## ATTACH EVIDENCE

If the learning log has already been created and you wish to attach evidence that you may have gathered follow the steps shown below.

1. Click on 'Learning Log' on the left menu.
2. Under the section marked 'All recorded activities' you will see all the logs you have created.
3. When you have found the entry you wish to amend, click the 🔍 icon next to the entry.
4. The log will open up to display the contents of the log.
5. Scroll down to the bottom of the screen and you will see a 'Supporting Evidence' section.
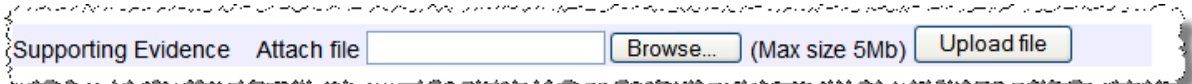
6. Locate the file using the browse button and then click on upload. Please note, there is a 5Mb limit to the attachment.

ADD LEARNING LOG ENTRY TO PDP

If you would like a created learning log entry to be attached to your Personal Development Plan, follow the steps below. For more information on the PDP, go to page 15.

1. Click on 'Learning Log' on the left menu.
2. Under the section marked 'All recorded activities' you will see all the logs you have created.
3. When you have found the entry you wish to amend, click the 🔍 icon next to the entry.
4. The log will open up to display the contents of the log.
5. Click on 'Send to PDP' at the top of the screen.

6. You will be asked to verify that you want to place the log in the PDP.
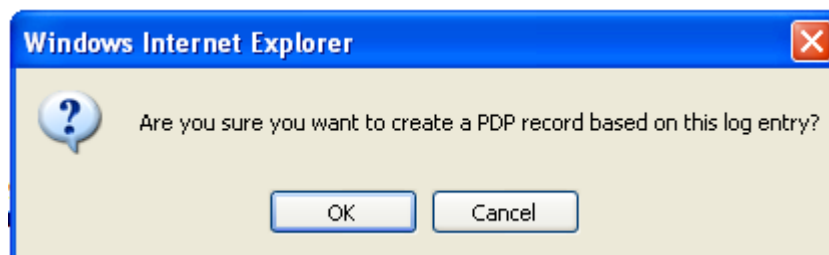
7. Complete the information in the PDP as required and click 'Save'.
8. The entry will now be added to your PDP.