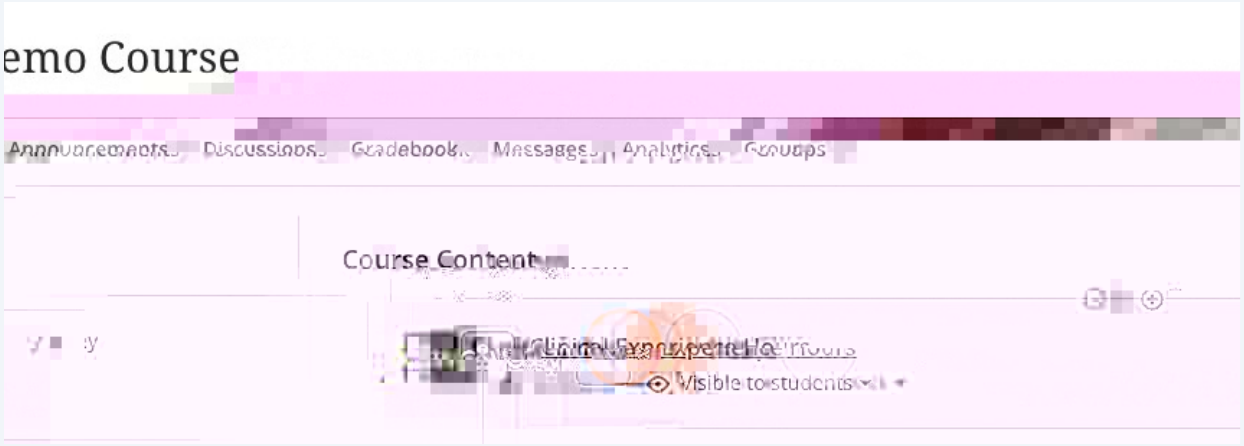
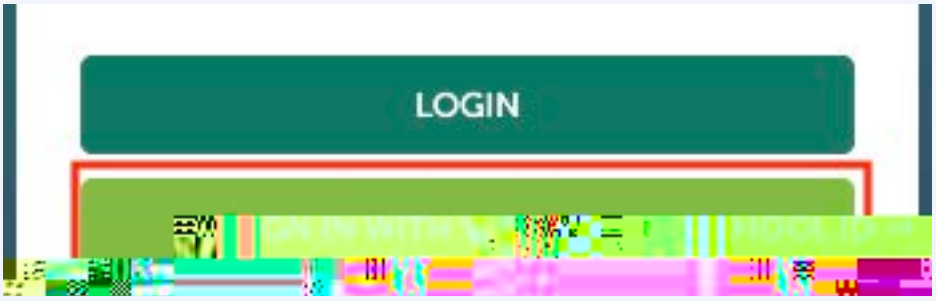
)PX 5P -PH **Field** &YQFSJFODF)PVST *O 1P

