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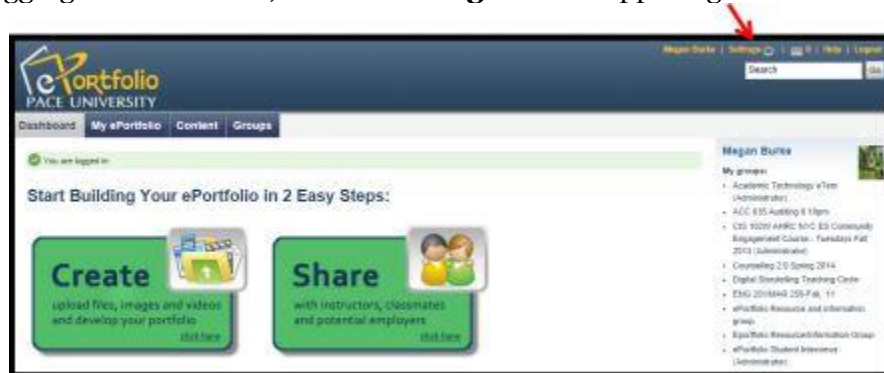
CREATING AND DISPLAYING A JOURNAL

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

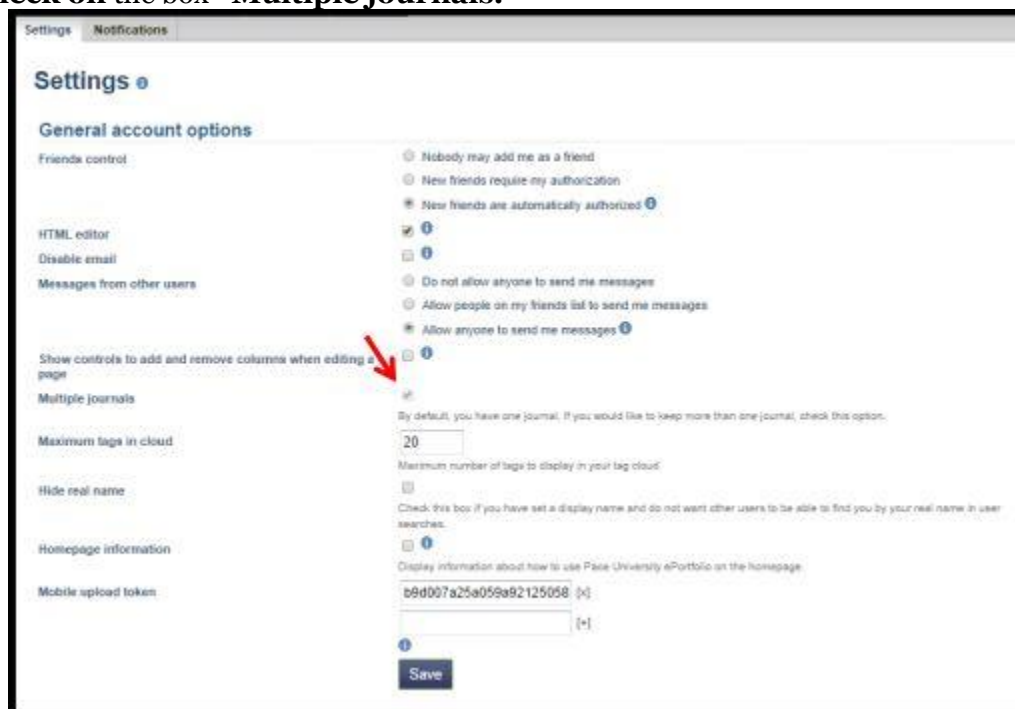
<http://www.help.pace.edu> PLV: 914 773 3338 NYC: 212 346 1583

