

# Instructions for Educators: Documenting Exercise Responses in a Personal Journal

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## 1. Set Up Your Journal

- Choose your preferred format: a physical notebook, a digital document (Word, Google Docs), a dedicated journaling app or use the Notes function that is found within each of the ASAP® courses.
- The Notes function is found on the right-hand side of each of the course, lesson, and topic pages. It is a black rectangle that says "Take Notes".
- The Notes function can also be accessed through the main course menu. Notes enables you to download your journal entries should you wish to have access to them outside of the course or offline.
- Label your journal with your name and the course title for easy reference.

## 2. Respond to Each Exercise Prompt

- After completing each exercise in the online course, take a few moments to reflect on your experience and understanding.
- Write your response directly into your journal. Be honest and thorough—these reflections are for your personal growth.

## 3. Date Each Entry

- Start every new response with the date. This helps track your progress over time and makes it easier to revisit specific entries.

## 4. Include the Exercise Title or Prompt

- Clearly note which exercise you are responding to by writing the exercise title or copying the prompt at the top of your entry.

## 5. Reflect and Elaborate

- Go beyond simply answering the question. Include your thoughts, feelings, challenges, and any insights you gained.
- If you disagreed with something or found a concept challenging, note that and explain why.

## 6. **Keep Your Journal Organized**

- Use headings, bullet points, or numbering to make your entries clear and easy to read.
- If working digitally, consider bookmarking or tagging key entries for future reference.

## 7. **Review Regularly**

- Set aside time at the end of each week or module to review your journal entries.
- Look for patterns in your learning and areas where you've grown or might need additional support.

## 8. **Maintain Privacy and Honesty**

- Your journal is a personal tool; write openly and honestly.
- Unless otherwise instructed, you will not be required to share your entries. They are for your benefit.

## 9. **Ask for Clarification if Needed**

- If you are unsure about what to include in your journal, reach out to the course facilitator for guidance.

By following these steps, you'll create a valuable record of your learning journey that you can refer back to throughout the course and beyond.