

TUTORIAL

ADDING A JOURNAL ENTRY

This tutorial will show you how to add an entry to an existing journal.

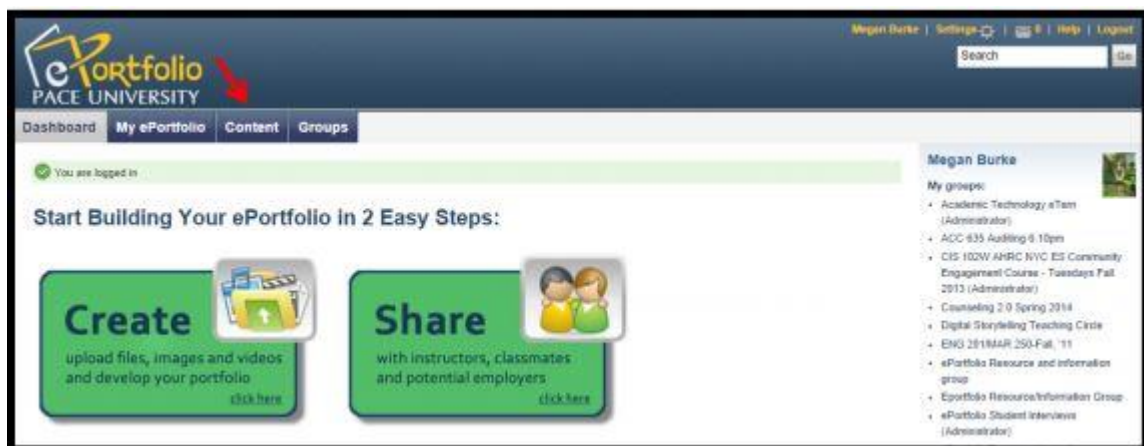
<http://www.help.pace.edu> PLV: 914 773 3338 NYC: 212 346 1583

There are two ways to create a journal entry:

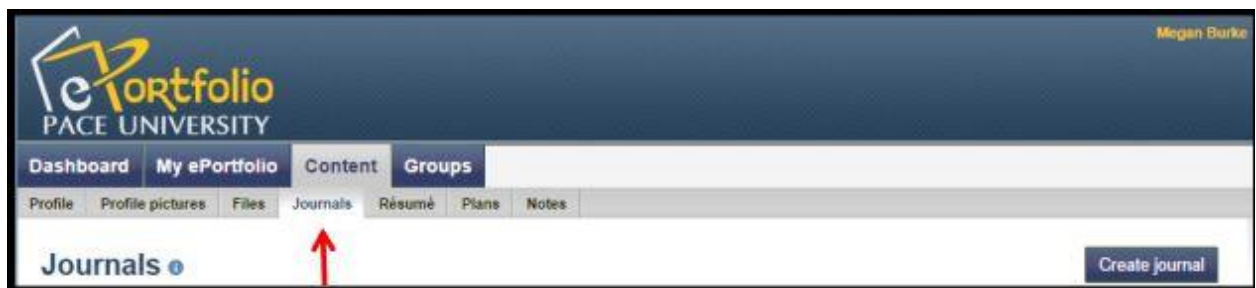
1. Directly from the ePortfolio page where the journal is displayed.
2. Through the “Journals” section.

Adding an Entry from the “Journals” Tab:

1. After logging in, click “Content”.



2. Click “Journals.”



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- Click “New Entry” next to the journal where you wish to add an entry.



- Title the new entry and type your entry in the box below and click “Save” at the bottom.

A screenshot of the "New journal entry in journal 'Test Journal 1'" form. The form has a title field with "Test Entry" and a large text area with "This is a test." Both fields have red arrows pointing to them. Below the text area is a "Path" field with "p". There are sections for "Tags" (with a "Show my tags" button), "Attachments" (with "No files found" and an "Add a file" button), "Draft" (with a checkbox), and "Allow comments" (with a checked checkbox). At the bottom, there are "Save entry" and "Cancel" buttons, with "Save entry" circled in red. The top navigation bar includes "Dashboard", "My ePortfolio", "Content", and "Groups". Below "My ePortfolio" are tabs for "Profile", "Profile pictures", "Files", "Journals", "Résumé", "Plans", and "Notes".

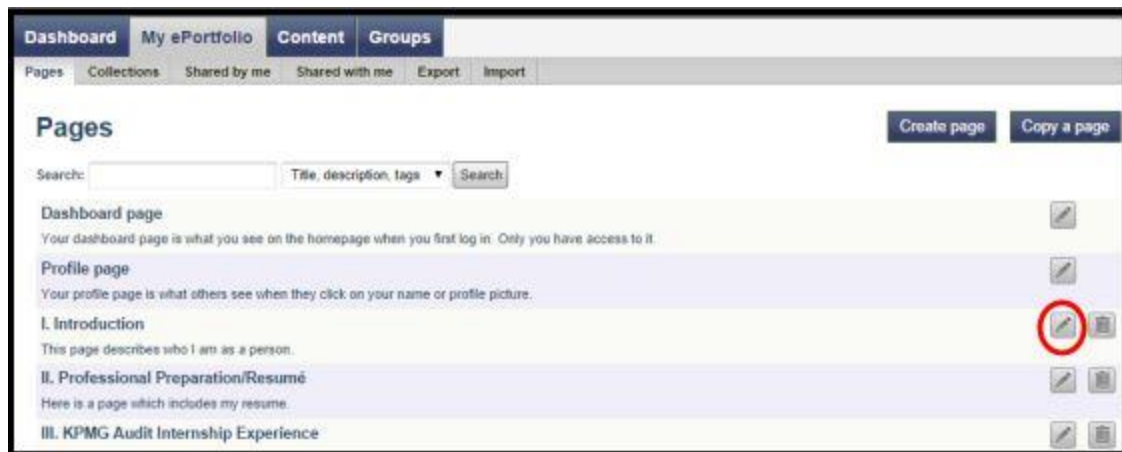
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Adding an Entry from your ePortfolio Page:

1. Log in to ePortfolio and click the “My ePortfolio” tab.



2. Under the “Pages” sub-tab, select the gray pencil icon, next to the page where your journal is displayed.



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- Click “New entry” at the top of the journal.



- Title the new entry and type your entry in the box below and click “Save.” We strongly recommend that you save a copy of each entry on your computer.

A screenshot of the 'New journal entry' form for 'Test Journal 1'. The form has a title field with 'Test Entry' and an entry text area with 'This is a test'. Below the text area is a 'Path' field with 'p'. There are sections for 'Tags' (with a 'Show my tags' button), 'Attachments' (with 'No files found' and an 'Add a file' button), and 'Draft' (with a checkbox and a note). At the bottom, there is a 'Save entry' button (circled in red) and a 'Cancel' button. The form also includes a 'Draft' section with a checkbox and a note: 'When your entry is a draft, no one except you can see it.' and an 'Allow comments' section with a checked checkbox and a note: 'Allow comments on your entry.'

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5. Your entry will now be visible on the page.



My Notes: