# eJournal
Student manual

What does a portfolio look like?

Below you can see an example of the portfolio overview page. On the left, outlined, you will find a menu bar. Next to it are the activities that have been set up for you. An activity often includes a due date indicating when it must be submitted.

In the top right corner, you will find the **Share** button. This allows you to share your entire portfolio or specific parts of your portfolio with other lecturers or assessors. In this way, you can request additional feedback.

In the centre of the start page, you will find the **"Submit collection for assessment"** button. Use this button only if you want to submit your entire portfolio for a final assessment.
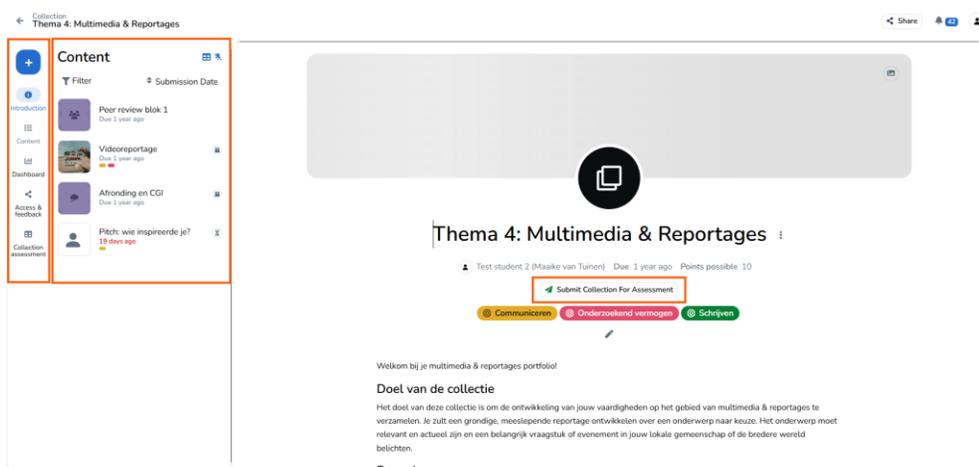

How do you complete an activity?

When you click on an activity, a page opens where you can work on its content. Anything you upload or type is saved automatically in the meantime.

At the bottom of each activity, you will find a **Comments** field. Here you can add a comment for your lecturer, and the lecturer can respond to it.

At the end of an activity, do not forget to click **Submit** at the bottom of the page. After submitting an activity, a lecturer will receive a notification that your activity is ready to be reviewed.
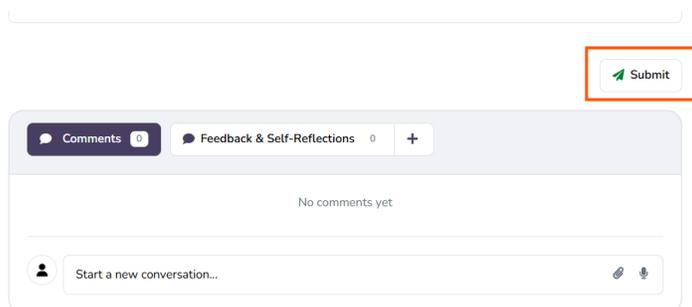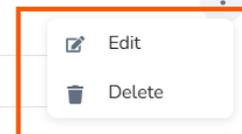
Would you like to make changes after submitting an activity? Reopen the activity, click the three dots on the right, and then select **Edit**. You can now adjust your submission. In most cases, this is no longer possible once the submission has been assessed by a lecturer (unless the lecturer has reopened the assignment for a new version).

## How do you request feedback from a lecturer?
In many programmes, a lecturer will provide feedback once you have submitted an activity. However, there are also options to request feedback yourself from a lecturer or an (external) assessor.

Using the **Share** button in the top right corner, you can share (parts of) your portfolio. Specify the name of the person you want to share your portfolio with, which part of your portfolio you are sharing, and the type of feedback you would like to receive.
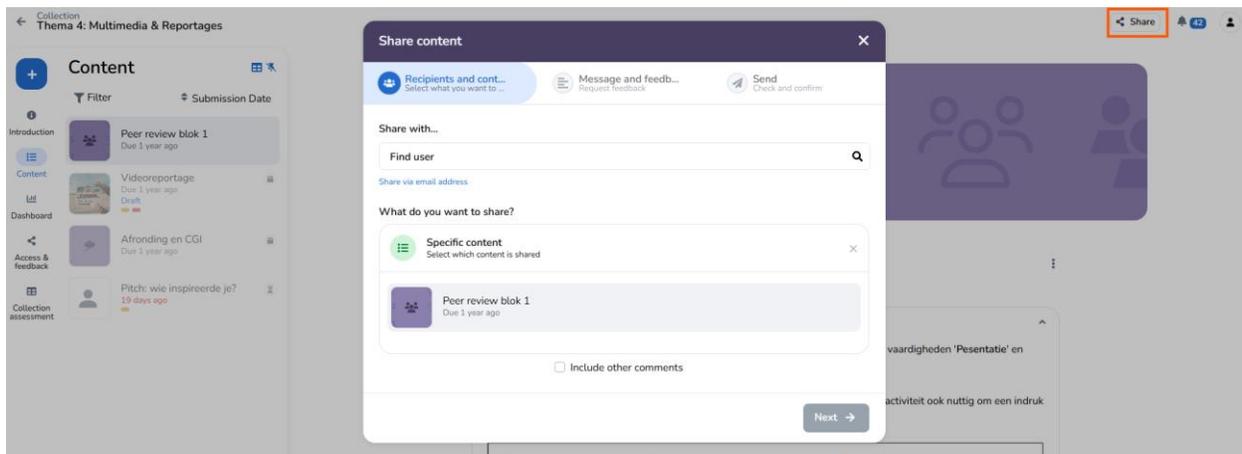
At the bottom of each activity, next to the comments field, you will also find a **+** button that allows you to request feedback. Sometimes a lecturer has already prepared a feedback template for you; in that case, an activity and assessment method will be selected automatically.
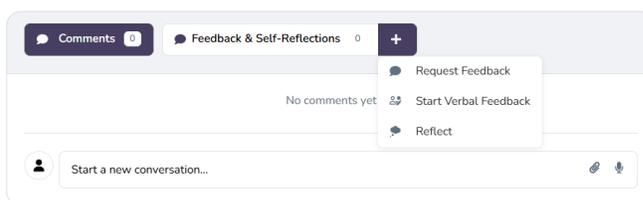
How do I view my feedback?

When a lecturer has assessed your work, you will receive a notification (via email or in the eJournal app). You can click on this notification to view the feedback in eJournal. You also find your received feedback in the **access & feedback** part of the menu bar.

How do you add an activity yourself?

In some courses, students are allowed to add activities to their portfolio themselves. You can do this by clicking the blue **+** in the top left corner of your screen.

A screen will appear with templates that have been prepared for you. The template you choose opens in a pop-up, where you can add your content. When you click **"Use entry template"**, the template will be added to your activities on the overview screen.
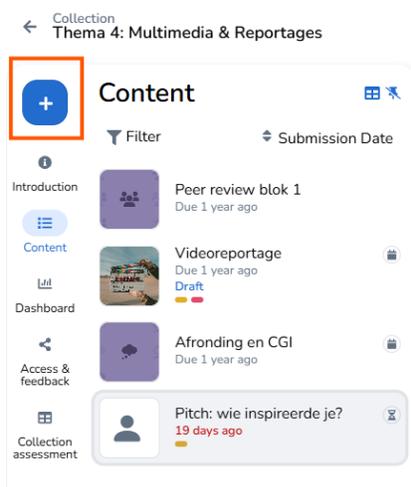
Adjusting notification settings

When you click the profile icon in the top right corner, a menu will appear. Click on your own name or student number. A menu will then open with the options **Personal details**, **Notifications**, and **Preferences**. Under **Notifications**, you can indicate how often you would like to receive notifications and which components you would like to receive notifications for.