1 Use these instructions to log the field experience hours that you complete for your course

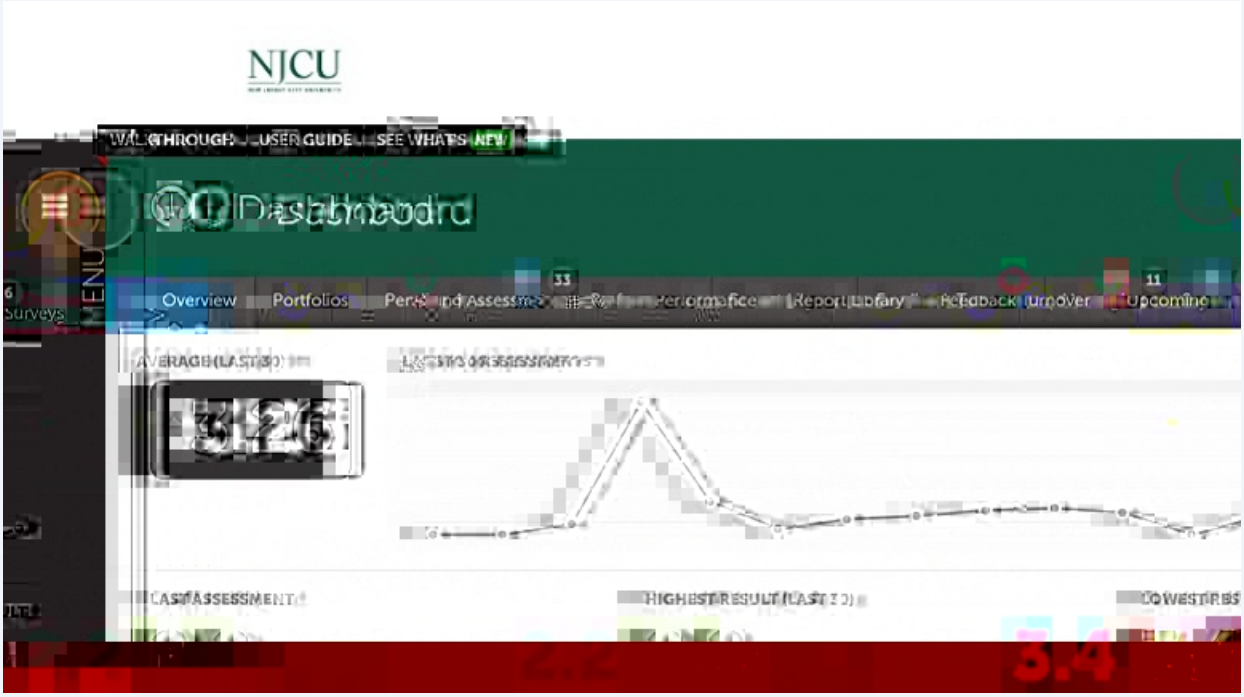
2 If your instructor has provided a link in your Blackboard course, use this to navigate to



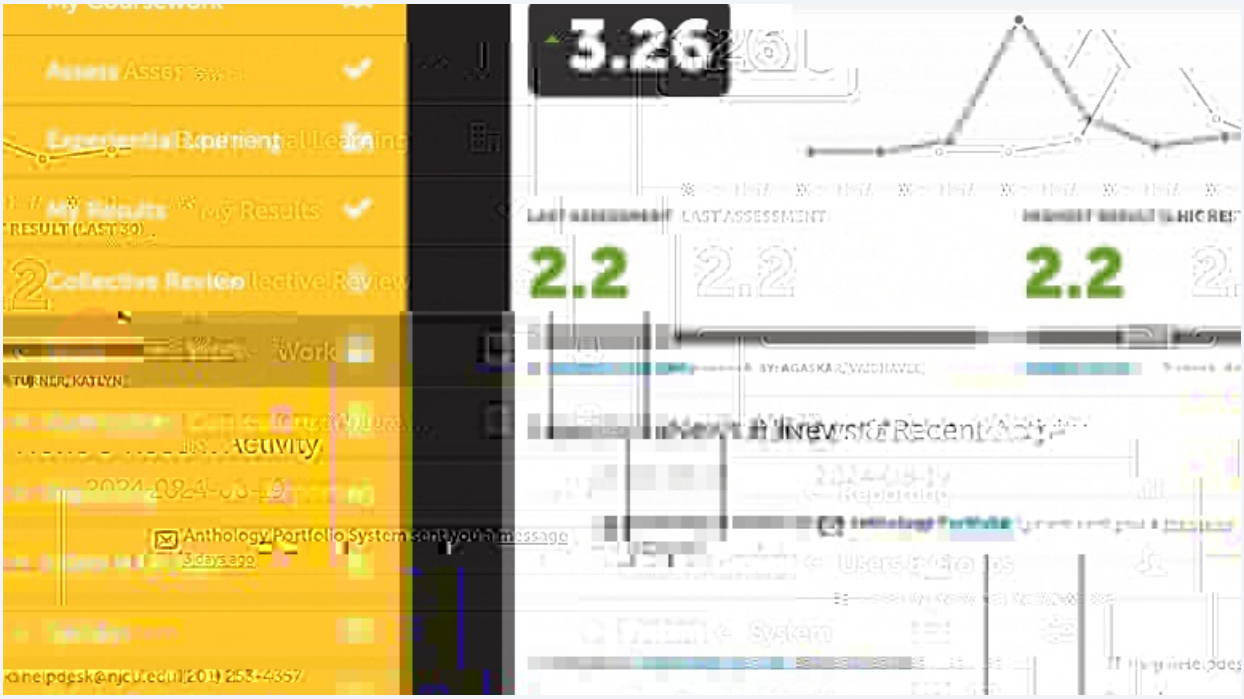
If your instructor has not provided a link, navigate to " ə ł l M3



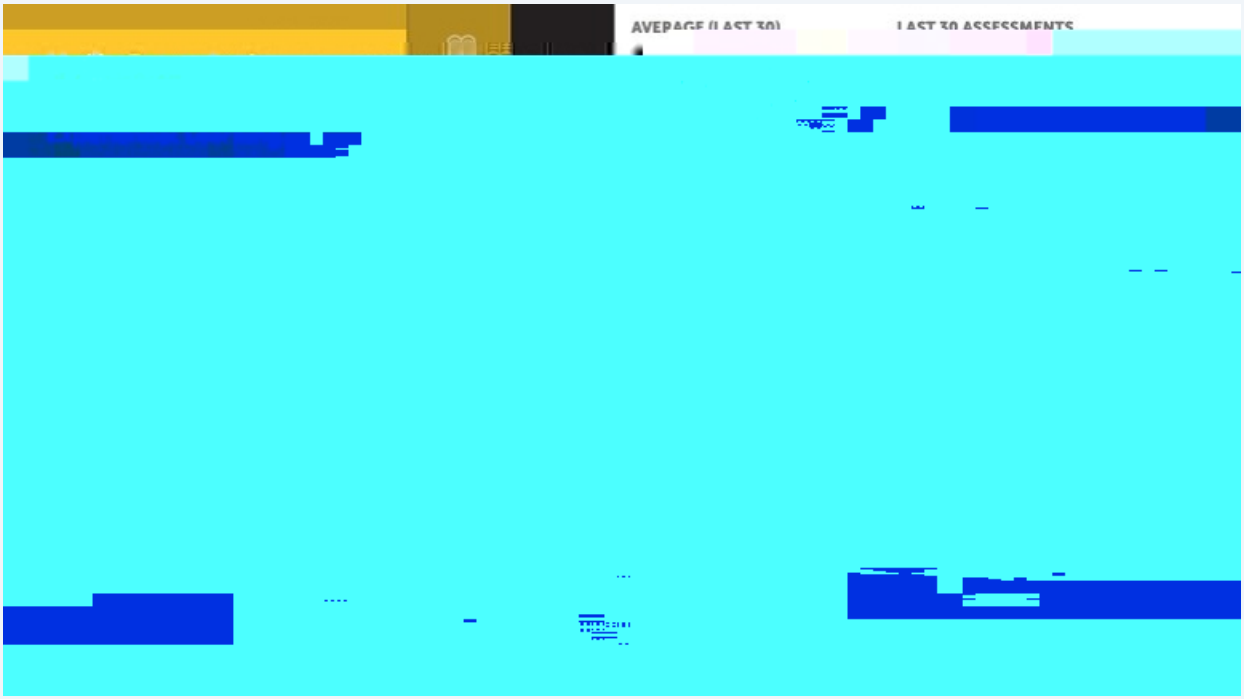
3 After logging into Portfolio, click the Menu at the top left of the Dashboard page.



