

# eJournal Teacher manual

## **Introduction**

eJournal is an e-portfolio tool in which students can store assignments, feedback, and assessments in one place and share them with others. This provides lecturers, supervisors, and students with insight into progress on learning objectives and competencies through clear, well-structured dashboards. It is possible to assess competencies or learning objectives that recur throughout the programme, such as reflection skills, collaboration, and academic writing. As a result, students gain greater control over their learning process and a better understanding of their own progress. In addition, lecturers and mentors can monitor how individual students and groups are developing and identify which learning objectives may require additional attention.

Would you like more information about eJournal? Click here: [Teaching and learning collection | eJournal](#).

## **Who can use eJournal?**

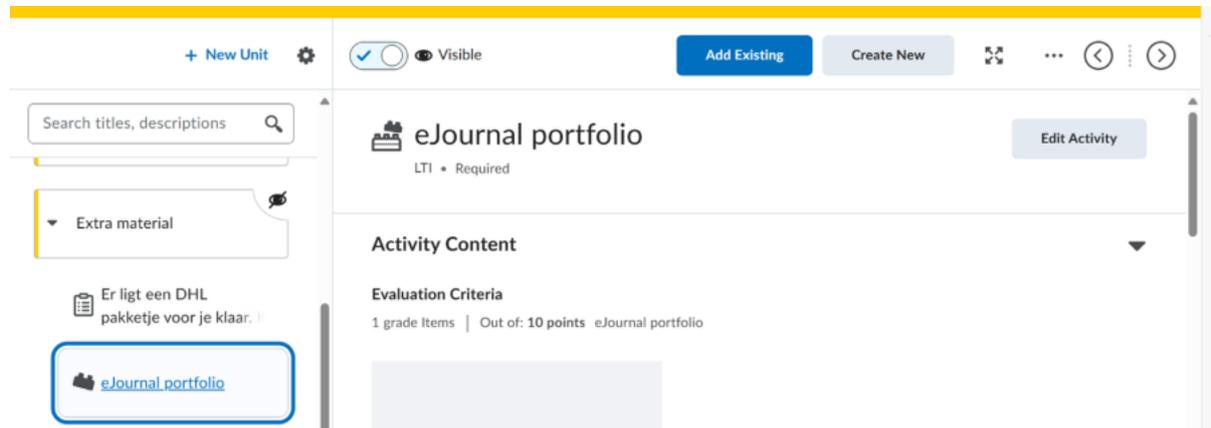
eJournal is suitable for all UU lecturers.

## **Getting started**

eJournal can be requested via Teaching Support using the [Contact/Information form for tools](#). An educational consultant from the CAT will then contact you to help you get started with eJournal.

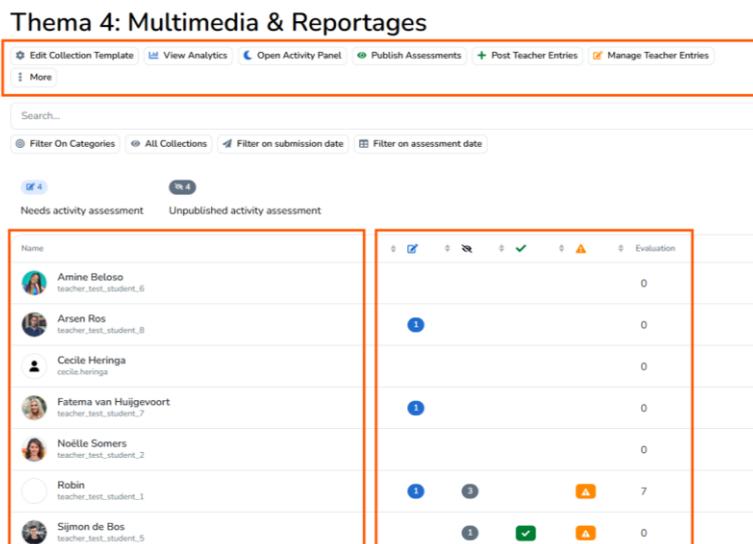
## 1. How do you log in to eJournal?

When your course in Brightspace is linked to eJournal, you can open students' portfolios via Brightspace. In the left-hand menu of Brightspace, the portfolio appears as a plug-in, indicated by a LEGO icon. Clicking this will open an embedded eJournal screen. You can enlarge this screen by clicking the fullscreen icon (the four arrows).



## 2. What do you see on the dashboard?

Via Brightspace, you will arrive at the following page:

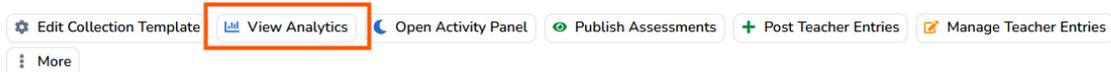


If you don't see any students, or only a part of the students – then you are probably added to a group of students. You can (un) selected a group filter by the following button:

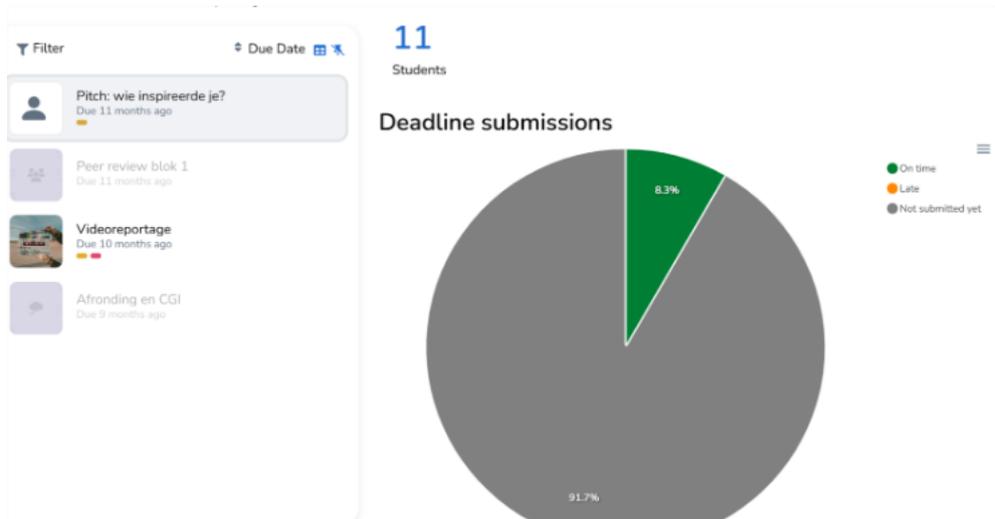


### 2.1 Panel bar on the overview page

At the top, you will see the title of your course, with a panel bar containing several options underneath. The most important ones are listed below:



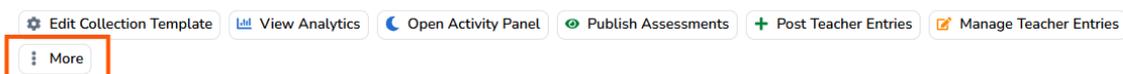
Under “View analytics”, you will find an overview of the activities, with the percentage of students who have submitted each activity shown on the left. By clicking on a segment of the pie chart, you select that group of students. This allows you, for example, to send a message to the students who have not yet submitted the activity.



Under “Open Activity Panel”, you will find an overview of students’ recent activity in the course. Here you will also find the option to send a message to students who have been inactive for a specified amount of time.



When you click “Publish Assessments”, all feedback that is still saved as a draft will be published at once.



Under the “More” option, you will find, among other things, the possibility to send a message to all students and to export files or results.

## 2.2 Icons and actions

In the lower part of the dashboard, you will find an overview of the students in the course, displayed in several columns with icons. The left column shows the students, the middle column shows the student’s group, and the column on the right uses icons to indicate whether an action is required. Please note: depending on the configuration, these icons may differ.

Filter On Categories All Collections Filter on submission date Filter on assessment date

Needs activity assessment Unpublished activity assessment

Name	Needs activity assessment	Unpublished activity assessment	Evaluation
Amine Beloso teacher_test_student_6			0
Arsen Ros teacher_test_student_8	1		0
Cecile Heringa cecile.heringa			0
Fatema van Huijgevoort teacher_test_student_7	1		0
Noëlle Somers teacher_test_student_2			0
Robin teacher_test_student_1	1	3	7
Sijmon de Bos teacher_test_student_5		1	0

**Needs activity assessment:** This column shows how many student assignments you have not yet viewed or assessed.

**Unpublished Activity Assessment:** This column contains your unpublished feedback.

**Collection submitted for assessment:** When a student has submitted their collection, a checkmark appears here.

**Warnings:** Click this icon to see the details of the notification.

**Unpublished collection assessment:** Here you will see a notification if a collection assessment (final assessment) has been completed but not yet published.

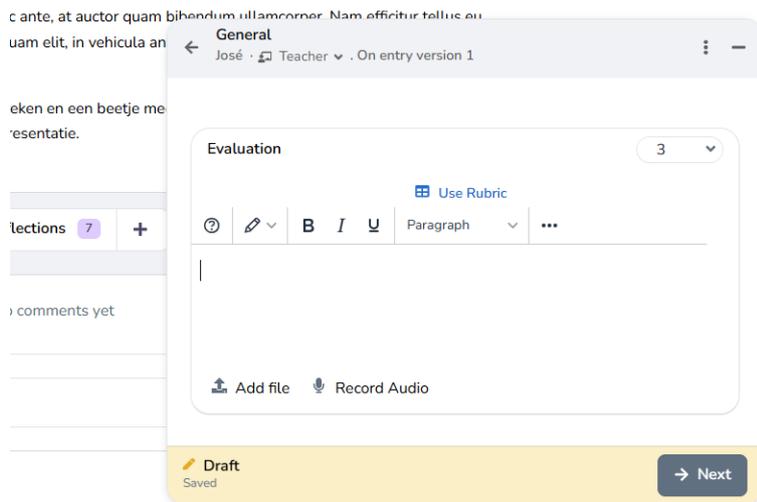
**Evaluation /score:** This column shows how many points a student has achieved. This may be displayed as a percentage, a score, or a grade, depending on the configuration.

## 2.3 Student collection

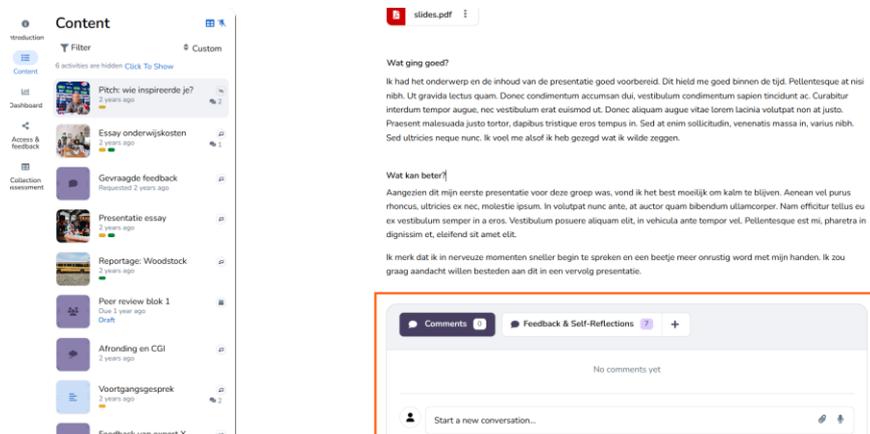
When you click on a student's name, you will see the content of that student's portfolio.

### 3. How do you give feedback?

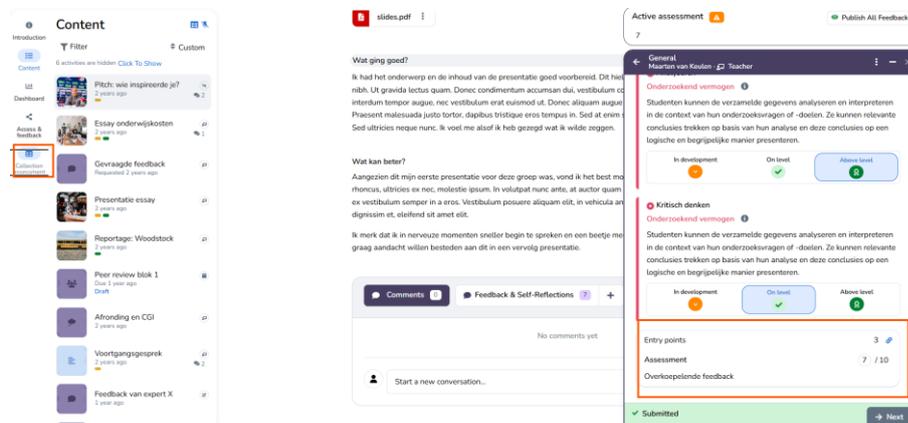
There are several ways to provide feedback in eJournal. For some activities, a feedback widget automatically appears in the bottom right corner of the screen (depicted in the figure below). This has been set up for you by the course designer or coordinator. In this widget, you may see, for example, a rubric, a pass/fail option, or a text field.



