The ePotential Reflections Journal

ePotential is continually being updated with resources to support your learning and teaching. To help keep track of your journey through ePotential, you can keep a Reflections Journal. The Journal has been dynamically integrated throughout ePotential to make it easy for you to record what you have found and any thoughts you have. You can return to your Reflections Journal at any time to view your entries.

Accessing the Reflections Journal

Reflections Journal Tab

2. Click on the Journal tab on the ePotential menu bar.
3. Your personal Reflections Journal page will open.

Create a New Journal Entry

4. Click on the Add Entry link to make a journal entry.

5. Type in a Title for your entry.
6. Type in a Description of your entry.

7. Click Add to update your journal.
Your new entry is saved and appears in your Reflections Journal.
By default, all journal entries display the date on which the entry was added.

You can print a copy of your Reflections Journal for your records by clicking on the Print icon at the top of the page.

Editing the Reflections Journal
8. Update your journal entries at anytime by clicking on Edit link in the Reflections Journal tab for that entry.
9. Make changes to your entry.

10. Click on Update to save your entry.
11. You can also delete your entry when required by clicking on the Delete link on the tab for that entry.
Integrated Journal Links

A Reflections Journal - Add Entry form appears whenever you click on an area of the Continuum or a resource. You can use this integrated Add Entry form to make journal entries ‘on the go’ as you move through ePotential.

12. To make a journal entry from an area of the Continuum or a resource, select an area of the Continuum or a resource that you would like to add to your Journal.
13. Scroll down to see the Reflections Journal - Add Entry form.
14. Add your entry including Title and Description.

15. Click on the Add button.
   - A message appears telling you your journal entry has been saved.
16. This entry will now appear in your Reflections Journal.
17. To access these integrated Journal Links go to your Reflections Journal Page.
   - An Associated Area link will take you directly to the key area/phase in the Continuum referenced in the Journal Entry.

• An Associated Resource will take you directly to the resource referenced in the Journal Entry.