How to Create a Journal

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

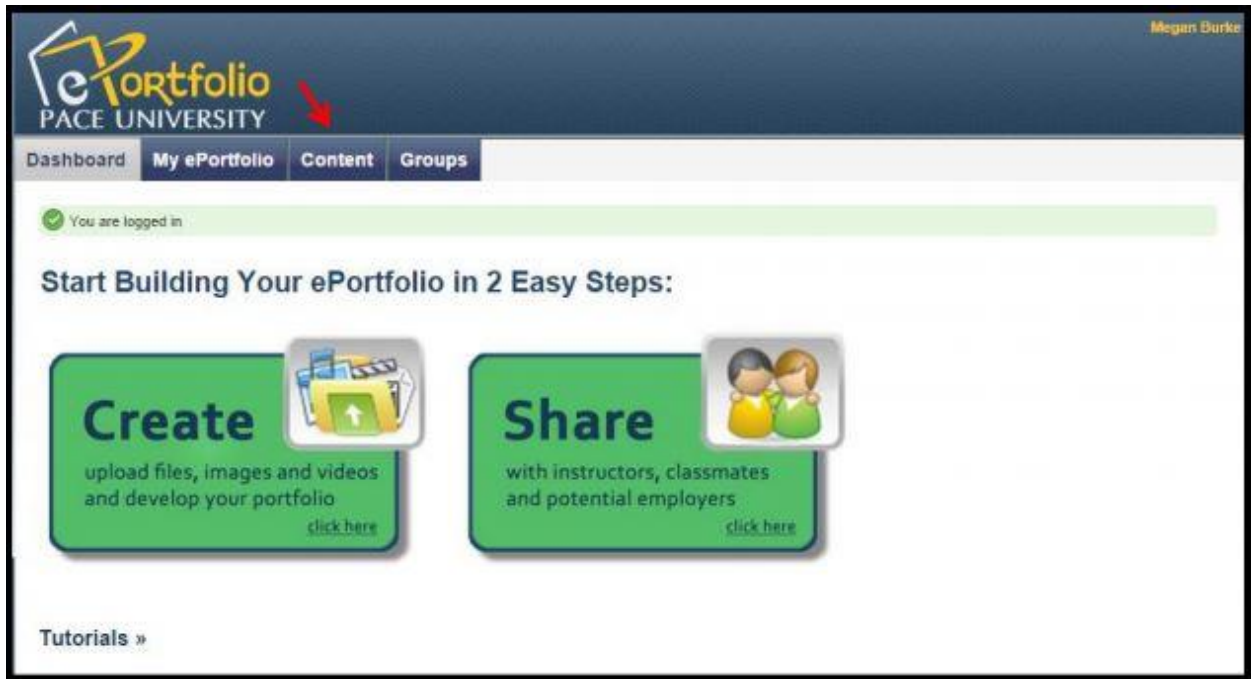


2. Check on the box “Multiple journals.”

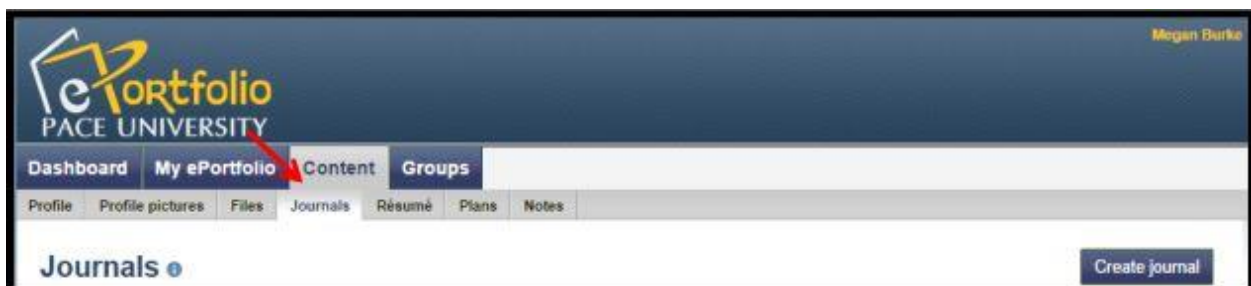


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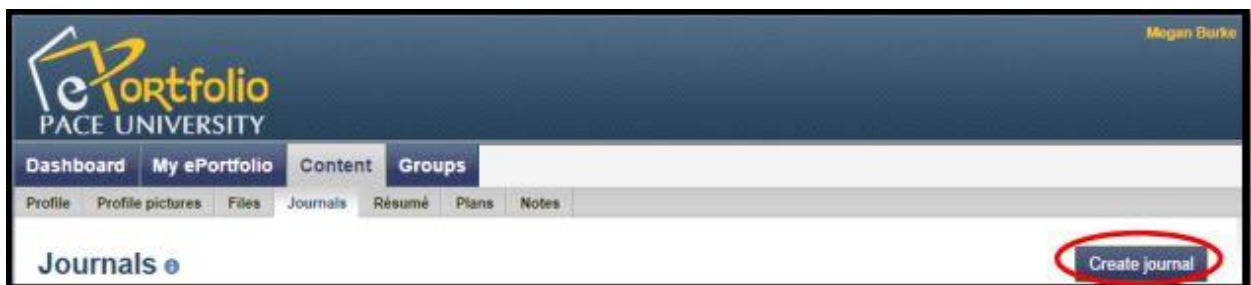
3. To create a journal, click the “Content” tab.



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”**.

[illegible]

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**  

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. Under the text area, it says "6 results". Below that is a section for "Entries per page" with a dropdown menu set to "5". Below that is a "More options" section with a "Block copy permission" dropdown menu set to "Skip this block entirely when copying the page". Below that is a "Retractable" section with a checkbox and a description. Below that is an "Automatically retract" section with a checkbox and a description. At the bottom left, there are two buttons: "Save" (circled in red) and "Remove".

My Notes: