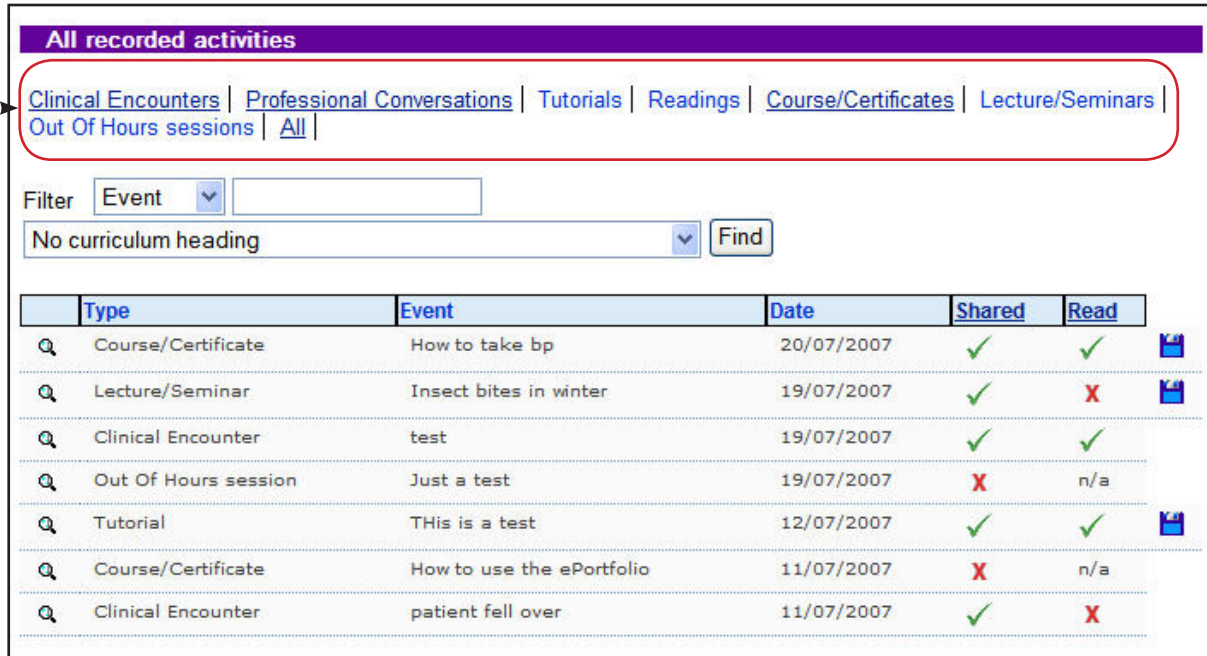


EDIT AN EXISTING LEARNING LOG ENTRY


If the learning log has already been created and you wish to make amendments to it, follow the steps 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.



The screenshot shows the 'All recorded activities' section. At the top, there is a purple header with the text 'All recorded activities'. Below this, there is a navigation bar with links: 'Clinical Encounters', 'Professional Conversations', 'Tutorials', 'Readings', 'Course/Certificates', 'Lecture/Seminars', 'Out Of Hours sessions', and 'All'. A red box highlights these links. Below the navigation bar, there is a filter section with a dropdown menu set to 'Event' and a search box containing 'No curriculum heading'. A 'Find' button is next to the search box. Below the search box is a table with the following columns: 'Type', 'Event', 'Date', 'Shared', and 'Read'. The table contains eight rows of data, each with a magnifying glass icon in the first column. The rows are: 1. Course/Certificate, How to take bp, 20/07/2007, Shared (checkmark), Read (checkmark). 2. Lecture/Seminar, Insect bites in winter, 19/07/2007, Shared (checkmark), Read (X). 3. Clinical Encounter, test, 19/07/2007, Shared (checkmark), Read (checkmark). 4. Out Of Hours session, Just a test, 19/07/2007, Shared (X), Read (n/a). 5. Tutorial, THis is a test, 12/07/2007, Shared (checkmark), Read (checkmark). 6. Course/Certificate, How to use the ePortfolio, 11/07/2007, Shared (X), Read (n/a). 7. Clinical Encounter, patient fell over, 11/07/2007, Shared (checkmark), Read (X).

From here, you can choose whether you wish to see all the logs or just specific logs; for example, only clinical encounters.

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 'Edit record' at the top of the screen

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6. Make any changes to the record that you require and click on 'Save Event'.