



The Journal

June 2021

Version 2



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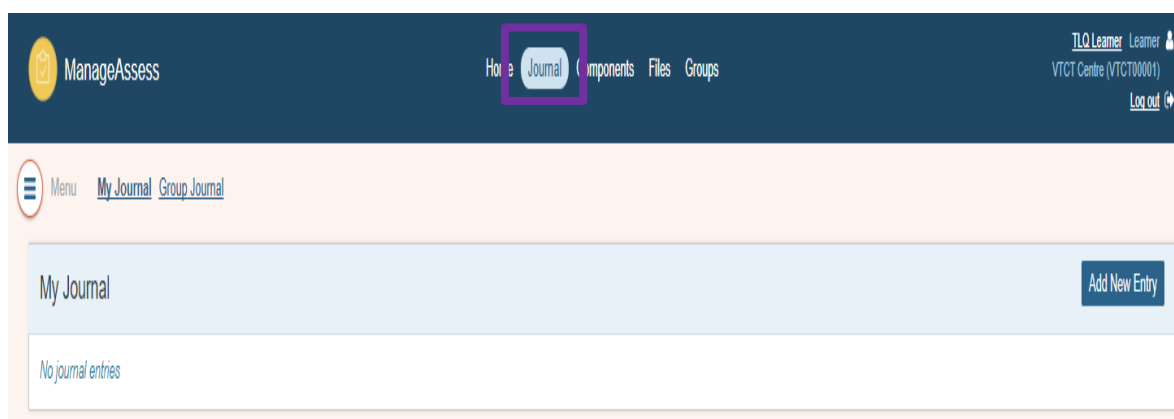
1. The Journal

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 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.

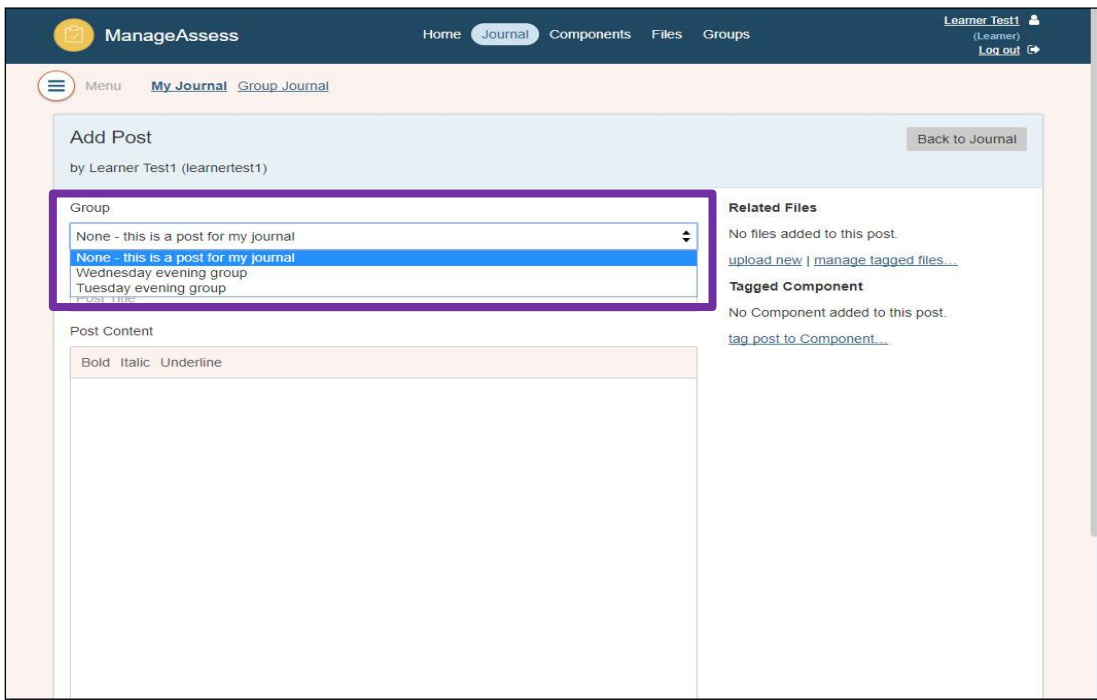
2) To make a post, select Journal.



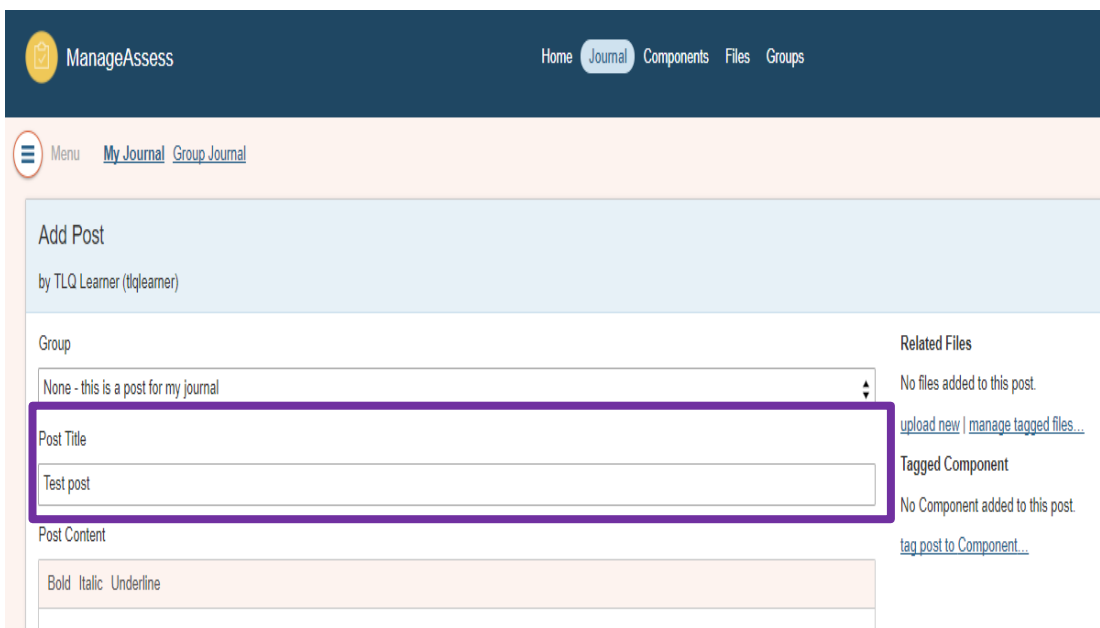
3) Then select Add New Entry.



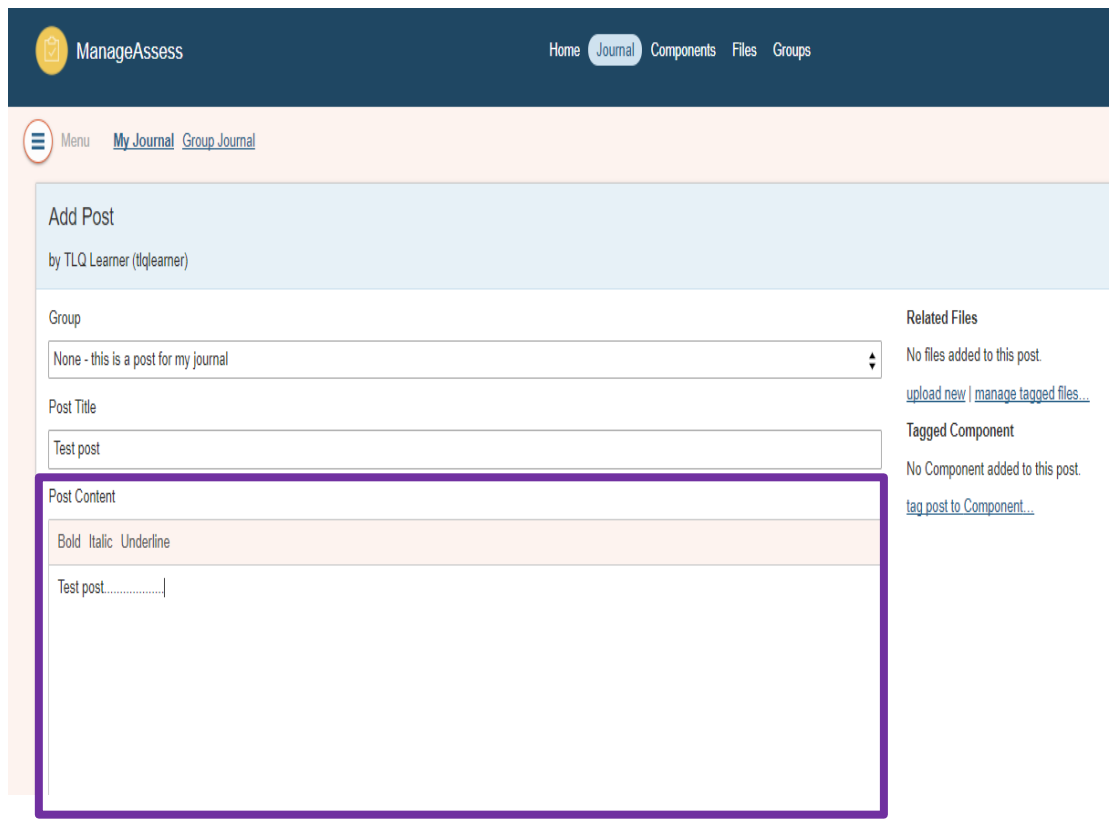
4) First select whether this is a post for your own journal or the group (remember, as well as your tutor and other training provider staff, your peers will be able to view group posts).



5) Enter a title for the post.

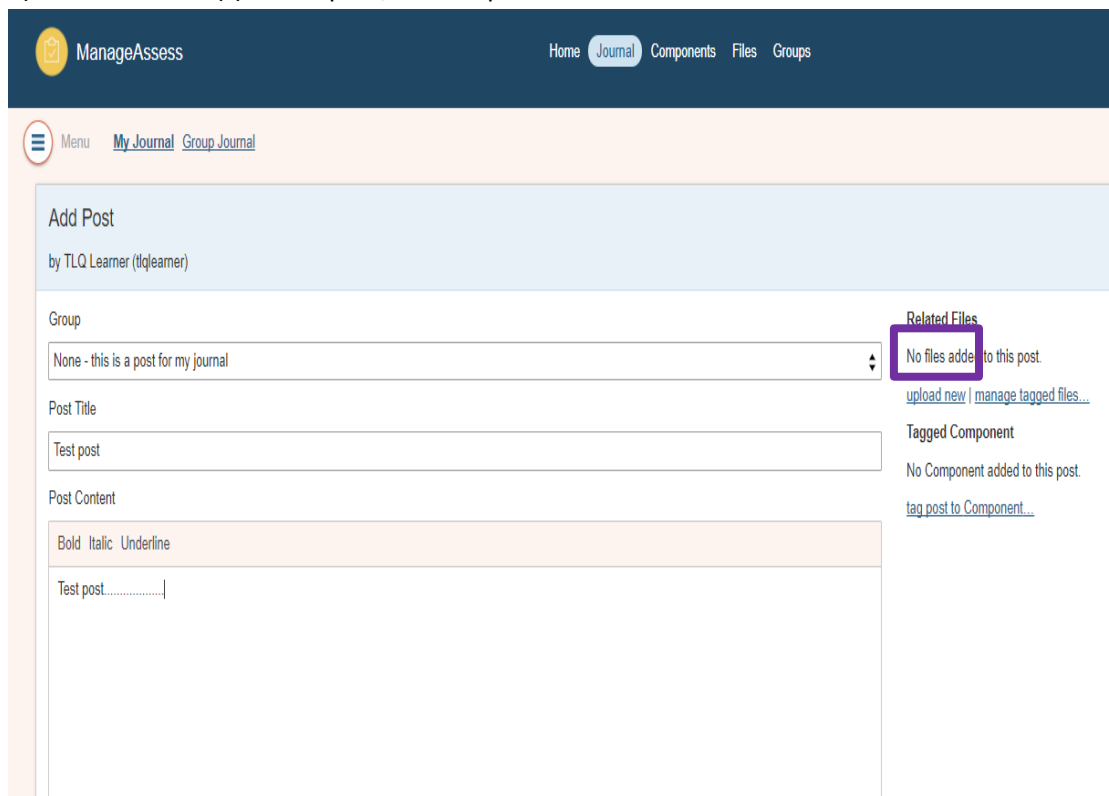


6) Enter the content of the post.



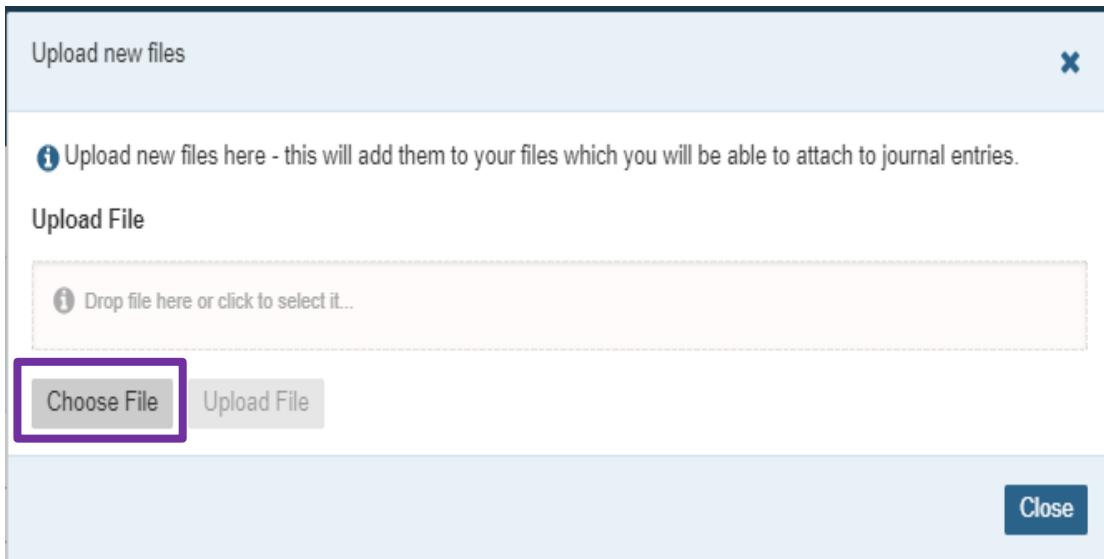
The screenshot shows the 'Add Post' interface in the ManageAssess system. The top navigation bar includes 'Home', 'Journal', 'Components', 'Files', and 'Groups'. The main content area has a 'Menu' with 'My Journal' and 'Group Journal'. The 'Add Post' section is titled 'by TLQ Learner (tlqlearner)'. It contains several input fields: 'Group' (set to 'None - this is a post for my journal'), 'Post Title' (set to 'Test post'), and 'Post Content' (containing 'Test post.....|'). The 'Post Content' field is highlighted with a purple border. On the right side, there are sections for 'Related Files' (with links for 'upload new' and 'manage tagged files...'), 'Tagged Component' (with a link for 'tag post to Component...'), and 'No Component added to this post'.

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

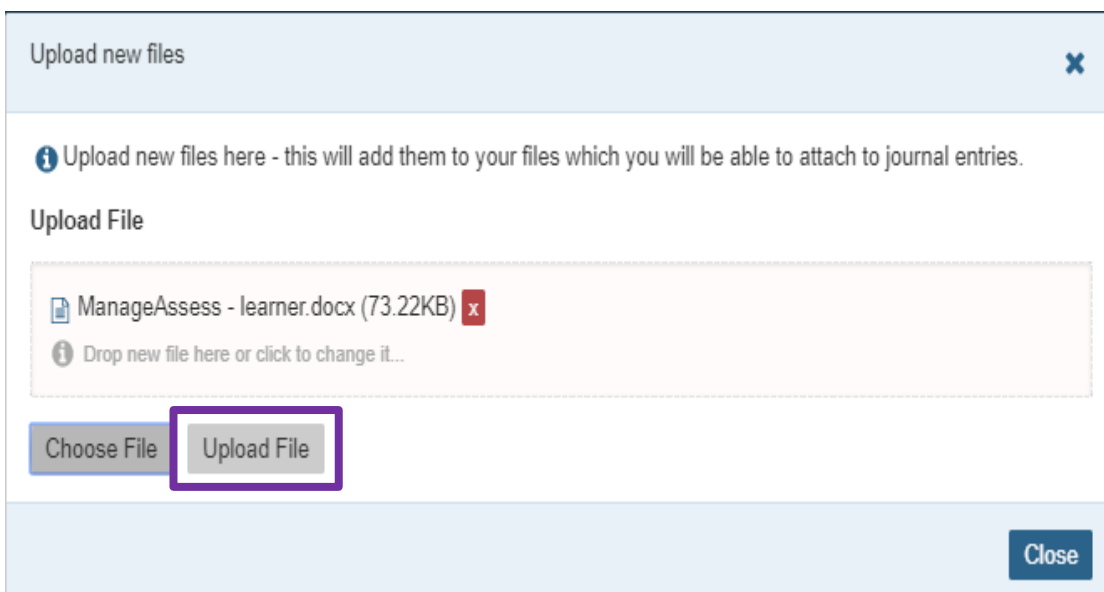


This screenshot is identical to the one above, showing the 'Add Post' form. In this version, the 'Related Files' section on the right is highlighted with a purple border. The 'Related Files' section displays 'No files added to this post.' and includes a link for 'upload new | manage tagged files...'. The 'Post Content' field is no longer highlighted.

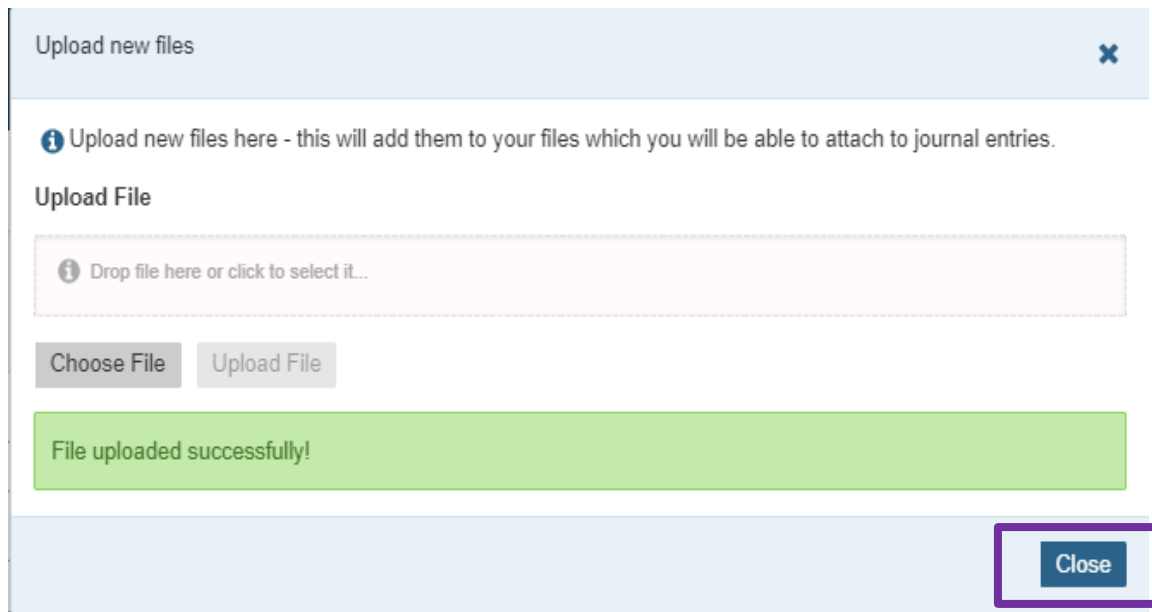
8) Select Choose File to navigate your local folders. Then locate and select the file you want to upload.



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

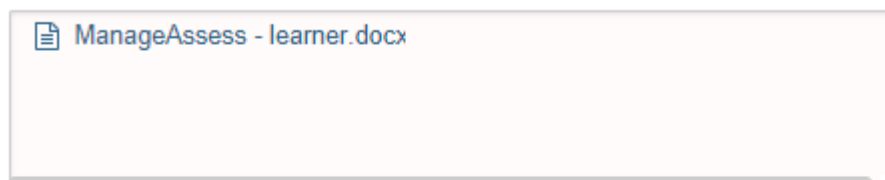


10) Select Close.



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

Related Files



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

Tagged Component

No Component added to this post.

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



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

Select files to add to your journal entry ✕

Unselected files

Client consultation card_v2.pdf	add
Client consultation card (2).pdf	add
Client consultation card (2).pdf	add

Selected files

ManageAssess - learner.docx	remove
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Done

13) Once you have finished adding files select Done.

Select files to add to your journal entry ✕

Unselected files

ManageAssess - learner.docx	add
Client consultation card (2).pdf	add
Client consultation card (2).pdf	add

Selected files

ManageAssess - learner.docx	remove
Client consultation card_v2.pdf	remove

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
- HB3D1.EX1: External examination 1
- HB3D1.EX2: External examination 2
- HB3D1.SYN: Graded synoptic assessment
- UHR124M: Service Portfolio

No Component selected

Done

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

Select Component to tag to your journal entry

- UHB124M: Service Portfolio
- UHB134M: Graded practical assessment
- UHB135M: Graded practical assessment
- UHB135M: Service Portfolio
- UHR139M: Graded practical assessment

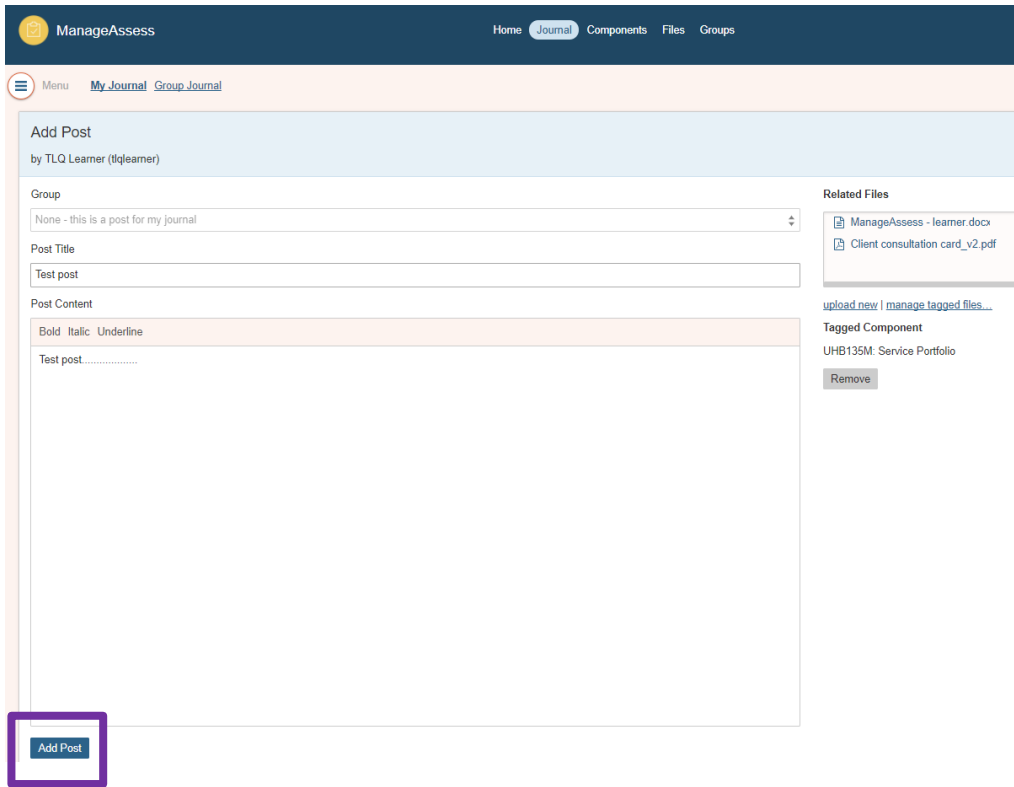
UHB135M: Service Portfolio

remove

Done



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



For help and support:

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



Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
1	Customer Support Manager	24/06/2019	New document	Customer Support Manager
2	Customer Support Manager	29/06/2021	Minor positioning changes	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	10/07/2019