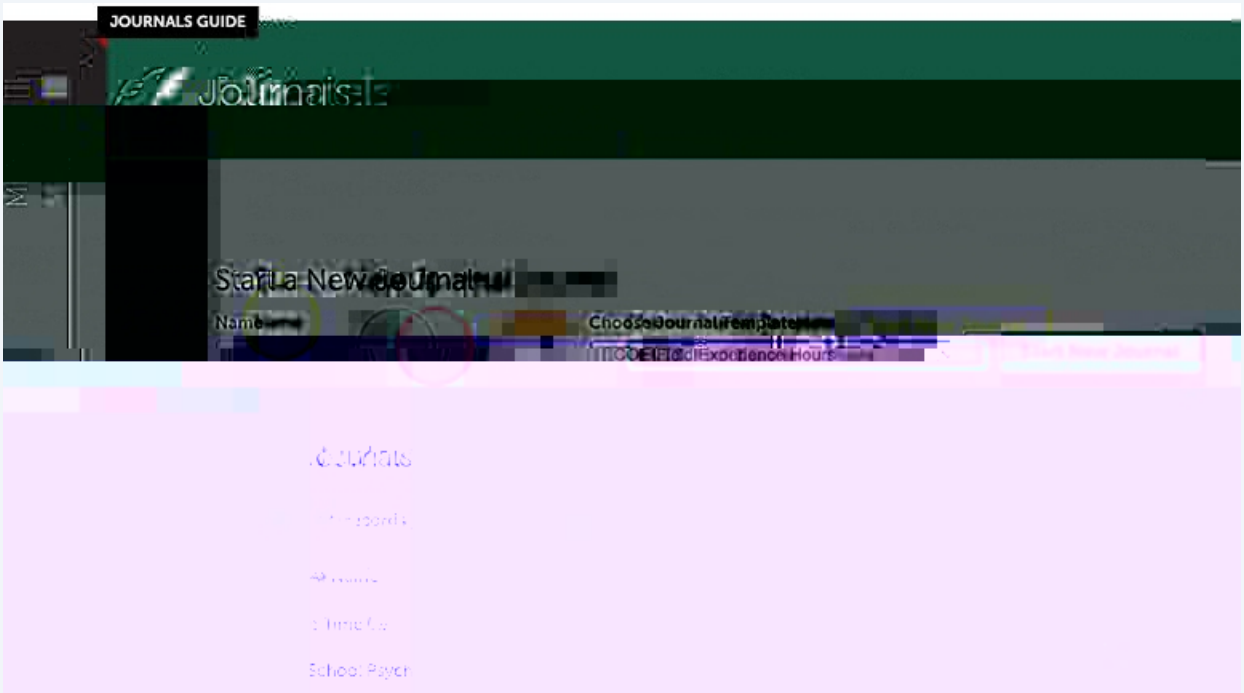
4 Click "Work"



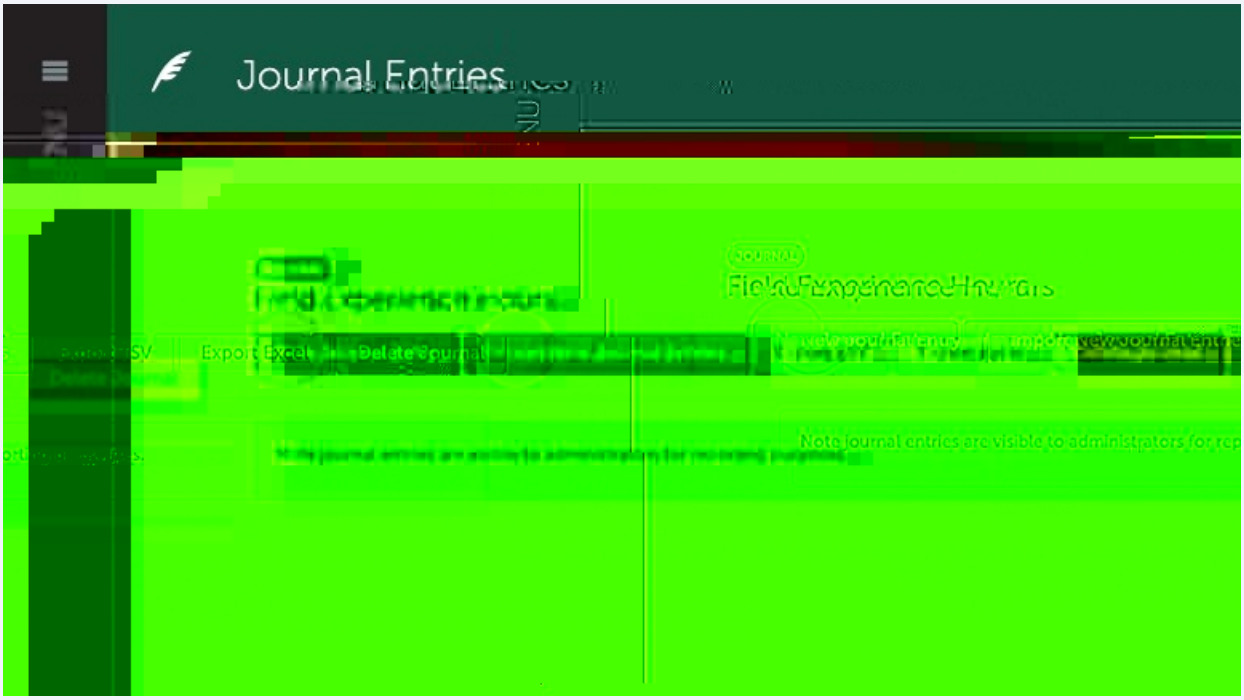
5 Click "Journals"



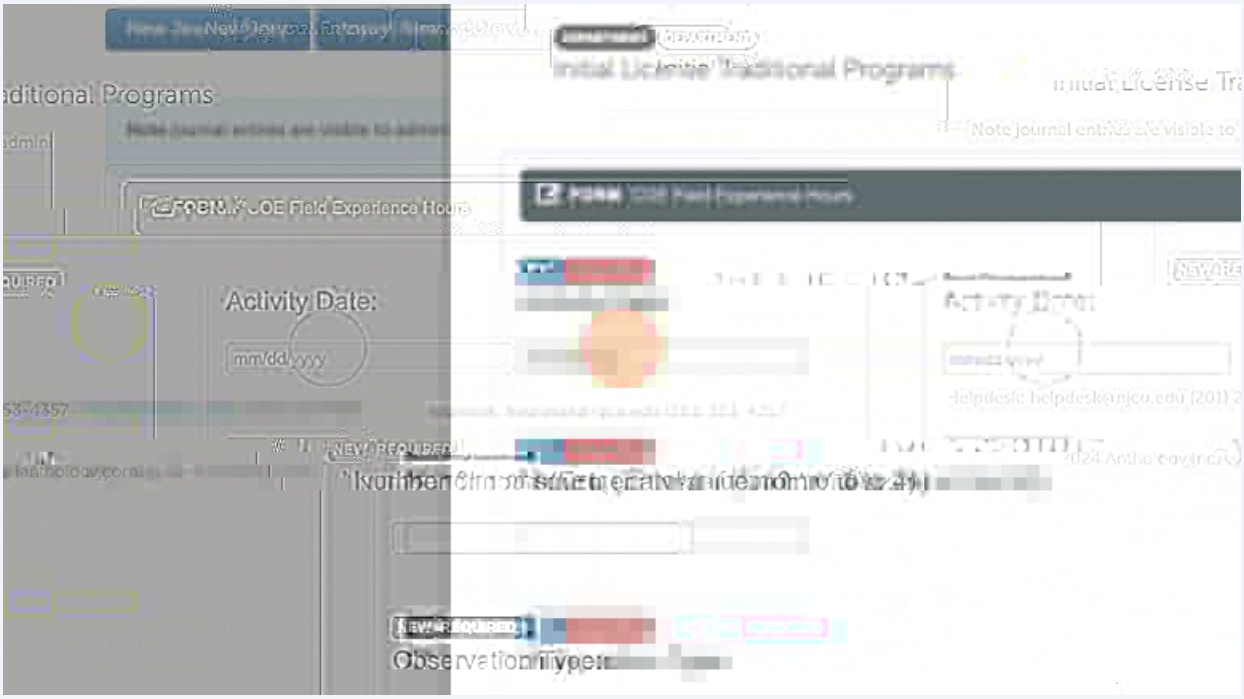
6 You will need to enter a name for your journal entries when you start your new journal. You can name your entries whatever you would like.



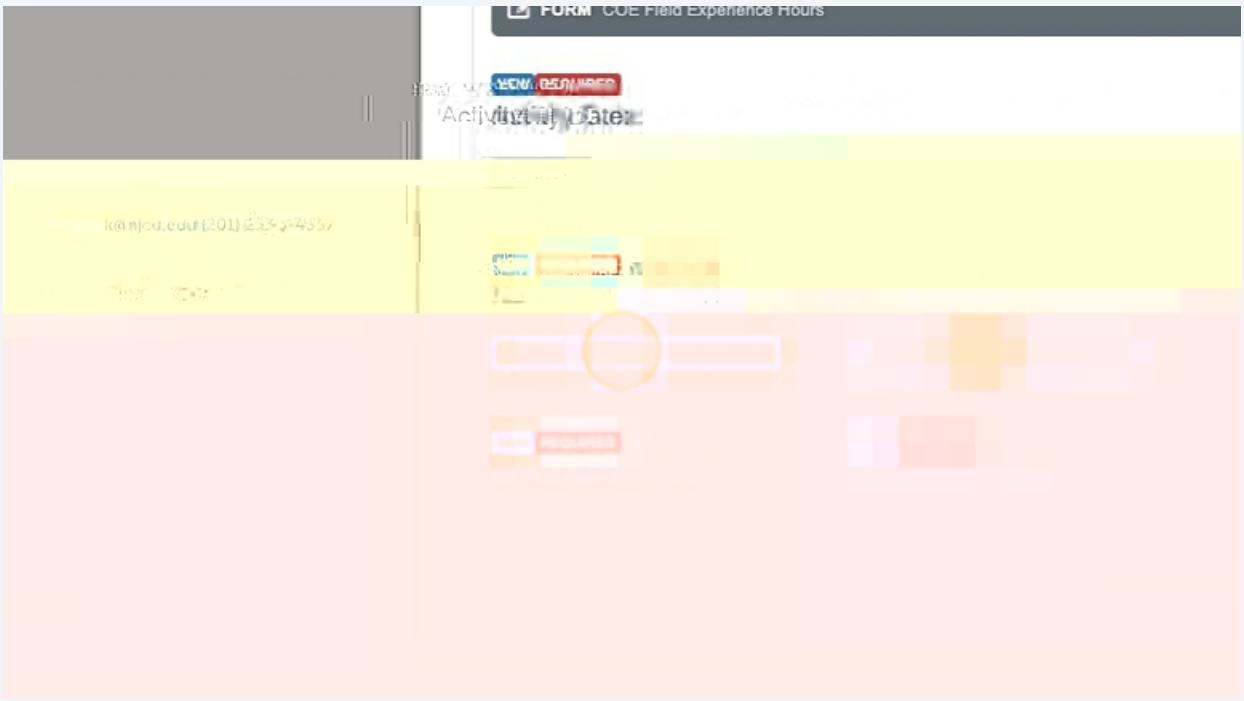
9 Click "New Journal Entry"



10 Click the "mm/dd/yyyy" field to enter a date for your entry.

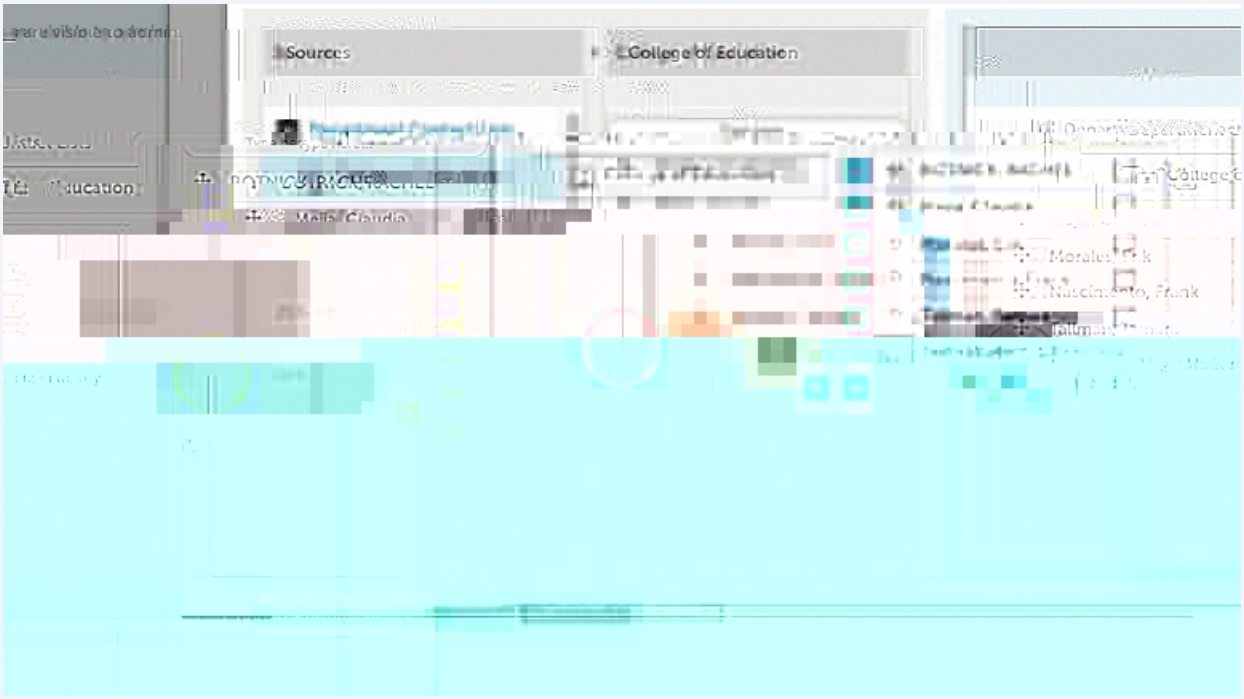


11 Complete the form to enter the details for this entry.



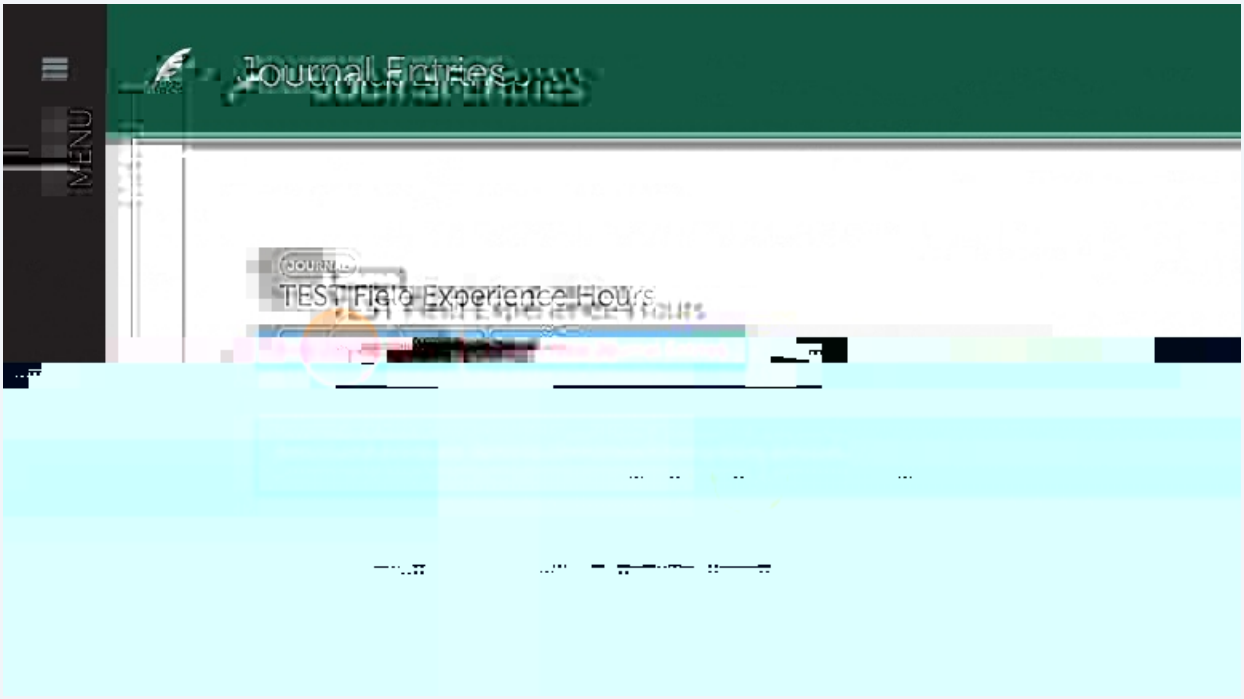
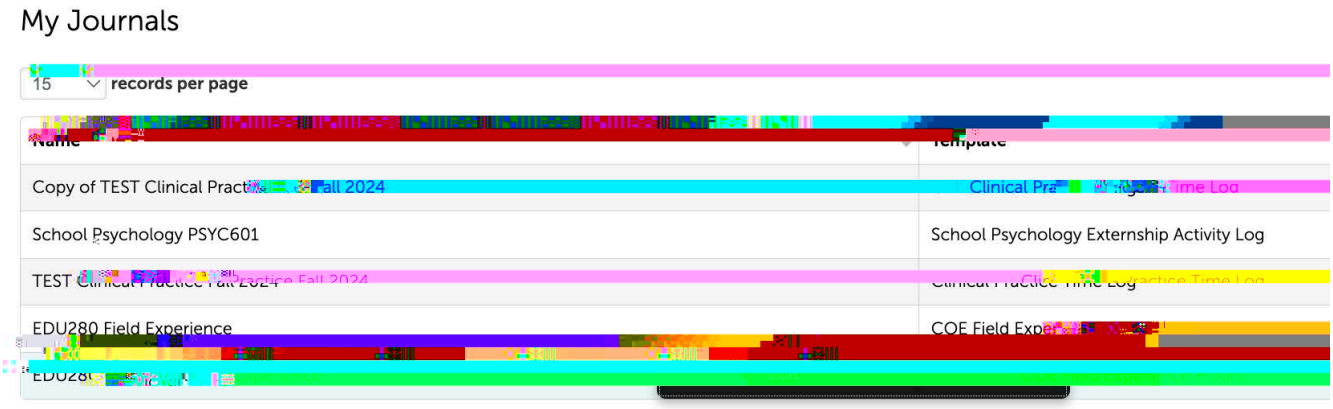
12 You will need to enter your instructor's name so that they can approve your journal entries. Click "Choose Supervisor"

13 Choose your instructor's name, then drag and drop it into the box at the right to select it.



14 Click "Done"

15 You can then continue adding new entries by clicking "New Journal Entry"



If you need to add a new journal entry at a later time, log into Portfolio and navigate to Journals. Click the row for your previous entries under "My Journals," then select Edit. Repeat the instructions above to submit more entries.