TUTORIAL

ADDING A JOURNAL ENTRY

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

Adding an Entry from the “Journals” Tab:

1. After logging in, click “Content”.

2. Click “Journals”.

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[Images of ePortfolio interface showing navigation to “Journals” tab]
3. **Click “New Entry”** next to the journal where you wish to add an entry.

   ![Aditi Thakkar's Journal](image)
   
   You have one journal. If you would like to start a second one, enable the multiple journals option on the account settings page.

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 pencil icon, next to the page where your journal is displayed.

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.
New journal entry in journal "Aditi Thakkar's Journal"

Title *

Entry *

This is a test entry.

Tags

Search for/enter tags for this item.

Attachments

No files found

Add a file

Draft

When your entry is a draft, no one except you can see it.

Allow comments

Allow comments on your entry.

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