

TUTORIAL

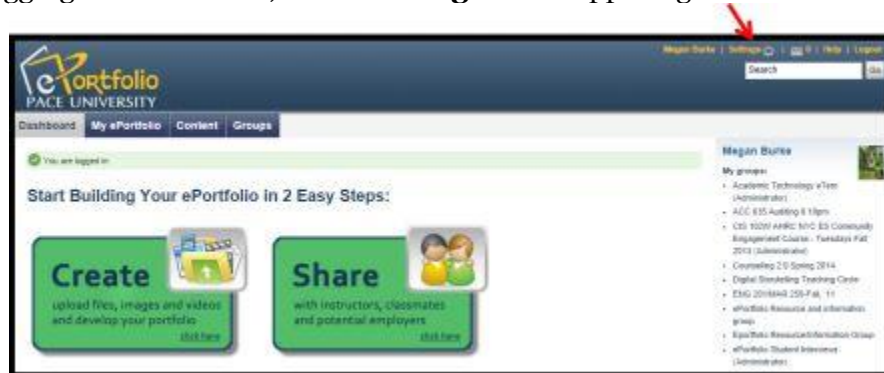
CREATING AND DISPLAYING A JOURNAL

This tutorial will show you how to create a journal and display it on a page where others can view it

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

How to Create a Journal

1. After logging into ePortfolio, **click Settings** in the upper right hand corner.



2. Turn ON the box **Multiple journals** and **Click Save**

TUTORIAL

Settings ⁱ

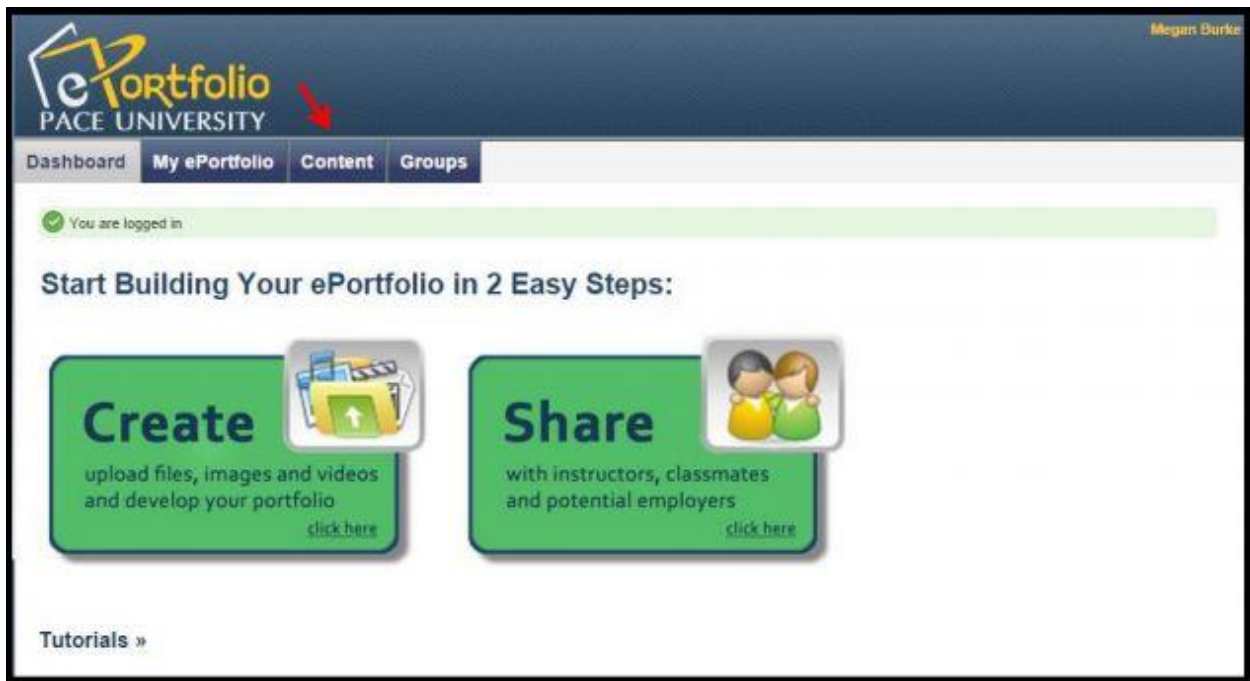
General account options

Friends control	☐ Nobody may add me as a friend ☒ New friends require my authorization ☐ New friends are automatically authorized ⁱ
HTML editor	☒ ON ⁱ
Disable email	☐ OFF ⁱ
Messages from other users	☐ Do not allow anyone to send me messages ☐ Allow people on my friends list to send me messages ☒ Allow anyone to send me messages ⁱ
Show controls to add and remove columns when editing a page	☐ OFF ⁱ
Multiple journals	☒ ON ⁱ
By default, you have one journal. If you would like to keep more than one journal, turn this option on.	
Maximum tags in cloud	20 Maximum number of tags to display in your tag cloud
Maximum number of groups to display	 Maximum number of groups to display in your "My groups" list in the sidebar. Leave blank to show all your groups.
Sort groups	A to Z ⁱ
Hide real name	☐ OFF Check this box if you have set a display name and do not want other users to be able to find you by your real name in user searches.
Dashboard information	☒ ON ⁱ Display information about how to use Pace University ePortfolio on the dashboard.
Mobile upload token	ⁱ [+]
<input checked="" type="button" value="Save"/>	

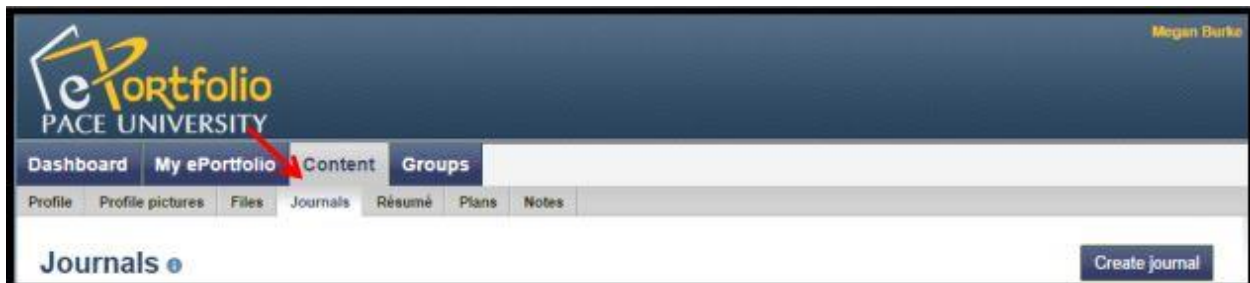
3.

4. To **create a journal**, click the **Content** tab.

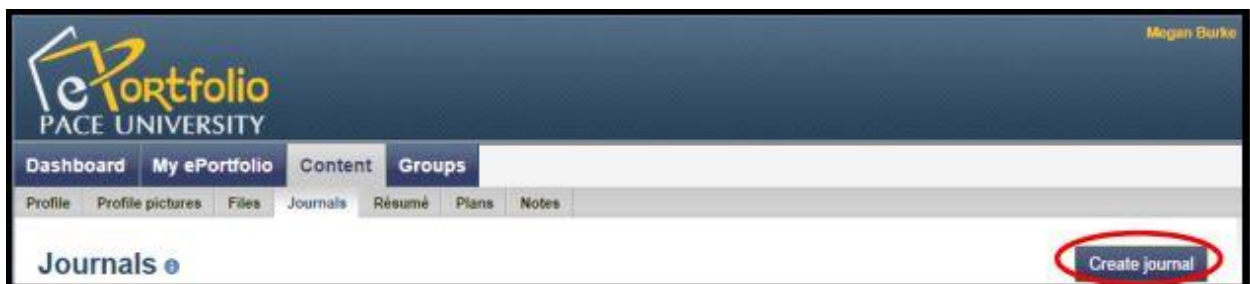
TUTORIAL



5. Click Journals.



6. Click Create journal to start a new journal.



7. Title your journal, give it a description (optional) and click Create journal.

TUTORIAL

Dashboard **My ePortfolio** **Content** **Groups**

Profile Profile pictures Files Journals **Résumé** Plans Notes

New journal: Journal settings

Title * ←

e.g., 'Jill's Nursing Practicum Journal'.

Description ←

Font Family Font Size Paragraph

This is a sample description of this journal.

Path:

e.g., 'A record of Jill's experiences and reflections'.

Tags Show my tags

Enter comma-separated tags for this item. Items tagged with 'profile' are displayed in your sidebar.

Create journal Cancel

8. This journal will now appear in your **Journals** section. **Click, New Entry** to add an entry to your journal.

Test Journal 1

This is a sample description of this journal.

0 entries **New entry**

Note: Your journal will remain private until you display it on at least one of your ePortfolio pages.

TUTORIAL

How to Display a Journal

1. Click **My ePortfolio**.



2. Under the **Pages** sub-tab, **select the grey pencil icon**, next to the desired page where you wish to display your journal.



TUTORIAL

3. Click the **Journals** tab from the menu on the left. Note the four different ways to display your journal.

The **Journal** tab will display one entire Journal of your choice.

The **Journal Entry** tab will display one Journal entry of your choice.

Recent Journal Entries will display the most recent entries from a Journal of your choice.

Tagged Journal Entries will display all Journal entries with a specific tag.

Drag and drop your chosen icon onto your page.



TUTORIAL

4. **Select** the journal you wish to place on your page and **click Save**.

The screenshot shows a web interface for selecting a journal. At the top, there is a list of journals. The first journal, 'Test Journal 1', is highlighted with a red arrow. Below the list, there is a preview of the journal's content, which includes a sample description and a reflection on writing in the disciplines. Below the preview, there are settings for the journal, including 'Entries per page' (set to 5) and 'More options'. Under 'More options', there is a 'Block copy permission' section with a dropdown menu set to 'Skip this block entirely when copying the page'. Below this, there are checkboxes for 'Retractable' and 'Automatically retract', both of which are currently unchecked. At the bottom left, there are two buttons: 'Save' and 'Remove'. The 'Save' button is circled in red.

My Notes: