How to Submit Your Weekly Reflective Journal Entries

1. On your computer, save each Journal Entry as a word document and title the document in the following format: "Last Name - Week #". For example, "Smith - Week 1."

2. Every Saturday, you will receive an email from temple.tlc@gmail.com with the subject as “Update Request: (Your Name)”.
   - Make sure that this email does not go to your Junk Mail.
   - This email will say “Please update the following rows in my online sheet. Click this link to submit your update: XXX”
   - Click on this link and you will see a spreadsheet with your name and information.

3. When you look at the spreadsheet’s column headers, you will see that the first header is a paper clip (the column headers go: paper clip, conversation bubble, then text “First Name”, “Last Name” etc).
   - Click on the box that is under the Paper Clip and on the row with your name.

4. You will get a small box that says “Attach Files;” click on that and attach your Journal Entry.
   - Make sure that the title of your document is in the following format: "Last Name - Week #".

5. Once you upload the document, click on the “x” button to close out the small box.

6. Click on the “Send Changes” Button below.
   - If you are not teaching one week, just follow steps 2-6, but instead of uploading a document, just write that you didn’t teach that week in the message box.
   - If you do not start getting these emails once classes begin, contact Annette Ponnock at annette.ponnock@temple.edu.