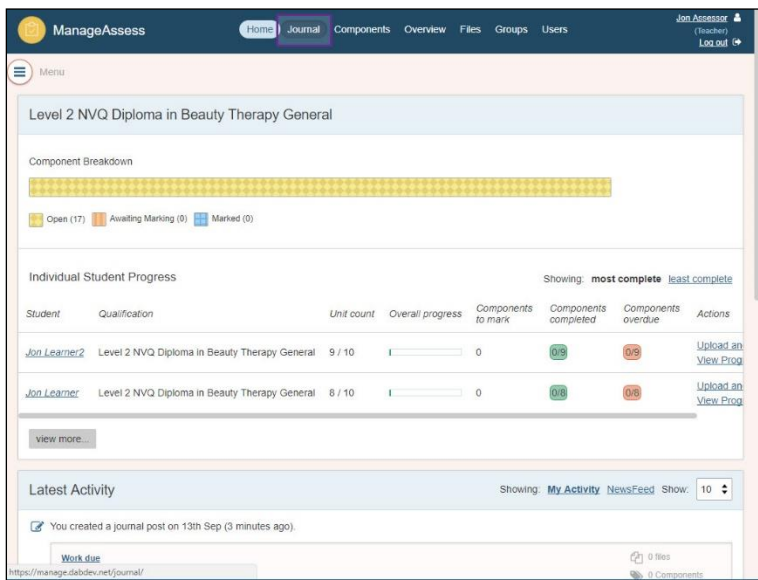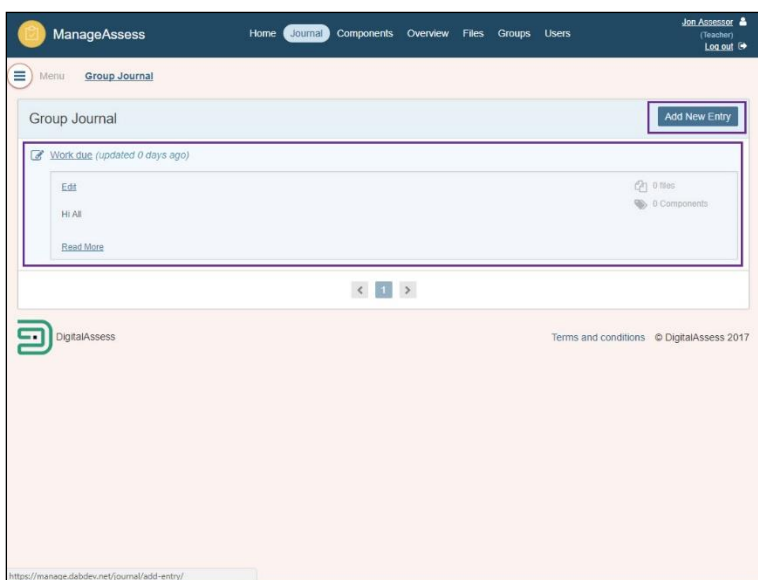
Contents

1. The Journal

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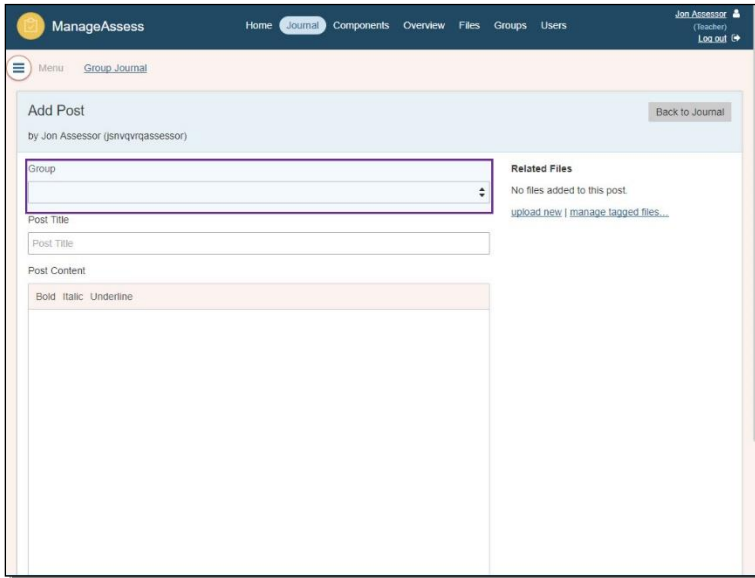

2) Any previous posts will be displayed.

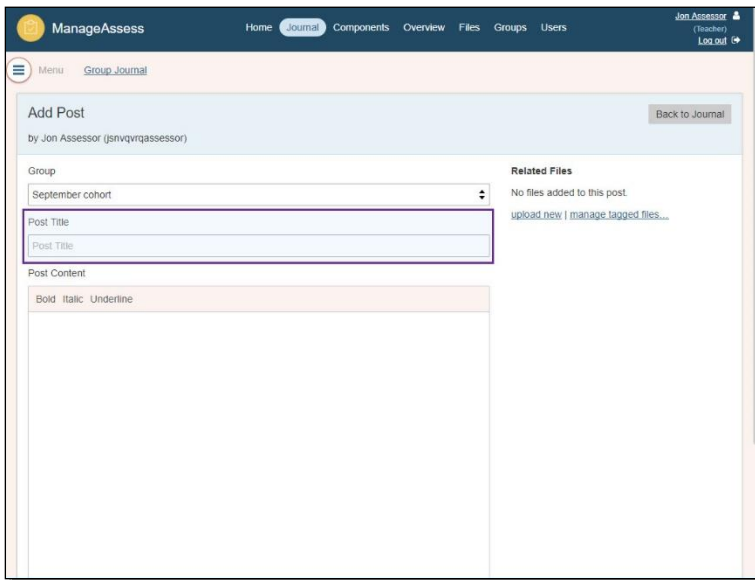To make a post, select Add New Entry.
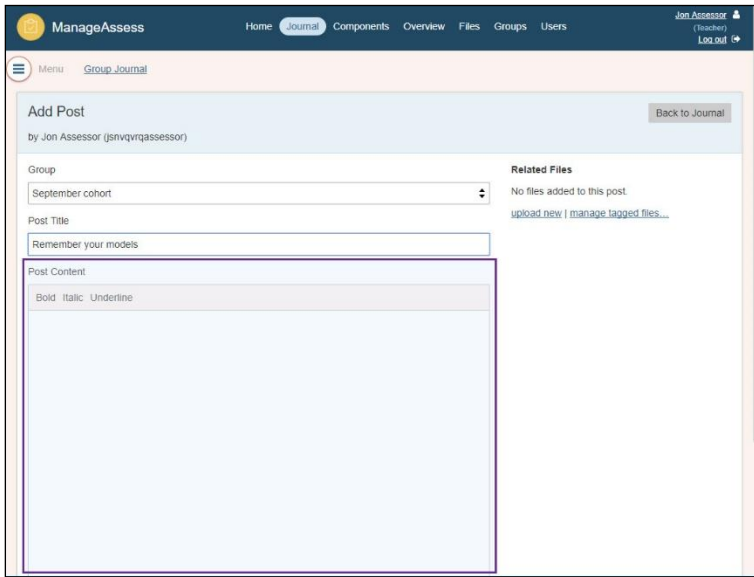
3) Select the group you want to post to.
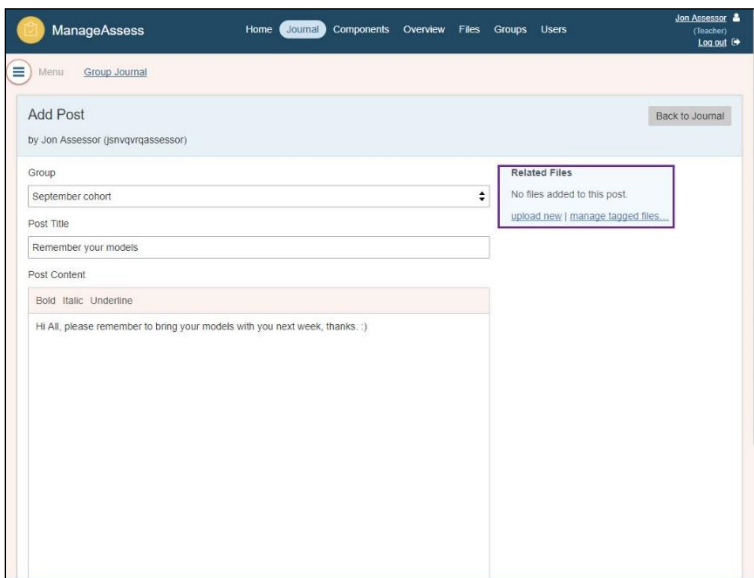

