

1 FOLLOWING UP STUDENT'S PROGRESS

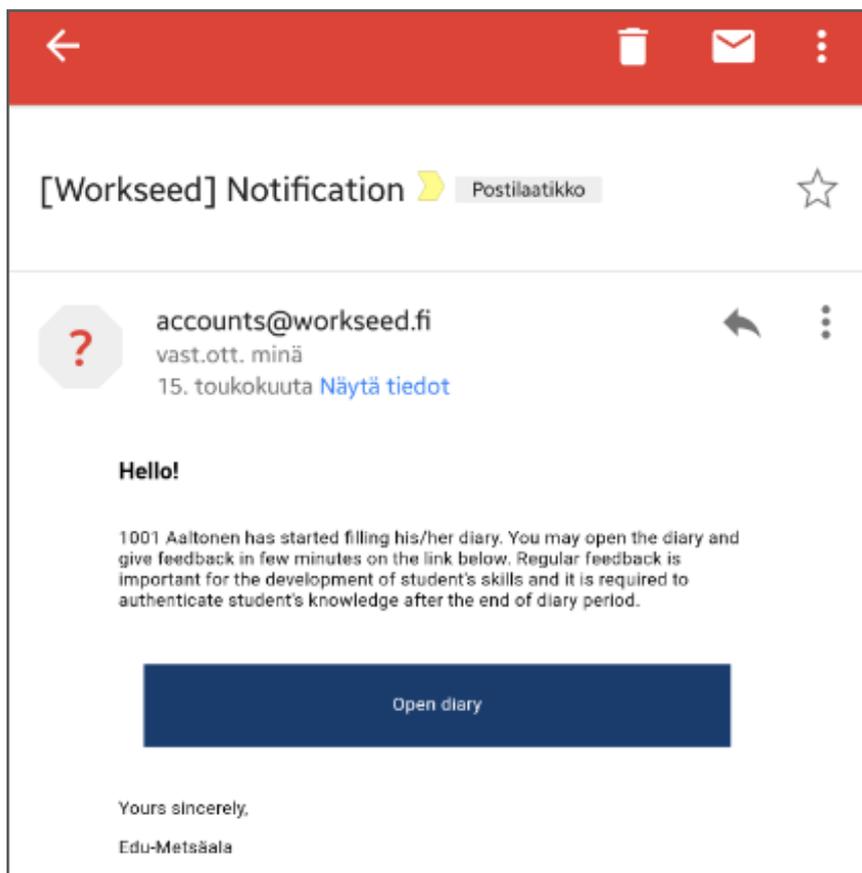
As a job instructor, you receive information via email about your student's progress during the on-the-job learning (OJL) period. On the emails you can access to student's OJL diary (and assignment reports if such are made), from which you can track the information reported by the student. You can find written documentation, self assessments, photos, video clips and additional material about learning and skill progress. You find also feedback and possible issues reported by the student.

The reports are the tools for you to give regular written feedback to the student. You can also do mid-term evaluation on the reports. Regular feedback during the period is important in terms of developing student's self-confidence, skills and proving student's knowledge at the end of the OJL period. Your written feedback is very important also for improving teachers' visibility to students learning when they are out of the school environment.

You receive email notifications in the following situations:

- The student starts filling the diary or starts some specific assignment.
- The student has made five (5) entries in his/her diary and expects feedback from you. At this stage, you can already start doing the mid-term evaluation if needed.
- The student has been passive the whole week without any activity on the diary.
- The student marks his diary completed and waits for your official assessment.

In the following picture you see an e-mail message about the started diary. Select *Open diary* to open the diary in your Internet browser (you may use your smartphone, tablet, or computer). Accessing the report is easy because you don't need to login to Workseed. You are identified by your email address.



2 COMMENTING ON DIARY EVENTS

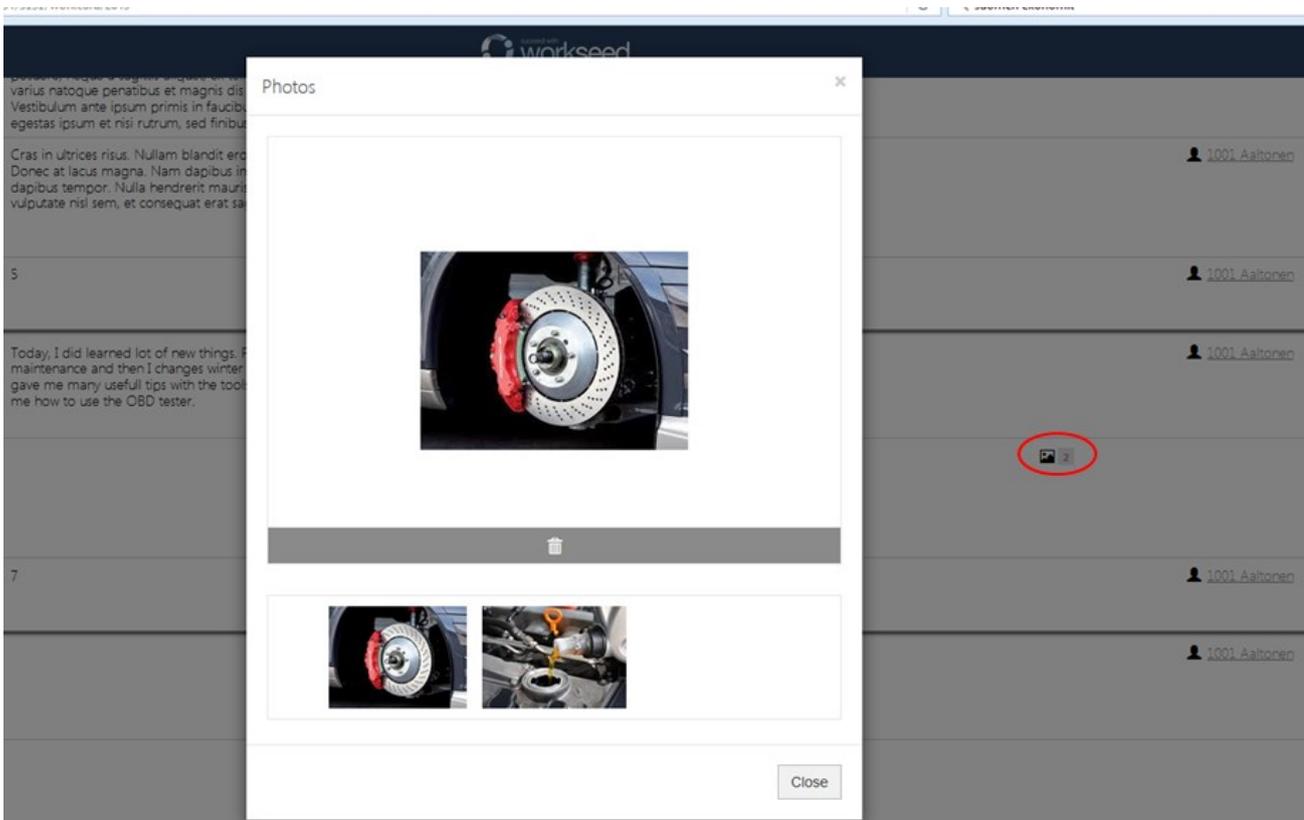
When you open a diary you will see the student's daily entries. You may give feedback on daily entries by selecting the comment icon. You can use it for example, if the student has done exceptionally good work or you want to point out something else significant for his/her learning. Similarly, you can leave constructive feedback.

	Answer	Comment	File	Student
Describe the daily events <i>It's important you report daily basis the tasks you did during the work day. Write text or launch the audio recorder if you're using smart phone or tablet.</i>	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla quis arcu eu justo consectetur varius. Curabitur egestas rhoncus lorem. Morbi urna risus, semper at congue us, bibendum et eros. Quisque a dolor sit amet nisi pulvinar finibus. Nunc est diam, cursus non arcu eget, sollicitudin sodales tellus. Mauris mollis magna sit amet interdum bibendum. Nam luctus velit quam, eget tristique nibh dignissim ut. Aliquam tempor eleifend cursus. Quisque posuere, neque a sagittis aliquet, et tellus tempus nisi, nec facilisi enim orci sed ipsum. Orci varius natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Mauris egestas ipsum et nisi rutrum, sed finibus leo laoreet.			 1001 Aaltonen
Insert photos from you assignments (in case you have concrete results) <i>You may launch the camera if you're using smart phone or tablet. Please don't take photos from persons without their permission.</i>	Cras in ultrices risus. Nullam blandit eros a lectus vehicula, sit amet mollis metus fringilla. Donec at lacus magna. Nam dapibus imperdiet est quis placerat. Nunc luctus est id est dapibus tempor. Nulla hendrerit mauris sem, viverra gravida eros vulpate quis. Nulla vulpate nisi sem, et consequat erat sagittis in.			 1001 Aaltonen
Report daily working time <i>Report the daily working time without breaks.</i>	5			 1001 Aaltonen

3 OPENING ATTACHMENTS

Students often enrich their diaries with attachments such as photos and short video clips. By taking photos from the work results, the student can build his/her personal portfolio for demonstrating skills at a later stage in the studies.

You can see the attached photos by selecting the *photo* icon that appears in the task after attaching the photos. If you feel that a photo is inappropriate to be included in the diary e.g. due to confidential content, you may delete it.



The screenshot shows the Workseed application interface. A modal window titled "Photos" is open, displaying a large image of a car's brake system and two smaller thumbnail images below it. A red circle highlights a photo icon in the background diary entry. The background shows a list of diary entries with user avatars and names.

4 STUDENT'S SELF ASSESSMENTS

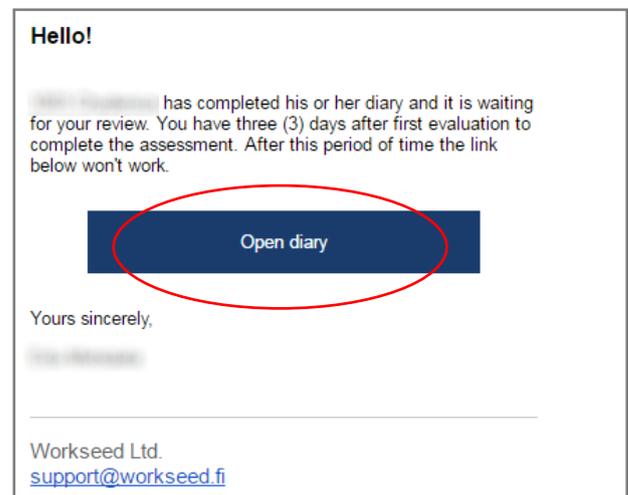
If the OJL period requires student's to make self assessments, you will find them in the assessment section at the end of the diary. There you can easily see how the student is reflecting his / her learning, strengths and development needs. This information is useful for you while you're making the final assessment.

Assessment	Assessor
Assessment: Student	
Systematic work	Good <input type="text" value="Comment"/> 1003 Chyderius
Quality work	Excellent <input type="text" value="Comment"/> 1003 Chyderius
Nursing and Care	Good <input type="text" value="Comment"/> 1003 Chyderius
Paying attention to health safety and ability to function	Excellent <input type="text" value="Comment"/> 1003 Chyderius
Carrying out pharmacotherapy	Decent <input type="text" value="Comment"/> 1003 Chyderius
Mastering the concepts and know-how in basic nursing and care	Good <input type="text" value="Comment"/> 1003 Chyderius
Mastering the knowledge related to pharmacotherapy	Good <input type="text" value="Comment"/> 1003 Chyderius

5 FINAL ASSESSMENT

After completing the OJL period, the student marks his/her learning diary (and assignment reports if such are made) ready for waiting your final assessment. You are informed with the following email notification.

Select *Open diary* to start the final assessment.



At the bottom of the diary, you will find the assessment section that contains all *assessment targets* to be assessed one at a time. You can choose the value from the assessment scale and give a written feedback from the OJL period. The assessment targets may also contain assessment criteria and other guidelines to make your work easier. If such information is available, the assessment target is underlined and you may click it for getting the information displayed.

Assessment: Instructor	Assessor
<u>Mastery of the work as a whole</u>	Excellent - E3 <input type="text" value="Comment"/> shajaa@workseed.fi
<u>Economical and highquality performance</u>	<input type="text" value="Comment"/>
<u>Bodywork service</u>	<input type="text" value="Comment"/>
<u>Maintenance service (without manufacturer's service programme)</u>	<input type="text" value="Comment"/>
<u>Customer service, repair regulations and legislation</u>	<input type="text" value="Comment"/>
<u>Knowledge of overall car structure and systems</u>	<input type="text" value="Comment"/>

PDF (text only) PDF Download Map

Reopen diary Save Set assessed

Once you've made the assessment, select *Set assessed*. If you prefer to save and continue your assessment later, select *Save*.

If for some reason the student has marked his/her diary as ready accidentally, you may reopen it by selecting *Reopen diary*