Depending on the choices made by the course designer, it is also possible to provide additional feedback for an activity. You will find the location for this at the bottom of an activity:



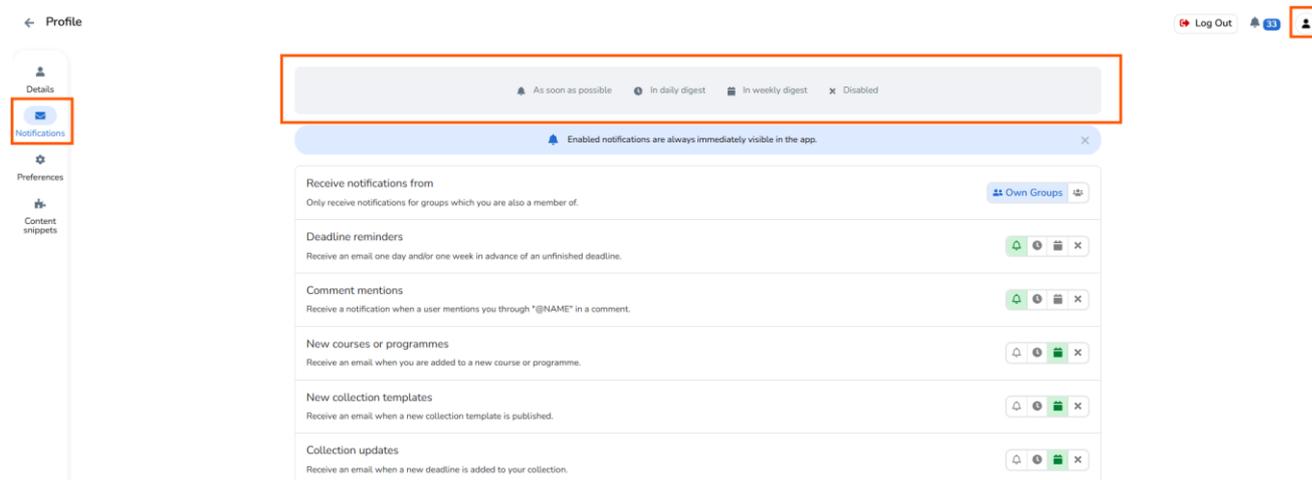
For some collections, feedback is not provided per activity, but only on the collection as a whole. When you click **“Collection assessment”** in the left-hand menu bar, the assessment tool for the entire collection will appear. This is often only possible after a student has submitted its collection. The method of assessment may vary and can include narrative feedback, rubrics, or numerical grading.



#### 4. How do you set notification preferences?

In the top right corner, you will see your profile picture. Clicking on it opens a menu with options for personal details, notifications, password, preferences, and content snippets.

Under **Notifications**, you can specify how often you would like to receive notifications, whether you want to receive notifications from all participants or only from your own groups (default setting), and which components you would like to receive notifications for.



#### 5. FAQ

- **What do my students see in eJournal?**

Via the **“Student view”** button in the top right corner, you can switch to the student view. Here you can see how students view the course in eJournal.

- **How do I instruct my students?**

We recommend scheduling a joint session (such as a tutorial or lecture) at the start of the academic year to go through the first login together with students. There is also a standard eJournal user guide available for students. This guide covers common elements students will encounter, such as submitting an activity and requesting feedback.

#### Questions or comments?

- For questions about content, templates, or activities: contact the course designer/coordinator or key user of your programme.
- For questions about the integration with Brightspace, users, roles, and permissions: consult your key user.
- For specific questions about eJournal itself: contact the eJournal Helpdesk via **Contact – eJournal Help Center**.

If you have any comments, suggestions for improvement, or questions about this guide, we would also be happy to hear from you. You can send a message to Teaching Support.

Teaching Support is available Monday to Friday via email at [teachingsupport@uu.nl](mailto:teachingsupport@uu.nl)