

HOW TO ADD AN ENTRY TO A JOURNAL

ePORTFOLIO

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

<u>http://www.help.pace.edu</u> 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."







3. Click "New Entry" next to the journal where you wish to add an entry.

Test Journal 1	0 entres New entry	
This is a sample description of this journal.		

4. Title the new entry and type your entry in the box below and click "Save" at the bottom.







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.

Dashboard My eP	fortfolio Content Groups	
Pages Collections S	Shared by me Shared with me Export Import	
Pages		Create page Copy a page
Search:	Title, description, tags 🔹 Search	
Dashboard page Your dashboard page is a	what you see on the homepage when you first log in. Only you have access to it.	
Profile page Your profile page is what	others see when they click on your name or profile picture.	
I. Introduction This page describes who	1 am as a person.	
II. Professional Prep	varation/Resume	
Here is a page which inclu III. KPMG Audit Inter	udes my resume. mship Experience	

3. Click "New entry" at the top of the journal.





4. 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.

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rome Prome	actures riles Journais Resume Plans Notes	
New jou	rnal entry in journal "Test Journal 1" → Test Entry	
Entry *		States 1
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Tags Attachments Draft Allow comment	Path: p Show my tags Enter comma-separated tags for this item. No files found Add a file	0

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





1 entry

My	Notes
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This is a test. Comments (0)

