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.

How to Create a Journal

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

2. Click “yes” on the box “Multiple journals.”

By default, you have one journal. If you would like to keep more than one journal, turn this option on.
3. To create a journal, click the “Content” tab and then click on the journal tab.

4. Click “Create Journal” to start a new journal.
5. **Title your journal**, give it a description (optional) and **click “Create journal”**.
6. This journal will now appear in your “Journals” section. **Click, “New Entry”** to add an entry to your journal.

![Journal Entry](image)

- Note: Your journal will remain private until you display it on at least one of your ePortfolio pages.
How to Display a Journal

7. Click “My ePortfolio”, then click “Pages.”

8. Under the “Pages” sub-tab, select the grey pencil icon, next to the desired page where you wish to display your journal.
9. 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.
10. **Select** the journal you wish to place on your page and **click “Save.”**