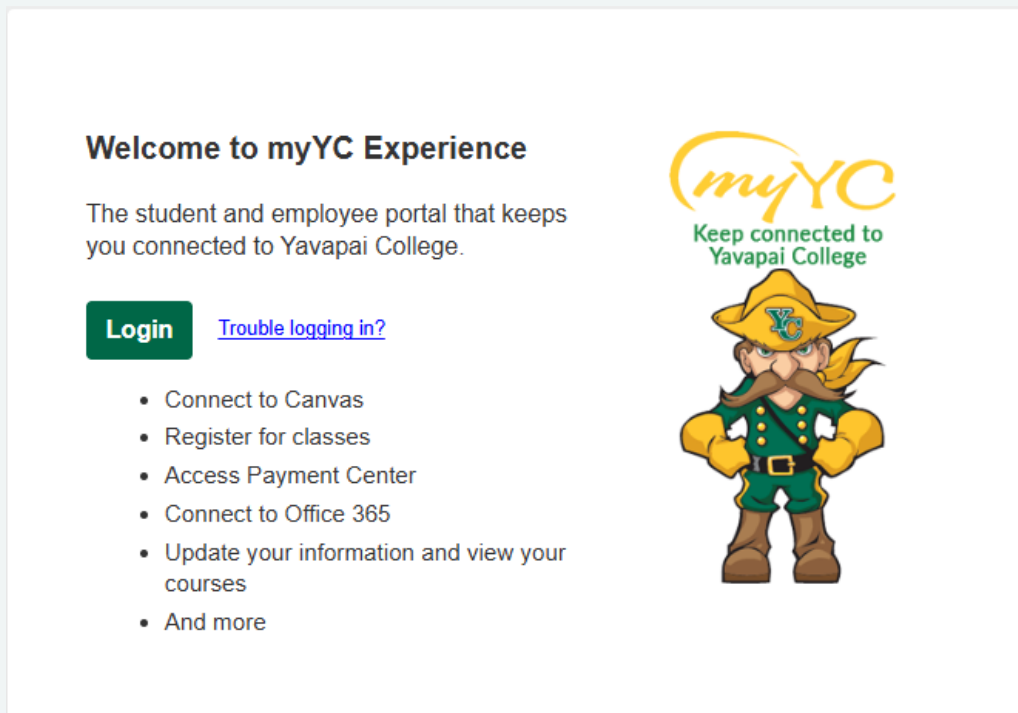


How To Document Check-In Notes in NedEd - For Supervisor to Share With Employee

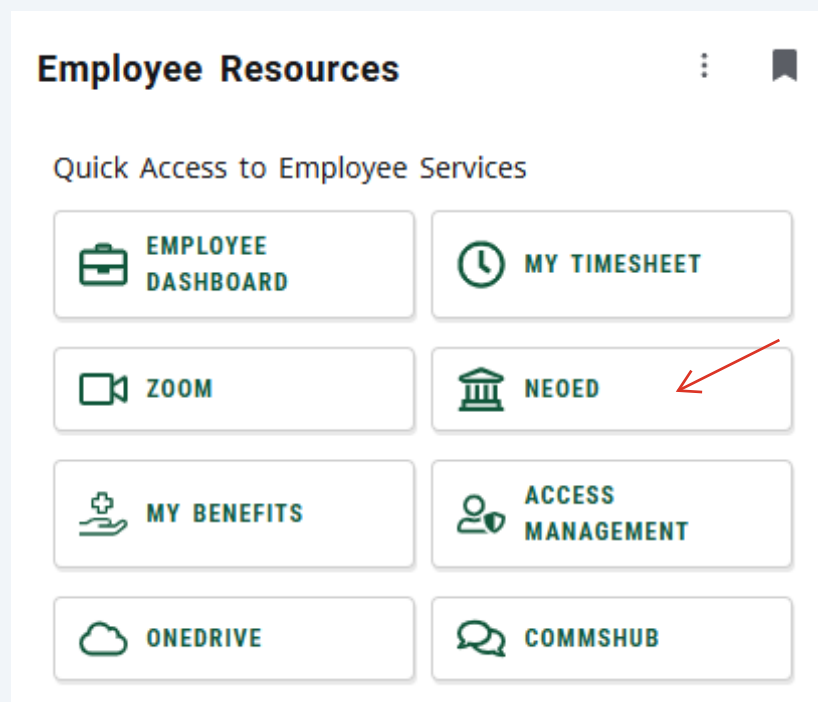
1

Log in to your YC Portal



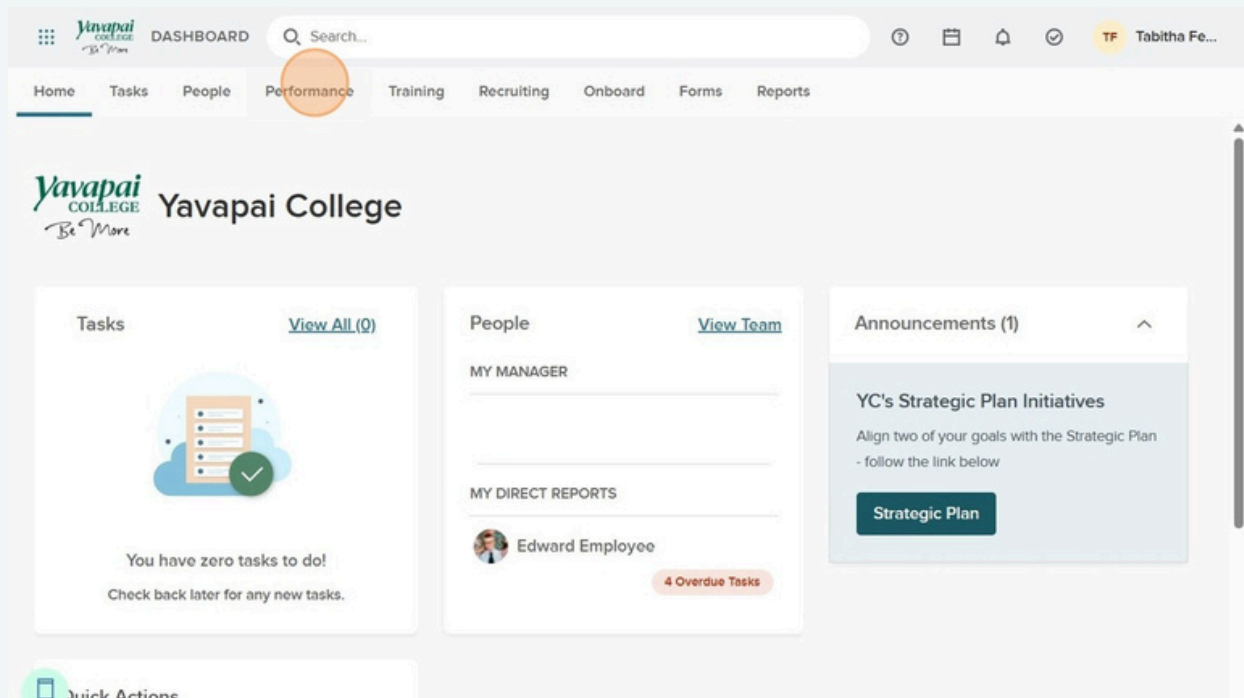
2

Select NEOED from your Employee Resources card



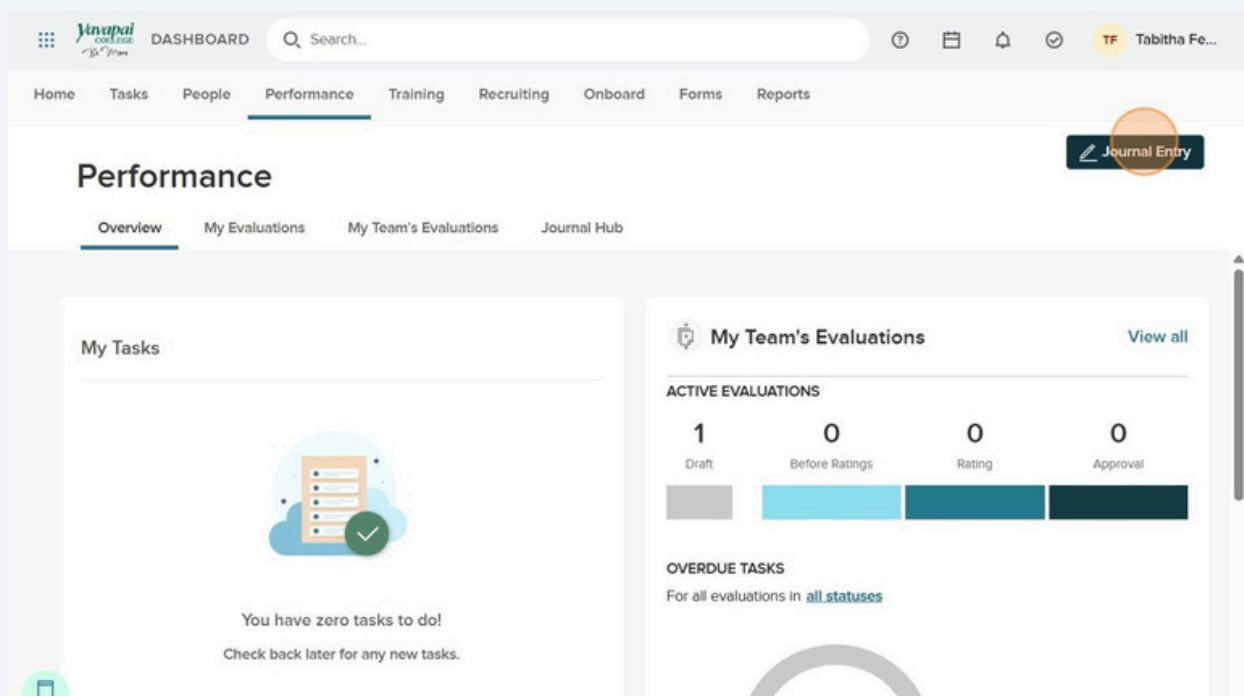
3

Click Performance on the top navigation bar.



4

Click "Journal Entry"



6

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

Write a Journal Entry Close

Who is this entry about?

Start typing here to find an employee

i Journals can also be created by sending an email to journals@neoed.com. The email subject should be the employee's full name. One attachment can be included (5MB max and supported types: pdf, xls,xlsx, ppt, pptx, potx, doc, docx, txt, rtf, bmp, gif, jpe, jpeg, jpg, png, tif, tiff, wp, wpd, csv, zip.)

7

Choose which employee the entry will be about.

Write a Journal Entry Close

Who is this entry about?

Start typing here to find an employee

Name	Employee #	Department	Division
Edward Employee	TE	Marketing	
Tabitha Fedina		Human Resources	

8

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

Write a Journal Entry

Who is this entry about?

Edward Employee

New Entry Past Entries

Press Alt + F10 to move to the toolbar.

Did you know? You can tag your journals with Competencies and Goals from recent/upcoming evaluations by typing "@" along with the name of the item. Tagging is only applicable for

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.

Performance

Overview My Evaluations My Team's Evaluations

My Tasks

You have zero tasks to do!
Check back later for any new tasks.

NEOED

Document your check-in and meeting notes here.

Press Alt + F10 to move to the toolbar.

Draft Autosaved on 7/28/2025, 4:05:27 PM

Did you know? You can tag your journals with Competencies and Goals from recent/upcoming evaluations by typing "@" along with the name of the item. Tagging is only applicable for one user at a time.

Who do you want to share this entry with?

☒ Employee

☐ Manager(s)

☐ Manager's Manager

Discard Draft Keep as Draft Submit Journal Entry

10

Click "Submit Journal Entry"

The screenshot shows a web interface for a performance management system. On the left, a sidebar contains a 'Performance' header with tabs for 'Overview', 'My Evaluations', and 'My Team's Evaluations'. Below these is a 'My Tasks' section with a message: 'You have zero tasks to do! Check back later for any new tasks.' At the bottom of the sidebar is a user profile icon and the name 'NEOED'. The main content area on the right is titled 'Document your check-in and meeting notes here.' and contains a large text input field. Below the input field is a hint: 'Press Alt + F10 to move to the toolbar.' and a status message: 'Draft Autosaved on 7/28/2025, 4:05:33 PM'. A teal callout box provides a tip: 'Did you know? You can tag your Journals with Competencies and Goals from recent/upcoming evaluations by typing "@" along with the name of the item. Tagging is only applicable for one user at a time.' Below the callout is a section 'Who do you want to share this entry with?' with three radio button options: 'Employee' (selected), 'Manager(s)', and 'Manager's Manager'. At the bottom right are three buttons: 'Discard Draft', 'Keep as Draft', and 'Submit Journal Entry'. The 'Submit Journal Entry' button is highlighted with an orange circle.

Performance

Overview My Evaluations My Team's Evaluations

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☒ Employee
☐ Manager(s)
☐ Manager's Manager

Discard Draft Keep as Draft **Submit Journal Entry**