

# 1 ON-THE-JOB LEARNING DIARIES

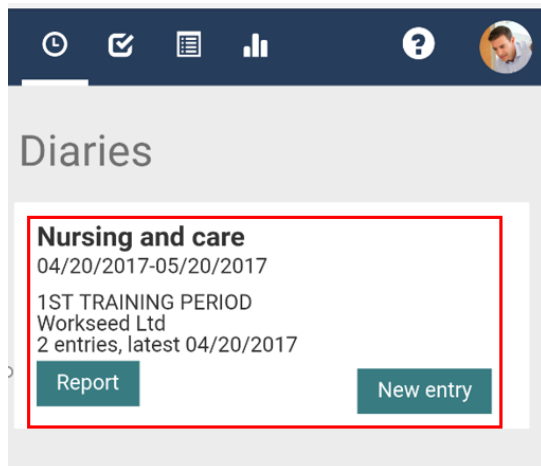
On-the-job learning (OJL) diary is a type of assignment to support student's work life training. By using OJL diaries, students report for example the learning events happening during the OJL period, reflects learning process and proves their skill development. In addition, OJL diaries can be used for reporting daily working time. Workseed supports course-specific diary templates, whose content including assessment targets can be matched to the course objectives.

In addition, the learning path can be taken into account in diary templates. For example, the early stage of OJL periods have different objectives and reporting requirements compared to the OJL periods on the final year of studies when the company expects the student holding basic level of professional skills.

## 2 SUBMITTING DIARY ENTRIES

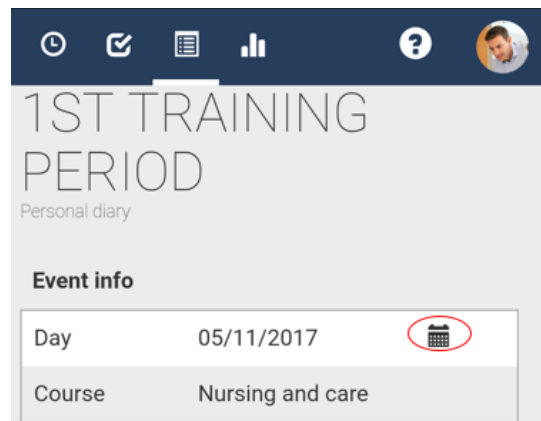
1. When you log in to Workseed, you see the OJL diaries section on your *Schedule* view if you have at least one diary published. It takes only few steps on smartphone or computer browser to submit a diary entry.

Select *New Entry* button.



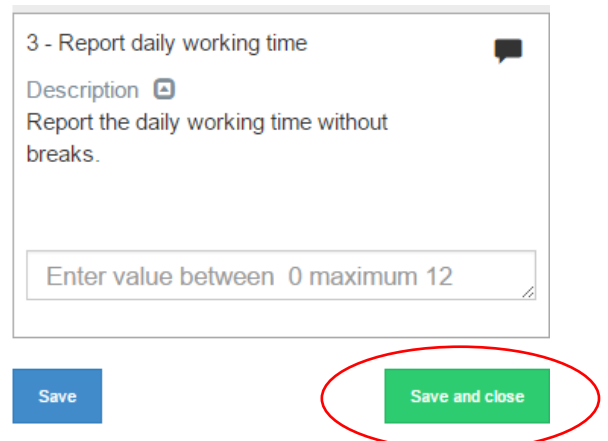
2. You can now see the basic information of your diary e.g. the location of the assignment and contact information of your instructor. You may change the reporting date of your entry by selecting the *calendar* button. It is useful if you've forgotten to fill your diary on the previous day.

Select then *New entry* to complete your entry.



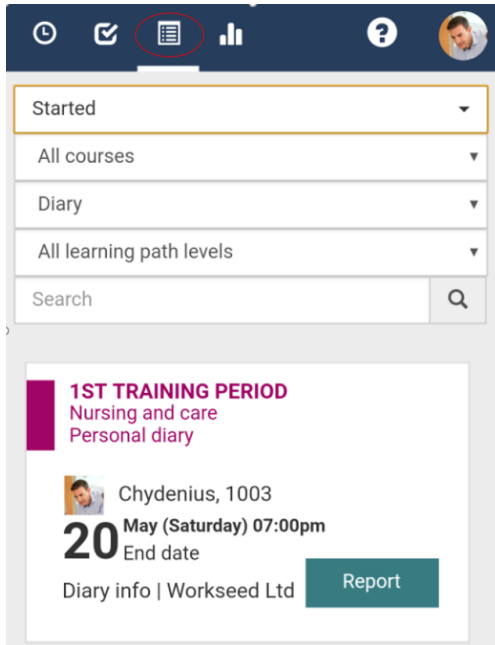
3. Complete documentation tasks and select *Save and close*. Now you've made your first diary entry.

If you want to save and continue later your daily entry, select *Save*.



### 3 BROWSING THE DIARIES

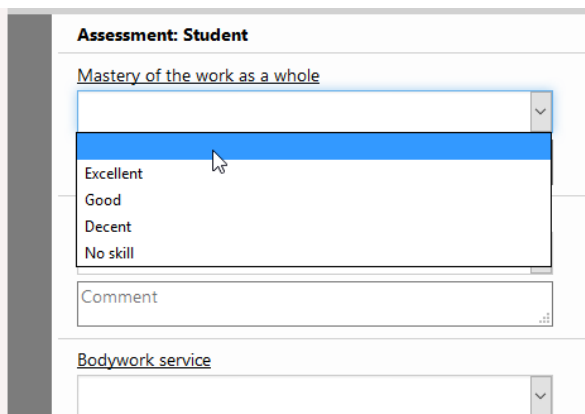
To see your diary library open the *Diary* view from the menu. You can filter and sort diaries by starting date, diary status, course and learning path phase.



### 5 SELF ASSESSMENT

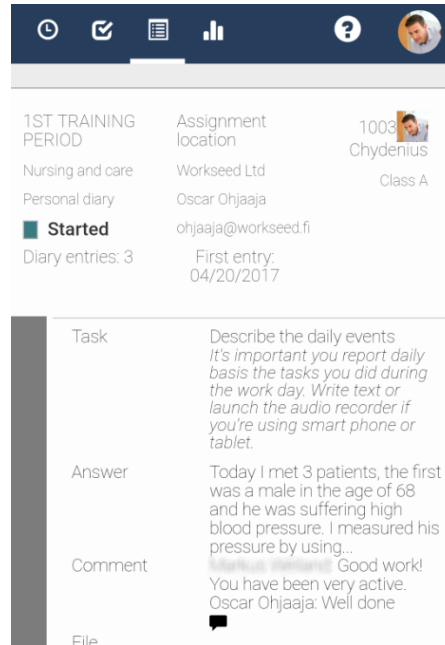
At the end of your OJL period your teacher may require you to make self assessment before you can complete the diary.

You find the assessment section at the end of the diary. There you can easily complete your own feelings about the OJL period, your learning experiences, strengths and development needs for the forthcoming periods.



### 4 DIARY REPORT

To open one of your diaries, select the *Report* button. The diary report contains all the entries you've made, arranged in order by the day of submitting. You can also find all files you've attached such as photos, video clips and voice recordings.



### 6 MARKING DIARY COMPLETED

After completing self assessment, you need to mark the diary as done on *Set done* button. When you do that, the instructor and your teacher are notified about your diary and they can make the final assessment.

You find your instructor's and teacher's assessments in the same section where you completed your own self assessment.

