

## TUTORIAL

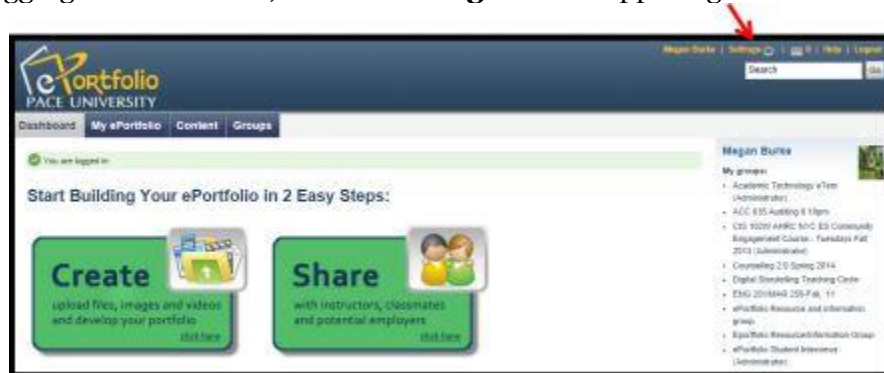
# CREATING AND DISPLAYING A JOURNAL

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

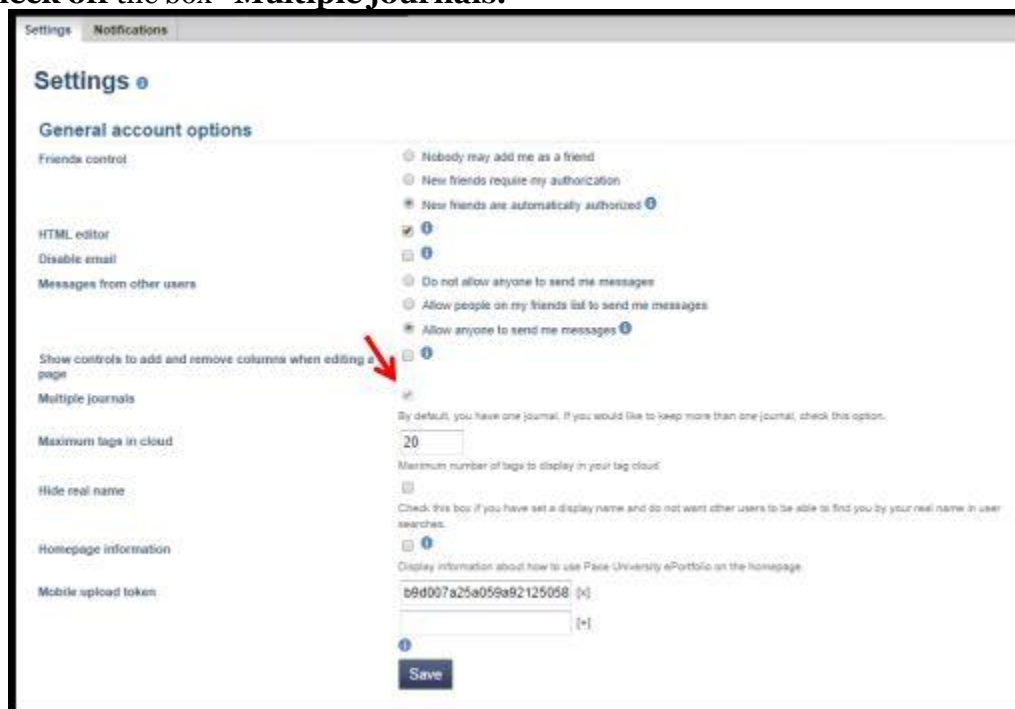
<http://www.help.pace.edu> PLV: 914 773 3338 NYC: 212 346 1583

### How to Create a Journal

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

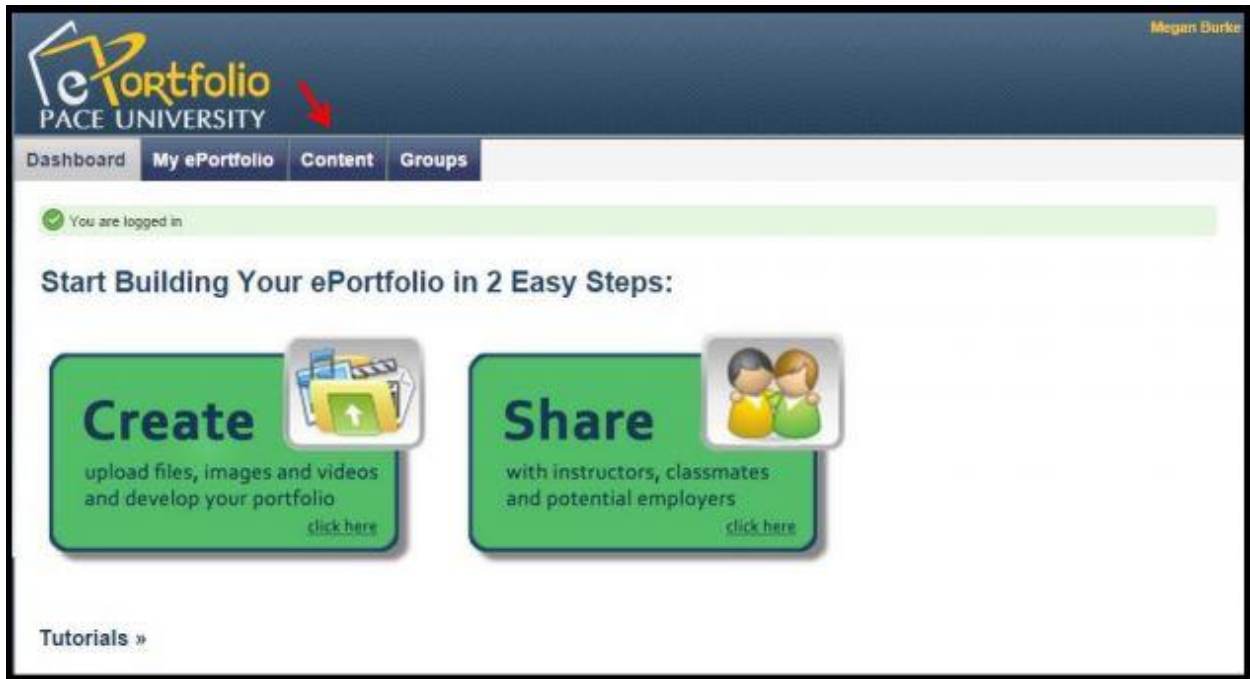


2. Check off the box “Multiple journals.”

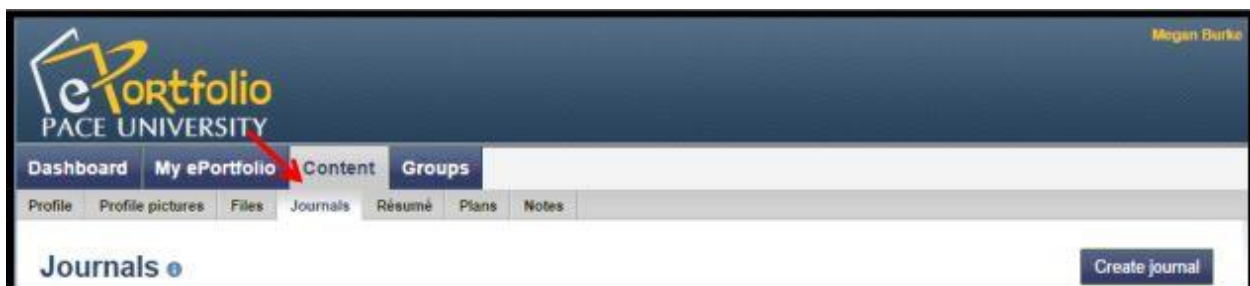


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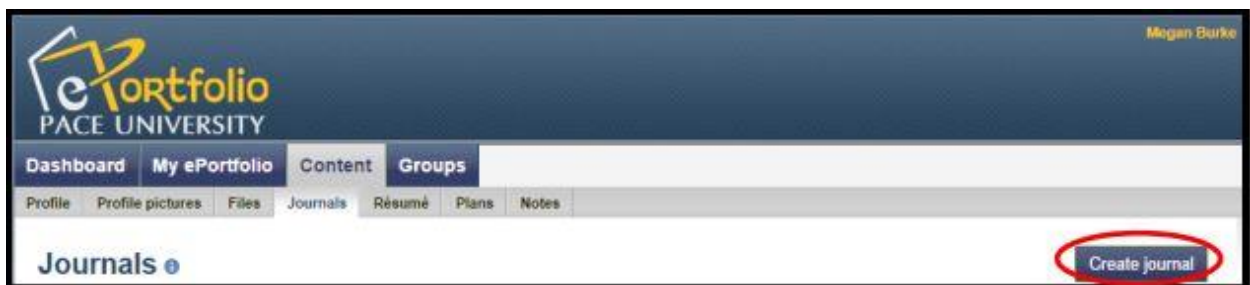
3. To create a journal, click the “Content” tab.



4. Click “Journals”.



5. Click “Create journal” to start a new journal.



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6. **Title your journal**, give it a description (optional) and **click “Create journal”**.

**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 

**B** *I* U ABC

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

**Create journal** **Cancel**

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

Test Journal 1 0 entries **New entry**

This is a sample description of this journal.

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

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### 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.



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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.



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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 are two radio button options: "Test Journal 1" (selected, with a red arrow pointing to it) and "Writing in the Disciplines Final Reflections". Below these is a text area containing sample text. Further down, there are settings for "Entries per page" (set to 5) and a "More options" section. The "More options" section includes a "Block copy permission" dropdown menu (set to "Skip this block entirely when copying the page") and a "Retractable" checkbox (checked). At the bottom left, there are two buttons: "Save" (circled in red) and "Remove".

### My Notes: