

# Guidelines for Virtual Journaling

For teachers and learners



Co-funded by the  
European Union





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# What is this about?



This guide is about creating a virtual journal.  
An important part of this virtual journal is the diary.  
In a diary you can record your thoughts,  
experiences and feelings.  
It helps you to explore your inner world.  
The diary allows you to track your personal development.  
It also helps to improve self-awareness.



The guide helps you to keep a virtual diary.  
It shows step by step how to set up the diary.  
For example, this could be a diary of a mobility  
to another country.



It means in this case:  
Someone moves from one place to another place.  
Mobility is often arranged via ERASMUS.



ERASMUS+ is a programme for young people.  
The programme provides the opportunity  
to travel to other countries.  
You can study or work there.



# What is a virtual journal?

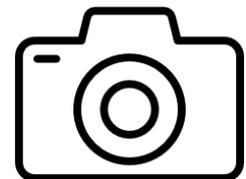


This is a guide for a virtual journal.  
You can use these instructions  
to create a virtual journal for your journey.  
Virtual means that something is not real or tangible.  
It only exists on a computer or in your mind.  
Images or ideas are virtual things.  
They are in the computer or in people's heads.

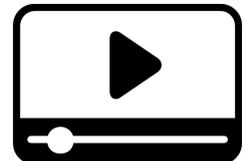


A virtual journal contains important information about  
your journey and a virtual diary.  
This means that the travel diary is part of the virtual journal.

Normally you write a diary with a pen on paper.  
It is a notebook or book.  
The virtual diary is more modern than the normal diary.  
Not everyone wants to work with pen and paper.  
And print out pictures and stick them in.  
The virtual diary is digital.



Digital means you create it on a computer,  
tablet or mobile phone.



The virtual diary is not just text.  
You can record photos and videos.  
Or record voice recording.



Files from the Internet can also be added to the virtual diary.

This improves accessibility.  
Accessibility means that as many people  
as possible can use the diary.

A virtual diary is a great option.  
You can share your thoughts,  
experiences and ideas.

This guide will give you tips and tricks.  
You can use these tips to create  
your virtual journal more easily.  
This will make your journal and diary  
more interesting and personalised.



# Tips and tricks



## 1 Choose a digital tool

Choose your digital tool at the beginning.

To do this, you need to decide what works best for you.

### 1.1 The eBook

Would you like to create an eBook?

Then the BookCreator app is a good choice.



You can use all of this in BookCreator:

- texts
- take photos or use images from the photo folder
- record or add videos
- record or add voice recordings and music
- add files from the internet

The instructions for the virtual diary at BookCreator are here:

[How to use Book Creator Mobility and Ability Journal \(pdf in luovi.fi\)](#)



The name is mobility and ability journal.

## 1.2 The presentation

But you can also choose a digital tool for presentations. Then you can, for example work with MS PowerPoint or Keynote.



You can use all of this in PowerPoint or Keynote:

- texts
- take photos or use images from the photo folder
- record or add videos
- record or add voice recordings and music
- add files from the internet



## 1.3 The podcast

A podcast is like a radio programme that you can listen to online. People talk about different topics, stories or ideas. But you can decide for yourself when you want to listen to it.

Would you like to record a podcast?

It's not difficult at all!

All you need is a microphone and a smartphone or a tablet.



You can record the podcast with the voice recording. This works on a smartphone or a tablet. You talk about your feelings and experiences on the journey. You record your story. Then you can share it with other people. Other people can hear it. They can understand your experiences better.



## 2 Write something daily

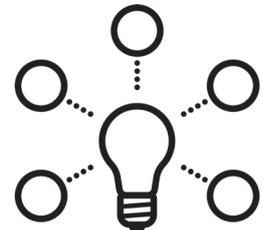
Set yourself the task of writing regular entries. Try to write every day. Or at least once a week. Write down your experiences, thoughts and feelings. You will understand the journey better.



Why does it help? The diary is a memory tool. It helps you to remember. It helps you stay connected to your experiences even after the trip.



The diary shows how you are developing. Daily entries help you to organize your thoughts. You can set clear goals for your stay. You can better track whether you have achieved your goals.



You can look back on your journey. This is called reflection.



It is useful if you want to learn from your experiences.

### 3 Use different media

With the virtual diary, you can record your thoughts, ideas and experiences digitally.



You can use different media. This makes your entries more interesting. The diary becomes more varied

Here are examples:



## This helps you:

#### **Text:**

You can use text to show your thoughts. Write down your experiences, feelings or ideas.



#### **Photos or pictures:**

You can make your diary pages more colourful with photos. You can add pictures. The pictures can show things, places or people. Or what you are doing in your internship. These things are important to you.





## This helps you:

### Videos:

Videos are like moving pictures.

They show processes and procedures better.

You can use them to capture special moments or explain something.

Add these videos to the diary.



### Voice recordings:

You can make voice recordings.

You can record your voice and sounds.

You can share thoughts or stories.



### Links from the internet:

You can add links to interesting articles, videos or websites.

You have found these on the Internet.

These links explain something in more detail.

Or remind you of something special.

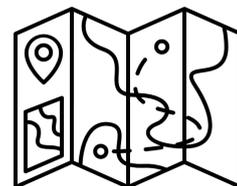


### Maps:

Maps show locations.

You can use maps in the virtual diary.

Use them to show where you have been or where something has happened.



You can write down  
what is important to you in your virtual diary.  
Sometimes it is better to tell stories.  
Stories are lively and personal.



Stories are important.  
Stories make your diary more interesting.  
They show feelings and thoughts.  
They help bring your experiences to life.



If you only write down words,  
your entries could be boring.  
Stories make your diary personal.  
Other people can better understand  
what you have experienced.



You can find tips here.  
What you should keep in mind.

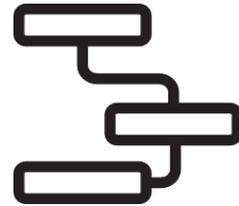




## This helps you:

### Be clear:

Your stories should be easy to understand.  
Use clear words and a clear structure.  
This will help other people to understand what you mean.



### Describe details:

Interesting details make your story more alive.  
Describe places, people and feelings.  
Other people will understand better, what you have experienced.



### Write about your feelings:

Write about your feelings.  
Share your feelings in your stories.  
Say how you felt and why.  
This helps others to get to know you better.



### Be honest:

Be honest in your stories.  
Everyone experiences good and bad things.  
It's okay to show the good and the bad sides.



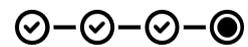
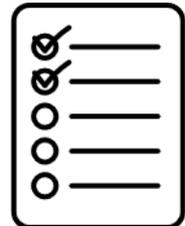
# Instructions for your virtual journal



This is a guide for your virtual journal.  
You can use this guide for any virtual mobility journal.

The instructions will help you to create the journal.  
It shows you step by step how to set up the journal.

You will find a box with tips for each topic.  
This box looks like this:



You will find questions in the box.  
These questions will help you to fill your journal.  
You record answers to the questions in your journal.

# Information in advance

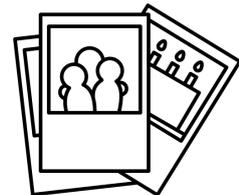


## 1 About you

The "About me" section contains your personal information. This are information about you, which are important for your journal.



This is your name, for example. The first name and surname show who the journal belongs to. You can also add a photo of yourself.



These questions can help you write about yourself:

What is your name?

- How old are you?
- What country do you live in?
- What language do you speak?



It is also important to know where you come from.

Where do you live?

What is your home country?



The people in your destination country may speak a different language.

That's why it's important to know which languages you speak.

And how well you speak these languages.



## Tips

These questions can help you write about yourself:

- What other languages do you speak?
- How well do you speak this language?
- How you feel when you speak this language?



## 2 Prepare your mobility

You should prepare for your mobility.  
It's good if you know something  
about your host country beforehand.  
You can find this information on the Internet.



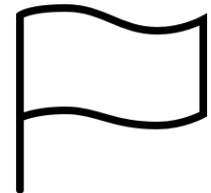
### 2.1 About your host country

First write the name of your host country in your journal.  
Perhaps you already know something about this country.  
Then you can also write it in the journal.



You can also search for the host country on the map.  
Or on a globe.

You can also search the Internet for information.  
You can search for a picture of the flag.  
You can insert the image into your journal.



These questions can help you write about your host country:

- Which country are you traveling to?
- Which city or municipality are you traveling to?
- What is the flag of the country?



## 2.2 The currency in your host country

It is also important to know the currency of your host country.

Maybe you can pay with euros there.

But maybe there is another currency.

Then you will have to exchange euros into the currency.



These questions can help you write about your host country:

- Can you pay with euros there?
- What currency is used in your host country?



## 2.3 Public transport in your host city

I'm sure you know which city you're going to.

Is it a big city?

Or is it a small one?

This is important information for you.

In a big city you need public transportation.

So you can get from one place to another.

In a small town, you can often reach a destination by feet.

What public transportation is available there?



You can also search for a picture of the city or municipality.  
You can also add the picture to your journal.



## Tips

These questions can help you write about your host country:

- How big is the city or town?
- Can you explore it easily by foot?
- What public transportation is available?



## 2.4 The language in your host country

You can research the language  
of your host country on the internet.  
Maybe you speak that language.

If you don't speak the language, there is help.  
There are apps that can help you translate.  
You can take a dictionary with you.

You have already searched the Internet  
for information about your host country.  
And your trip is starting soon.

Then it is important that you prepare for this.  
You will need a packing list for this.



 **Tips**

These questions can help you write about the host country:

- Do you speak the language of the host country?
- How well do you speak this language?
- How does it make you feel  
when you speak this language?



### 3 Your packing list

A packing list is a special list.  
You can write down on that list  
what you want to take with you.  
It helps you to make sure  
that you don't forget anything important.

You can write down things like clothes, toiletries,  
documents and other things.

Write your packing list in your journal.  
That way you won't forget anything and can travel relaxed.  
This is an example for your packing list:



#### Packing List:

- Passport
- E-Card
- money or ATM card
- mobilephone or smartphone
- charging cable
- underwear
- suitable clothes
- suitable shoes
- toiletry bag
- medicine
- snacks and drink (for the journey)



## 4 Information about your internship

If you are doing your internship abroad,  
you need information about the company.  
This is important so that you are well prepared.



You should find out more about the company.  
You can find a lot of information on the company website.

Or you can look for information  
on other sites on the Internet.  
This information will help you  
to better prepare for the internship.



### Tips

These questions can help you find information  
about the company for your internship:

- What is the name of my company?
- Where is the company?
- What does this company do?
- Is there a website?
- Is there a company logo?
- How big is the company?
- How many people work there?



You should know what your tasks will be.

This is important in an internship.

You find out what responsibilities you have.

You then know what you will be doing.

This will help you prepare for the internship.

You will then know what your employer expects from you.

You can also find out what you will learn there.

This will help you in your work.



These questions can help you find information about your tasks:

- Who is my contact person?
- What tasks will I perform in this company?
- Which tasks do I already know?
- Which tasks are new to me?
- Where do I see a challenge?



## 5 Information about your stay

You are doing an internship in a foreign country.  
Everything there is new for you.  
That's why it's important that you inform yourself well.  
For example, about the journey and the stay.

It is important to know the best transport options.  
You should find comfortable and safe accommodation.

You need to know where you will stay.  
Information about the accommodation  
and the neighbourhood will help you.  
You will be able to find your way around better.  
Your stay will be more pleasant.



### **Tipps**

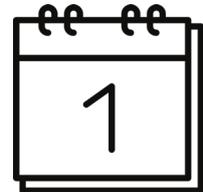
These questions can help you organise your trip:

- When does my journey begin?
- When do I return home?
- How many days will I spend in this place?
- How am I travelling there?
- How long will the journey take?
- Where will I stay?



## 6 Information about your first workday

Preparing for the first day of work is the first step to a successful internship. You can do your first day without any problems. You can make a good impression.



There is important information for the first workday. This can help you. It is helpful to know who your supervisor is. Or how you should dress.



### **Tipps**

These questions can help you to prepare for the first workday:

- What day does my internship start?
- How do I get to my place of work?
- When is the start time at work?
- Where is the meeting point?
- Who do I have to report to?
- What clothes should I wear?



# Your mobility diary



You can record your journey during the internship.

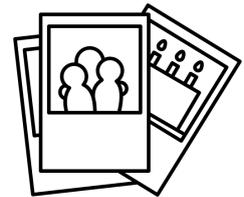
You talk about your experiences and adventures every day.

You can create a separate page for each day.

You can also take a photo every day.

A picture shows important information.

This makes your mobility diary lively and interesting.



## 1 Your arrival day

The entry on the day of arrival in your mobility diary is particularly important.

Write down what happened on the first day.

When you travelled to the internship location.



### Tips

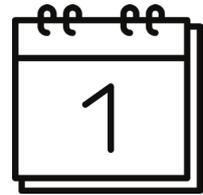
You can record the following:

- How was the journey?
- Did I feel upset?
- Were there any delays or problems?
- Did I experience anything special?



## 2 Your first work day

You can use this entry to record the start of your internship.



You can remember later, how exciting or challenging your first day was. It's a good memory for the future.

### Tips

Share how you felt that day.

- Was I nervous or excited today?
- Was I scared?
- Who welcomed me today?
- What were my first impressions of my new workplace?



### 3 Your daily entry

Record here what happened each day of your internship.

And what you experienced every day in your free time.

You can record this information in your diary.

Make a separate entry for each day.



#### Tips

These questions will help you:

- What tasks have I completed?
- Who did I work with?
- Which people have supported me supported me today?



#### 3.1 Your tasks and activities

Write down what you did on each day of the internship.

#### Tips

Share how you experienced this day today.

- What went well today?
- Where did I have difficulties today?
- Did I experience anything special?



### 3.2 Your successes and challenges

Tell us what went well.

And where you had difficulties.

It is important to record the successes.

It is also important to record the difficulties.

You can learn from these experiences.



### 3.3 Your feelings and thoughts

Write down how you felt.

Also think about why you felt that way.



#### Tips

Share how you felt that day.

- Was I happy / stressed / motivated / tired today?
- Why did I feel this way today?
- What can I do differently tomorrow?



## 4 Your departure day

Record what happened on the last day of your mobility.



### Tips

In this entry you can write down the following:

- What was special about the goodbye?
- How did I get home?
- Which differences to my first journey?
- How did I feel on the journey home?



# Reflection on your mobility



Reflection means thinking about experiences to understand them better.

If you are travelling to another country, you should also think about your experiences. Take enough time to do this.

A good reflection has these points:

## 1 Think about your mobility



Think about how you felt during your mobility. And how the mobility can affect your future.

### Tips

Share how you feel about your mobility.

- What was nice for me during this mobility?
- What was difficult for me?
- What did I learn during this mobility?
- What are my best memories?
- What do I take home from this experience?

## 2 Think about your internship

Think about what you did in your internship.  
And how it can affect your future.



### Tips

Share how you feel about your internship.

- What was good for me during my internship?
- What was a challenge for me?
- What did I learn during this internship?



## 3 Think about your feelings

Think about your feelings in your host country.  
And when working in a foreign company.  
This can help you recognise  
your strengths and weaknesses.





Share how you felt in the host country.

- How did I feel?
- What made me happy?
- What made me sad?
- What made me angry?

## 4 Think about your future

The reflection time during after the internship is important.

You made new experiences.

You must categorise these experiences first.

You have learnt new skills.

You can use these skills now.

You can also think about what you want to do in the future.

Or what goals you would like to achieve in the future.

Reflection helps you to finalise your mobility.



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