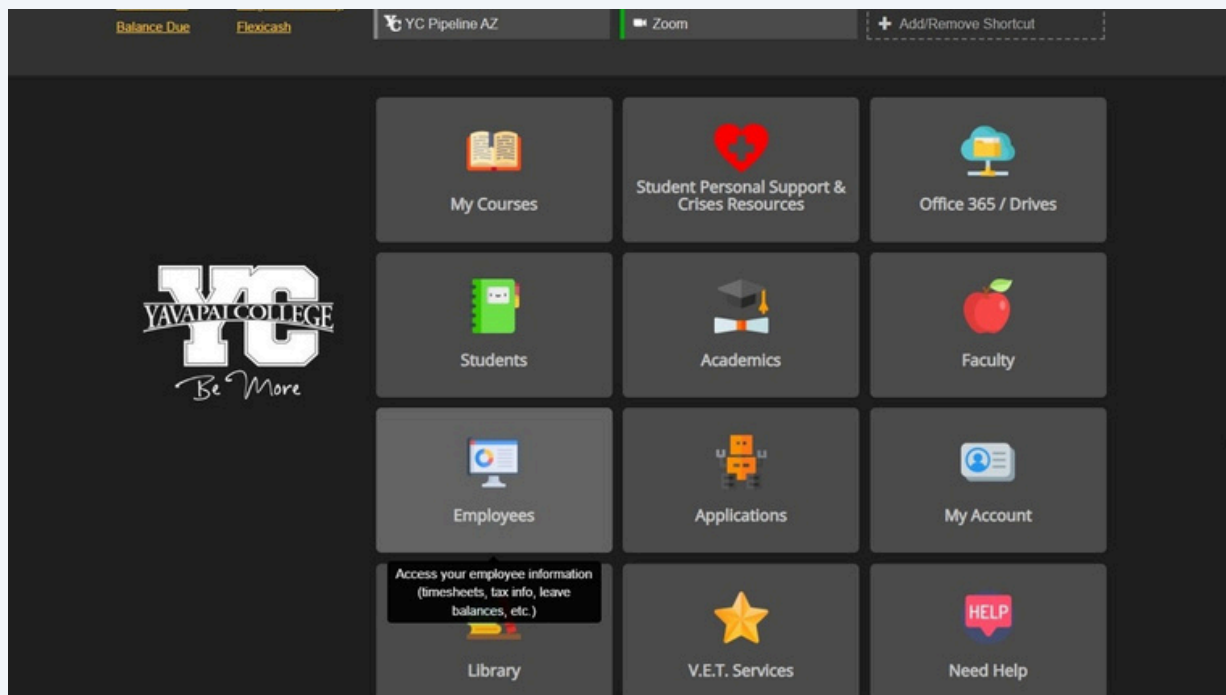# How To Document Check-In Notes in NedEd - For Supervisor to Share With Employee
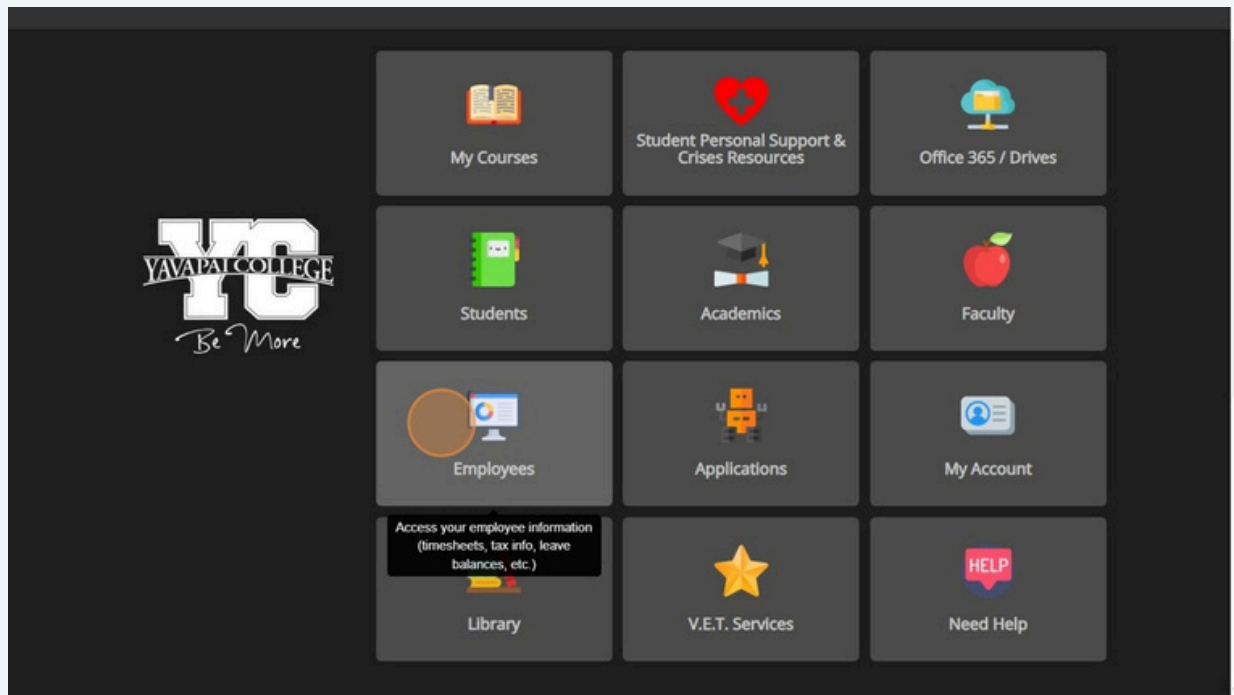
1 Navigate to your MyYC account.
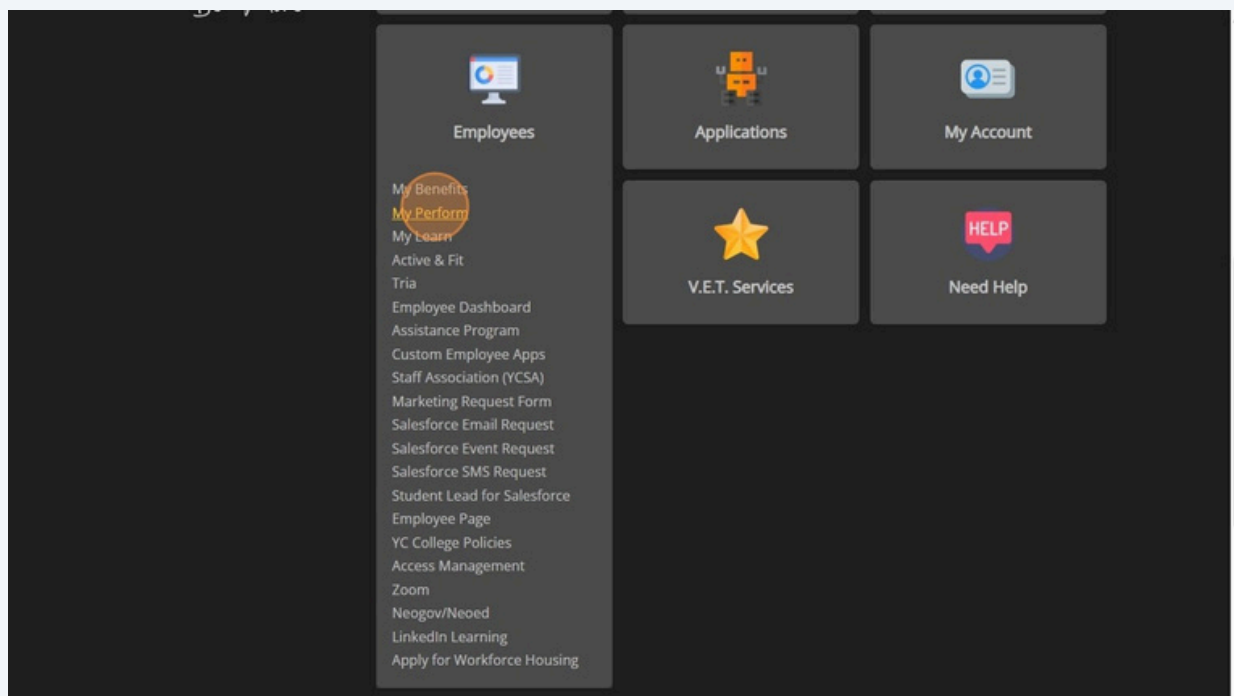
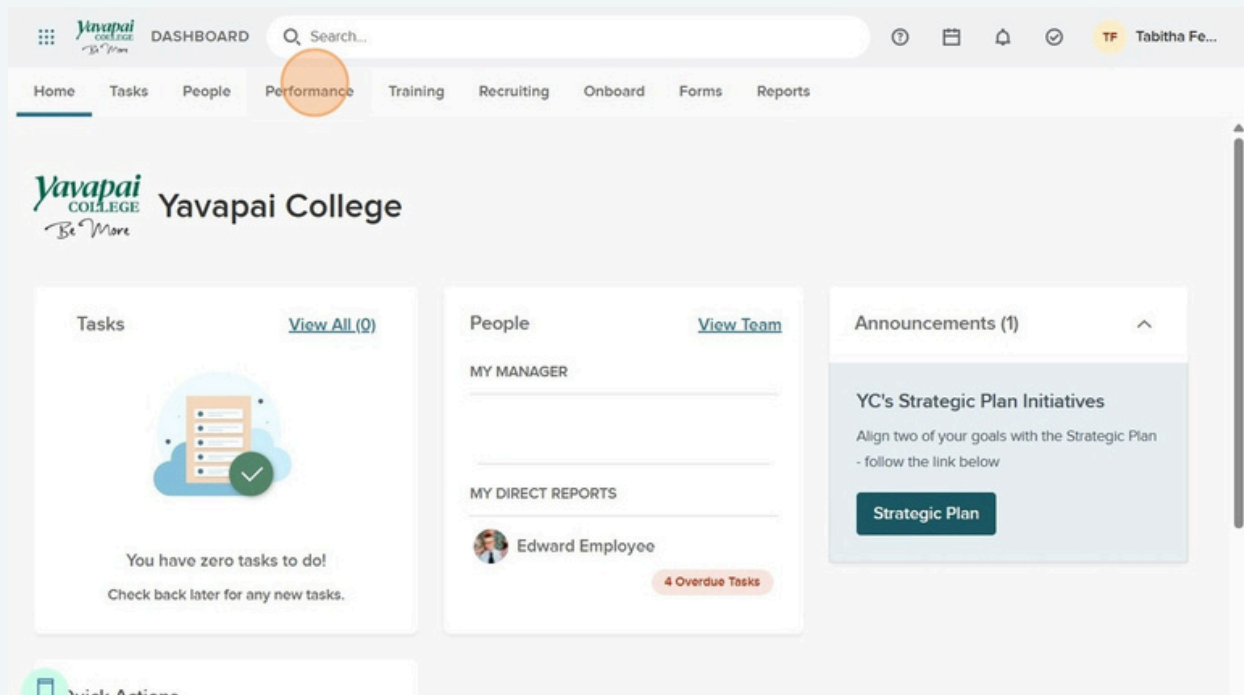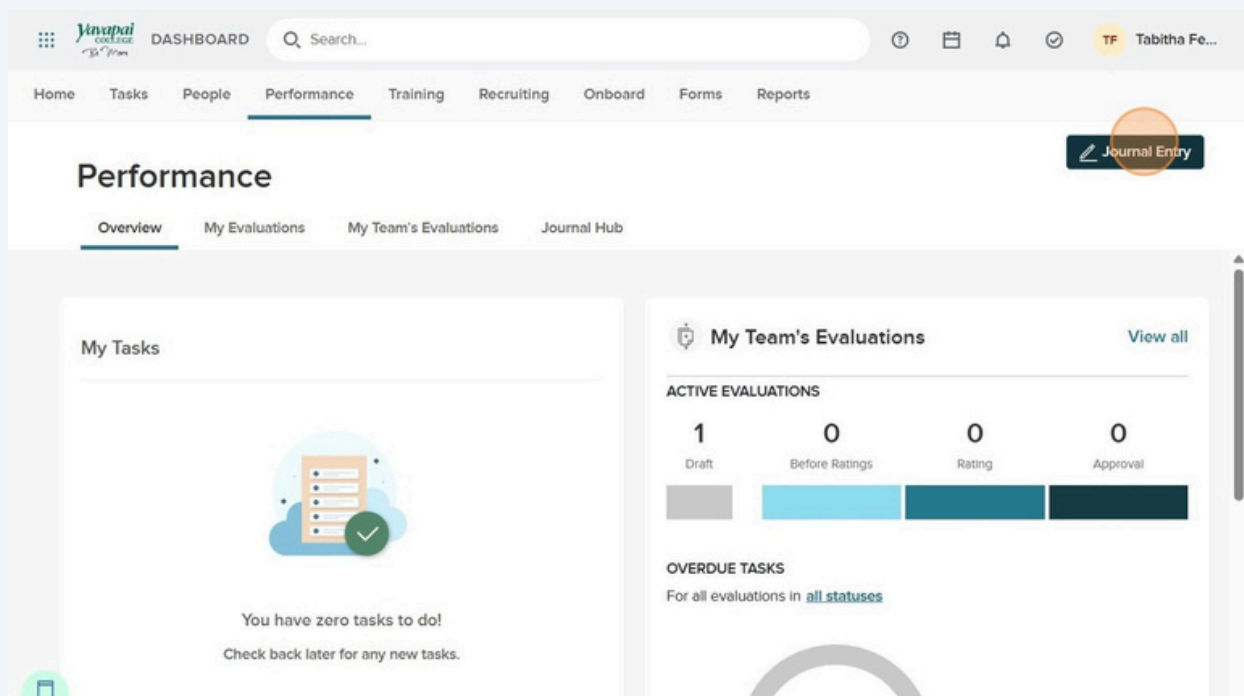**2** Click "Employees"

3 Click "My Perform"

4   Click Performance on the top navigation bar.

5   Click "Journal Entry"

6   Click the "Who is this entry about?" field.

7   Choose which employee the entry will be about.

8 Type your notes from the check-in or reflective conversation in the comment box.

9 Click the "Employee" box so this entry can be shared with the employee. All journal entries that are about that employee should be shared with them for transparency.

10   Click "Submit Journal Entry"