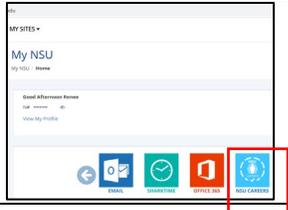
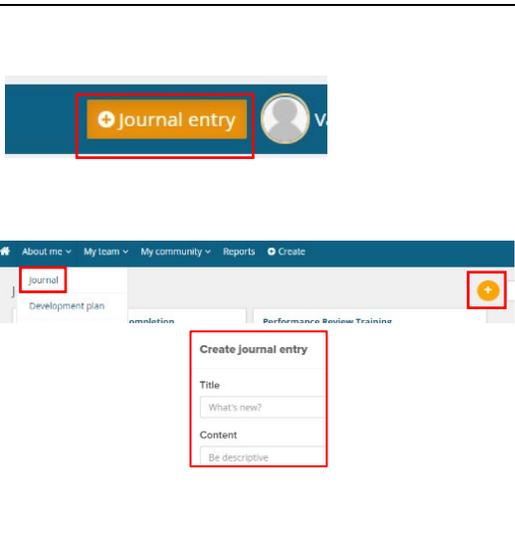
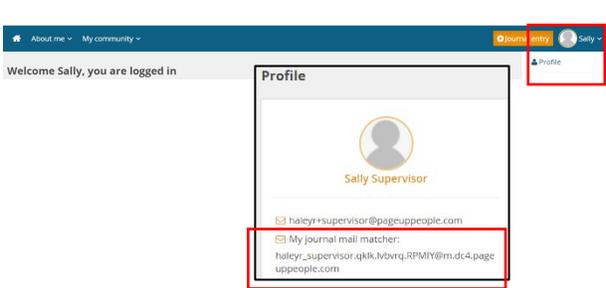
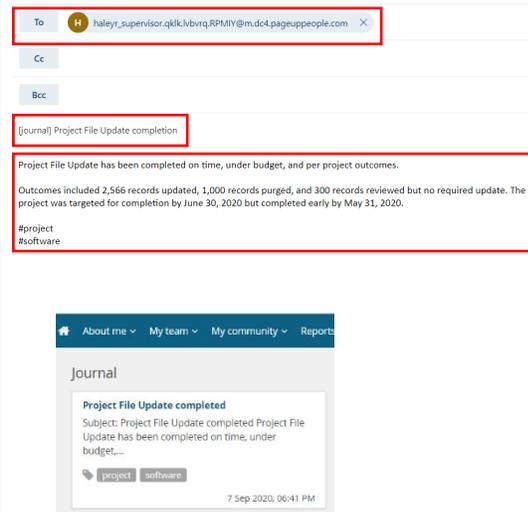


<p>Purpose: Journaling provides a method to keep ongoing notes of work-related achievements and accomplishments. Entries can be made in NSU Careers or by using your NSU Careers mail matcher address via email. Journal entries can be attached within the various annual performance review sections.</p>	
<p>I. Adding Journal Entries</p>	
<p>Journal entry and stored entries are found within NSU Careers. To access NSU Careers, visit the Sharklink portal at https://sharklink.nova.edu/ and select the NSU Careers icon.</p>	
<p>At the top of the NSU Careers homepage, locate and click the orange Journal entry button.</p>	
<p>A small window will display with open fields for Journal Title and Journal Entry.</p> <p>Enter the title and description, then click the Add button to save.</p>	
<p>All saved journal entries are found under the menu item About me > Journal.</p>	
<p>I.a. Methods to Add Journal Entries</p>	
<p>There are multiple ways to add journal entries.</p> <p>(1) As per above, use the Journal entry button on the top banner of the home page. This option saves an entry but does not capture tags (see below for more information regarding “tags.”)</p> <p>(2) From the home page under About me, select menu item Journal. Click on the orange circle with plus sign to open Create journal entry window. This method includes the option to assign tags (see section I.b. below).</p>	
<p>(3) Journal entries can be added by email using your special mail matcher address found in your NSU Careers Profile page.</p> <p>Highlight and copy your mail matcher address to transfer into the email message To: field.</p>	

In your email application (e.g. Outlook), start a new email message and send to the mail matcher address shown in your **NSU Careers** Profile page.

Use the tag **[journal]** in the subject or body of email, add text regarding the entry in the body of the email, including any terms preceded by the hashtag symbol (#) to assign one or more tag categories.

Upon sending email, the email-created journal entry will appear on your Journal page.



I.b. Categorize by Tags

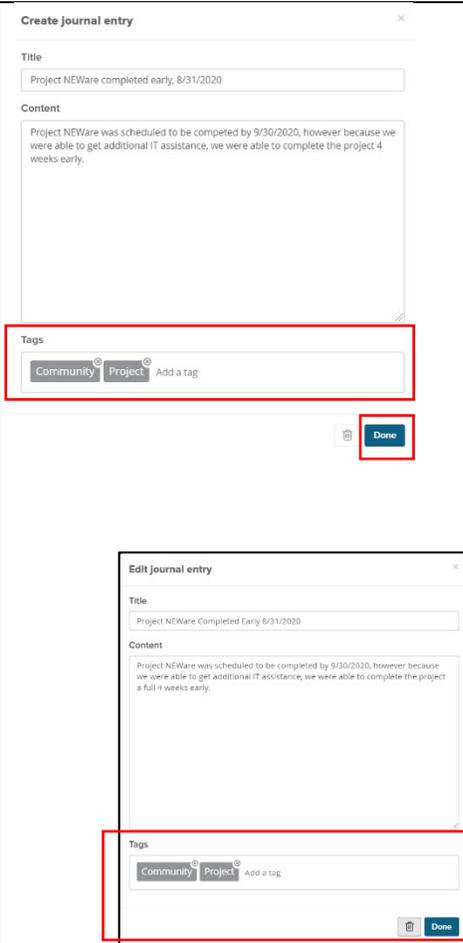
Tags enable categorization of journal entries.

When creating entries from the **About me > Journal** page, use the orange circle with plus sign to create a new entry. A **Create journal entry** window will open for the new entry. Enter the title and descriptive contents.

At the bottom of the entry window, place your cursor where the words “Add a tag” are located. Enter the terms you would associate with the entry for future searches or filtering. For example, entries that are for projects you might enter the tag word *Project*. Entries that include examples of behaviors of NSU Core Values, enter the core value as a tag. After entering the word or term, use the tab button on your keyboard to create the tag. Multiple tags can be created to provide different ways to search and filter entries as your collection of journal notes grows over time.

Remember to click the blue **Done** button to save the entry or update.

To add a tag to an existing journal entry, open a prior journal entry by clicking on it. Locate the **Tags** box near the bottom and add tag terms as appropriate. Click the **Done** button to save the tags.



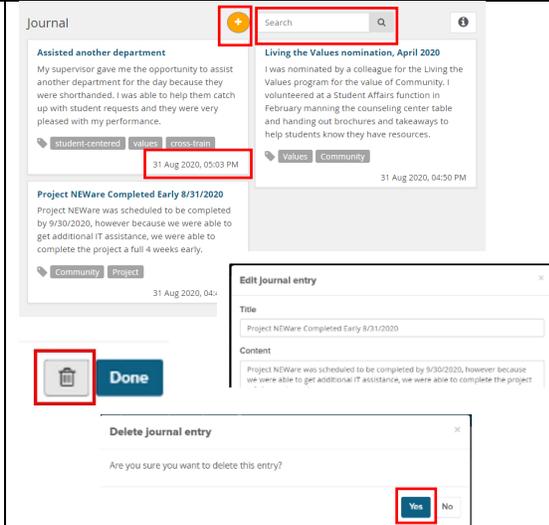
II. Updating and Deleting Journal Entries

Journal entries are stored with date and time stamps.

You can search by entering a keyword, a tag word, or a date in the search box.

Entries can be updated by clicking on the entry which will open the **Edit journal entry** window.

Entries can be deleted by clicking on the entry and opening the **Edit journal entry** window; click on the trash can icon at the bottom of the window. A second window will appear – select the **Yes** button to delete, or **No** button to stop the action.



III. Linking to Journal Entries from the Annual Performance Review

Journal entries can be linked to your performance review in sections that have the **Add comment** button. Using the drop-down arrow to the right, select **Link journal entry** option.

The **Link Journal** window will appear with your list of journal entries.

Use the search box using a tag category term that you may have assigned to the entry, text within the entry, or date of entry to limit the entries that are visible.

Clicking on a specific entry will highlight the entry in green. Click on the blue **Link** button to attach the journal entries to the performance review item.

Multiple entries can be linked, use the Ctrl or Shift key on your keyboard with mouse click to select additional journal entries. Clicking on the **Link** button will attach all highlighted entries.

