


SHARE OR UNSHARE A LOG ENTRY

You may share a log entry with your trainer and supervisor if you wish. It is entirely your choice whether you want them to see your learning log. By default it is not shared. To share a log entry follow the steps outlined 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. Click 'Share Record'.



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On viewing a shared entry the educational supervisor/trainer may add a comment. They may also choose to validate the entry as a piece of contributory evidence towards workplace assessment. In this case, the educational supervisor/trainer will also assign a professional competence area to the entry. Once this has been done, this particular entry is now locked and cannot be edited further.