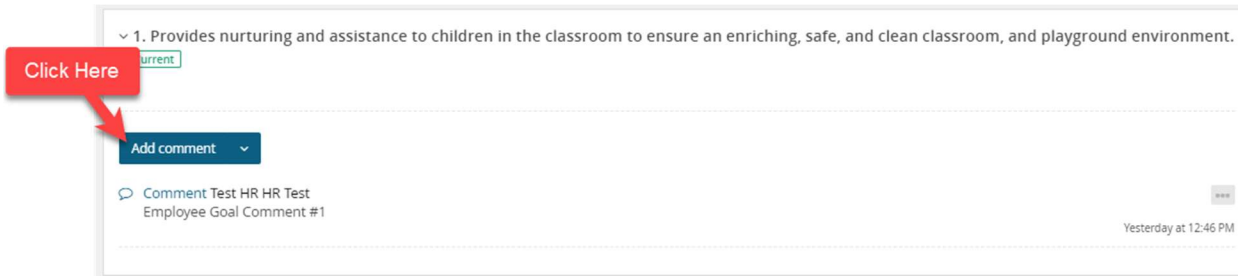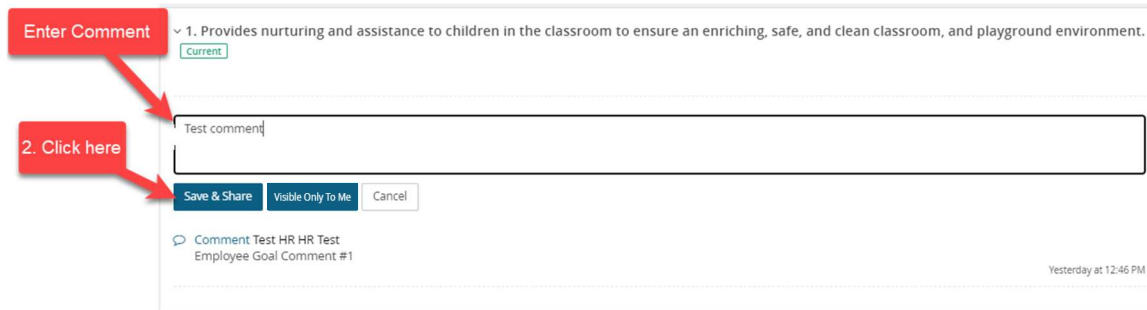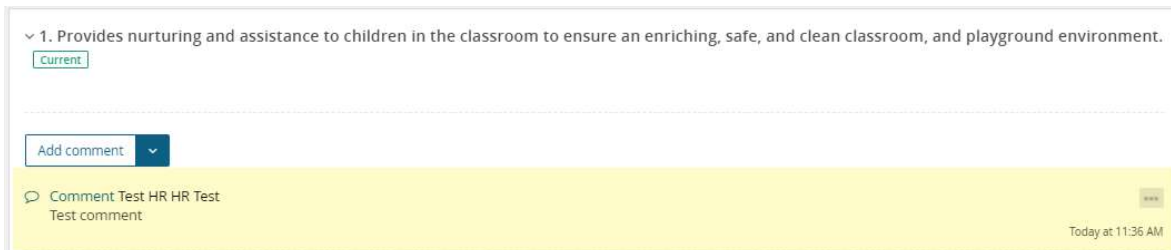**How to Add a Comment**

1. Click on the "Add Comment" button

2. A text box will open. Enter comment in text box, then select the **Save & Share** button which will make the comment visible to your supervisor when the review moves into the next steps.


3. Comment will appear with a time stamp.

4. If you would like to save your comment to only be visible to yourself, you can save your comment as a draft. **IMPORTANT NOTE**: You must revisit the comment and select the edit button (see #6 below) to "publish" the comment which makes it visible to your supervisor during the supervisor review step.
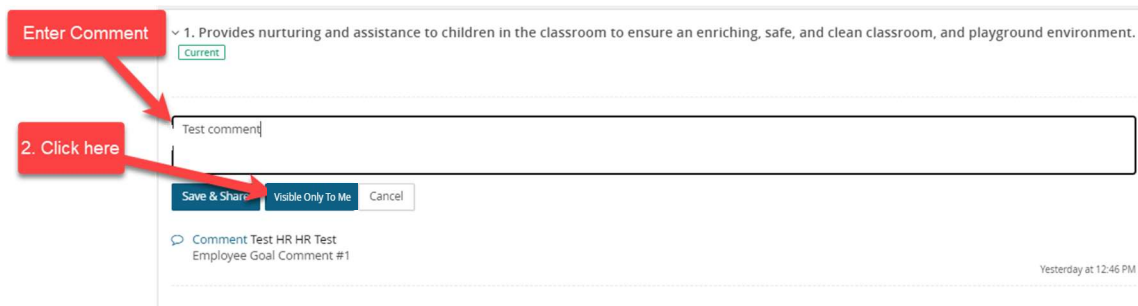
5. If you have chosen **Visible only to me**, your comment will appear with a timestamp and the note "*visible only to me*". *Note: If you progress to the next step with a comment in draft, the comment will remain only visible to you and will NOT be visible to your supervisor in the next step.*
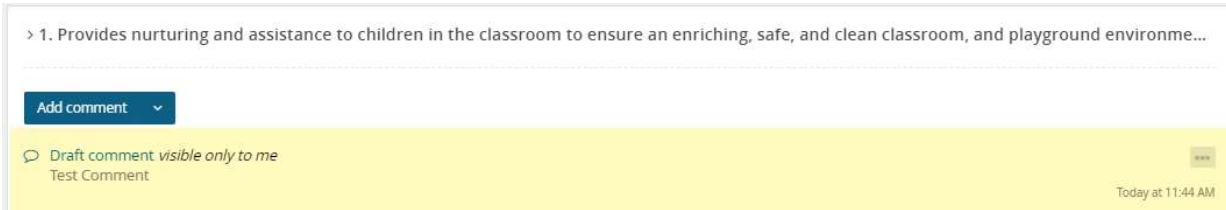
6. To **delete or edit** a saved or drafted comment, click on the 3 dots next to your comment and select delete, publish, or edit. [Note: Add screenshot with publish option visible]
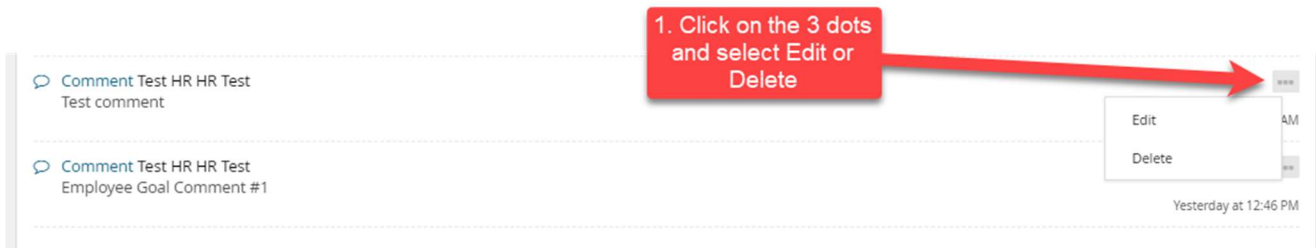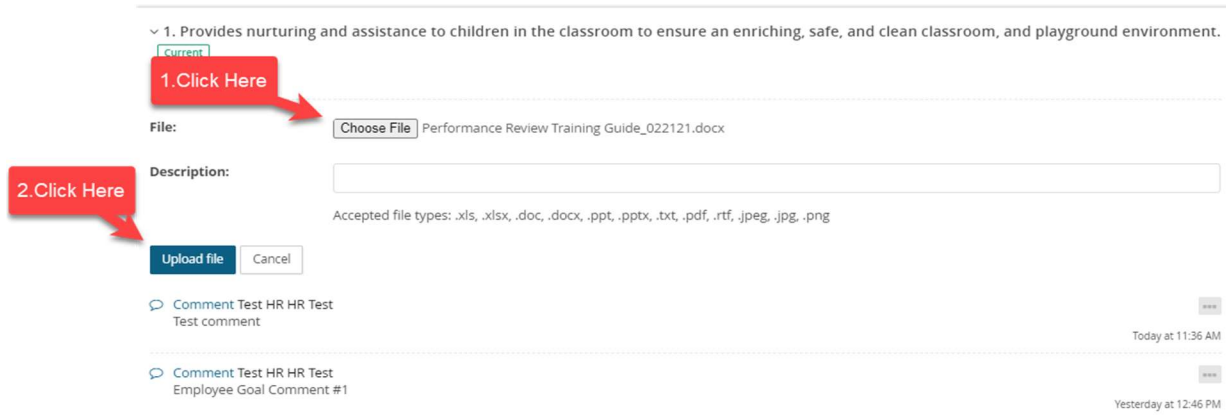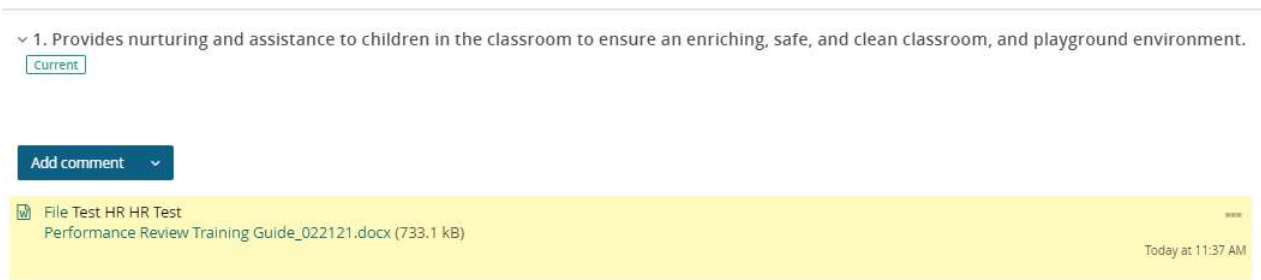

How to Attach a Document

1. Click the down arrow next to the "Add Comment" button, then select **Upload file**

2. Click choose File, choose your file, then click on button labeled **Upload file**

3. File will show uploaded with a timestamp.

4. To **delete** a file, select the 3 dots next to your file entry and select delete.

How to Create and Link a Journal Entry

"Journal Entry" is a method in NSU Careers for keeping notes throughout the year (please see *NSU Careers Quick Guide: Using the Journaling* Feature for more information).
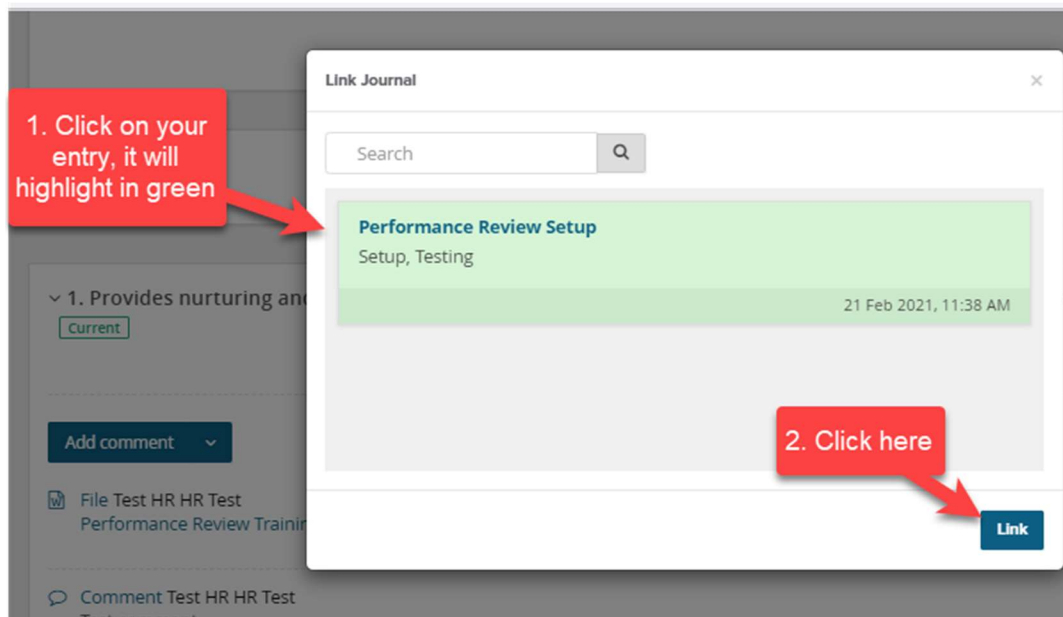
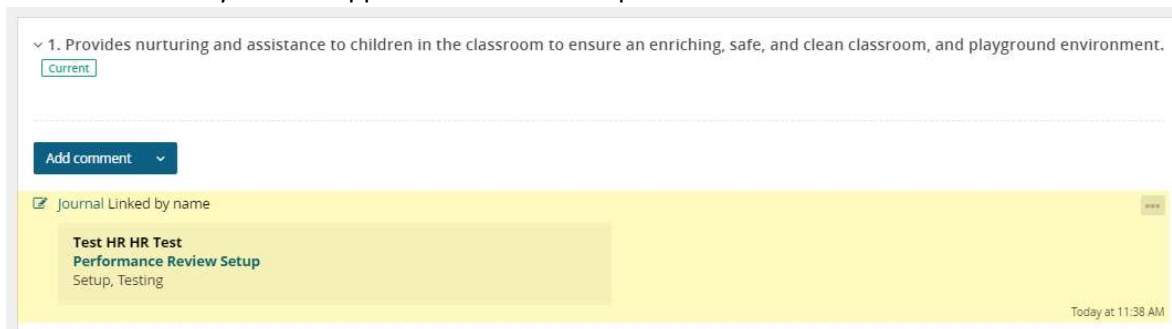1. You will see a Journal Entry button next to your name on the top ribbon of your screen.
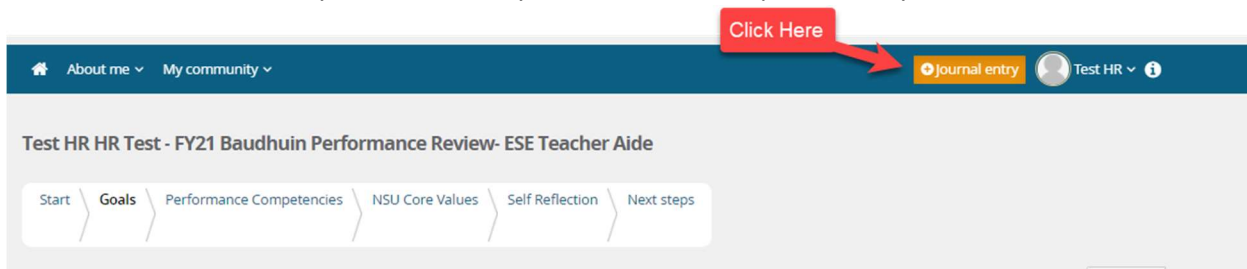
2. Enter a title and your journal entry information, then click Add
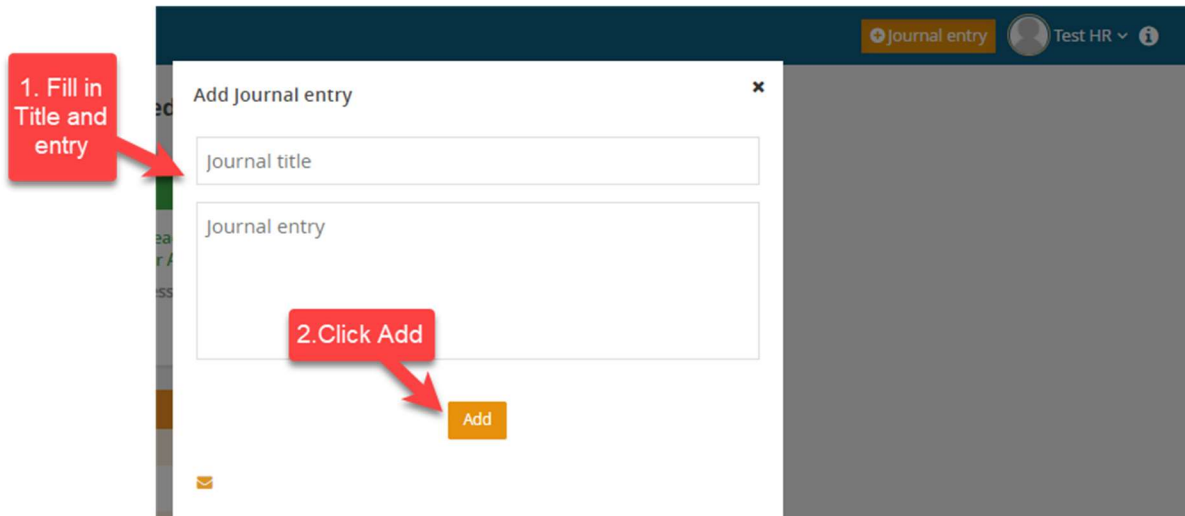
3. Select your entry, when selected your entry will highlight then click "Link".

4. Your Journal entry link will appear with a timestamp.

5. To **delete** a Journal entry link, click on the 3 dots and select unlink journal.

> 1. Provides nurturing and assistance to children in the classroom to ensure an enriching, safe, and clean classroom, and playground environme...

Add comment ⌄

1. Click on the 3 dots and select Unlink journal

Journal Linked by name

Test HR HR Test
Performance Review Setup
Setup, Testing

Unlink journal

Today at 11:38 AM