How to log your points under Reflections on Justice

Your ROJ points are logged using your Personal Learning Space. If this is your first time using the Personal Learning Space you will need to initially set it up.

Creating your Personal Learning Space
1. Log into UTSOnline
2. Under the ‘Quick Links’ tab you will see the ‘Campus Pack Personal Learning Space’ link.

3. Look for the Campus Pack ePortfolio sitelink and select ‘Add content’
Setting up your blog

1. Click on ‘Blog’

2. You will be prompted to name your site; the name of your site should contain your name, e.g. ‘John Smith Reflection Blog’.
**Sharing your blog**
You will need to share your blog so the Brennan Program Administrators can view it.

To do this:
1. Click on ‘Settings’ on the top right hand side
2. Click ‘Permissions’
3. Click ‘Courses’ and search for Brennan Justice Leadership Program in the search bar.
4. Add ‘All Instructors’

To make your blog more easily accessible you can make your personal learning space available on your ‘My UTSOnline’ page by adding the module:

![Add Module Image]
From now on to access your blog you just click on ‘Personal Learning Space’ on your ‘My UTSOnline’ page:

This is now where you log events attended, discussion group participation and reflection pieces. Remember, if you haven’t logged it here – it’s not on the record!