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.

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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 \bigcirc 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.

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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.