4) Give the post a title.
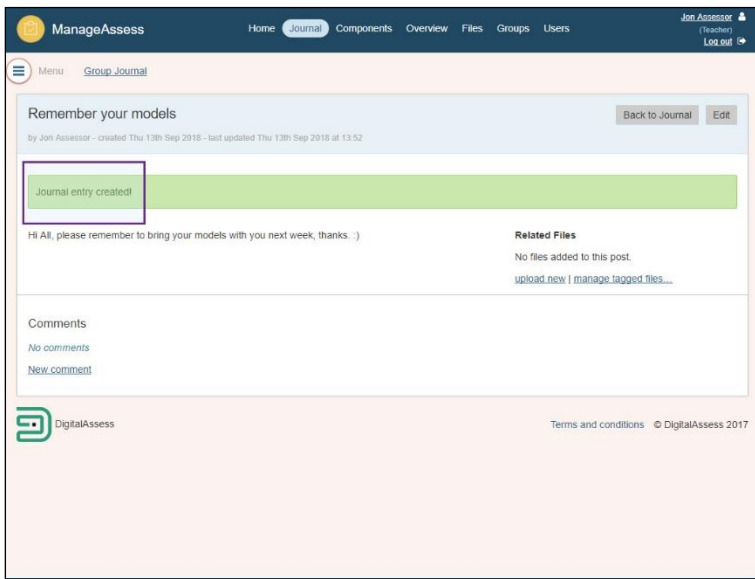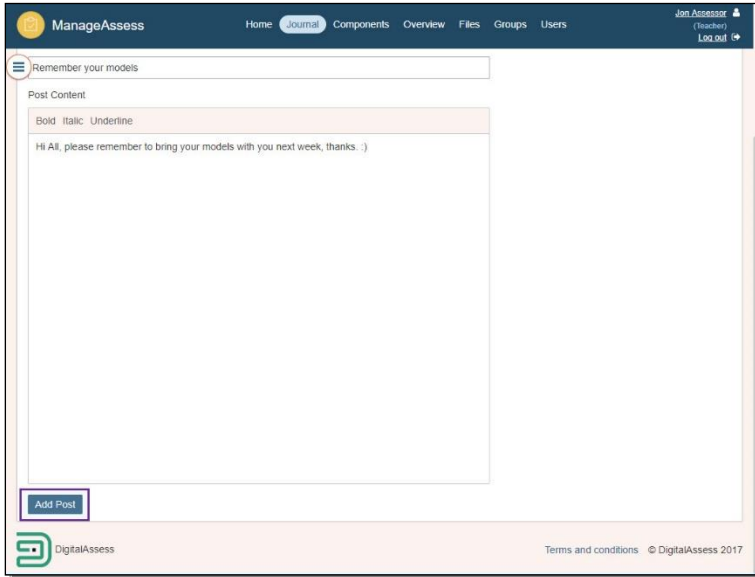
5) Enter the post content.

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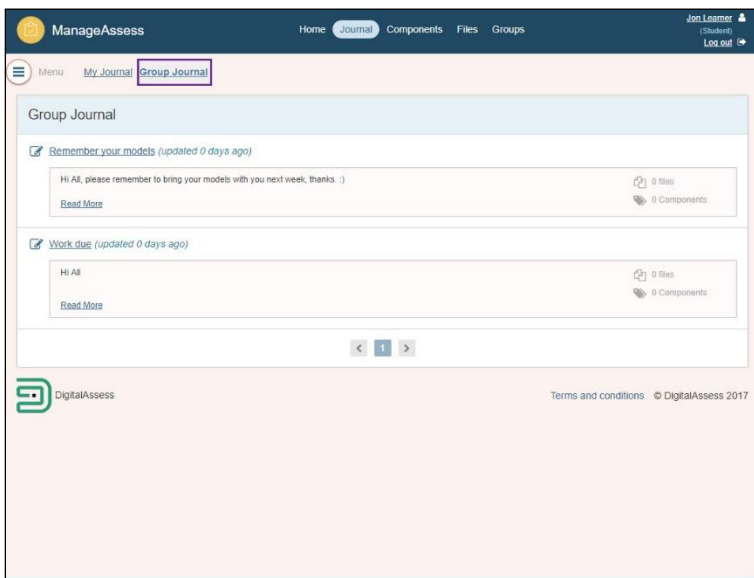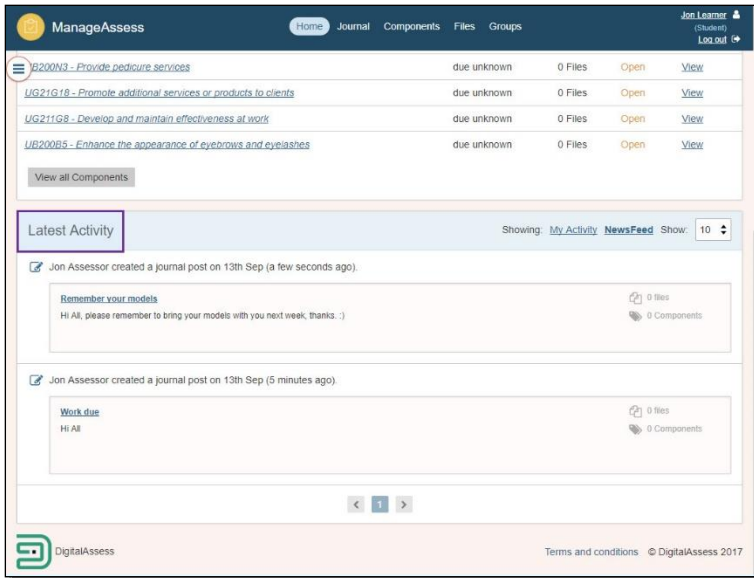
7) Once you have finished creating the post, select Add Post.

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

Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
1	Customer Support Manager	11/07/2019	New document	Customer Support Manager
2	Customer Support Manager	29/06/2021	Document title change	Customer Support Manager

Document Review

Role	Review Status
QA and Technical manager	Reviewed

Document Owner

Document Owner	Document shared with
Customer Support Manager	

Document Sign-off

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