

TUTORIAL

ADDING A JOURNAL ENTRY

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

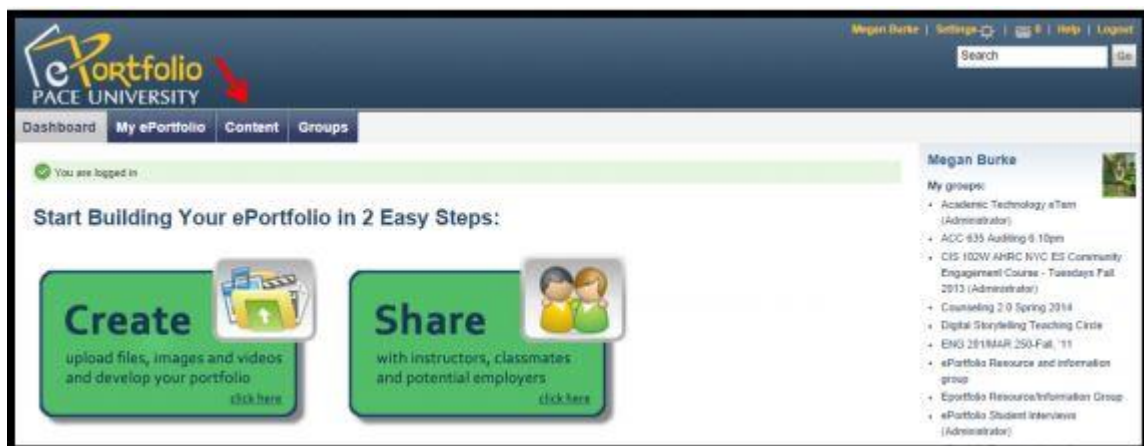
<http://www.help.pace.edu> PLV: 914 773 3338 NYC: 212 346 1583

There are two ways to create a journal entry:

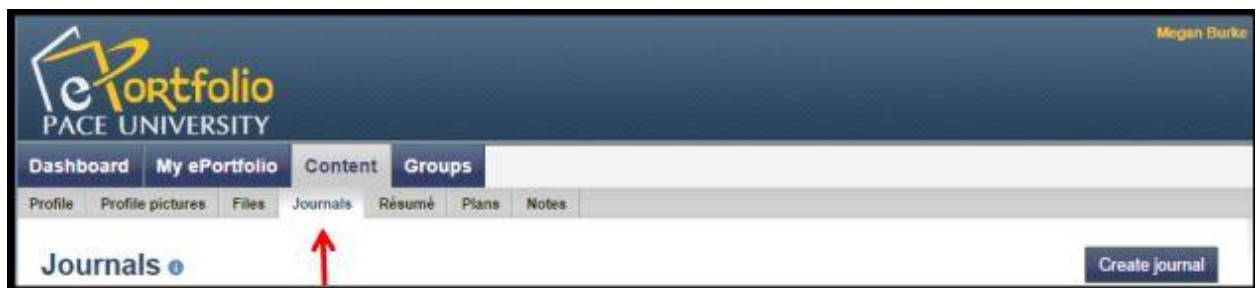
1. Directly from the ePortfolio page where the journal is displayed.
2. Through the **Journals** section.

Adding an Entry from the Journals Tab:

1. After logging in, click **Content**.



2. Click **Journals**.



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3. Click **New Entry** next to the journal where you wish to add an entry.



4. Title the new entry and type your entry in the box below and click **Save Entry** at the bottom.

A screenshot of the 'New journal entry' form within 'Test Journal 1'. The form has a title field with 'Test Entry' and a content area with 'This is a test.' Both fields have red arrows pointing to them. Below the content area is a 'Path' field with 'p'. There are sections for 'Tags', 'Attachments' (with an 'Add a file' button), 'Draft' (with a checkbox), and 'Allow comments' (with a checked checkbox). At the bottom, there are two buttons: 'Save entry' (circled in red) and 'Cancel'.

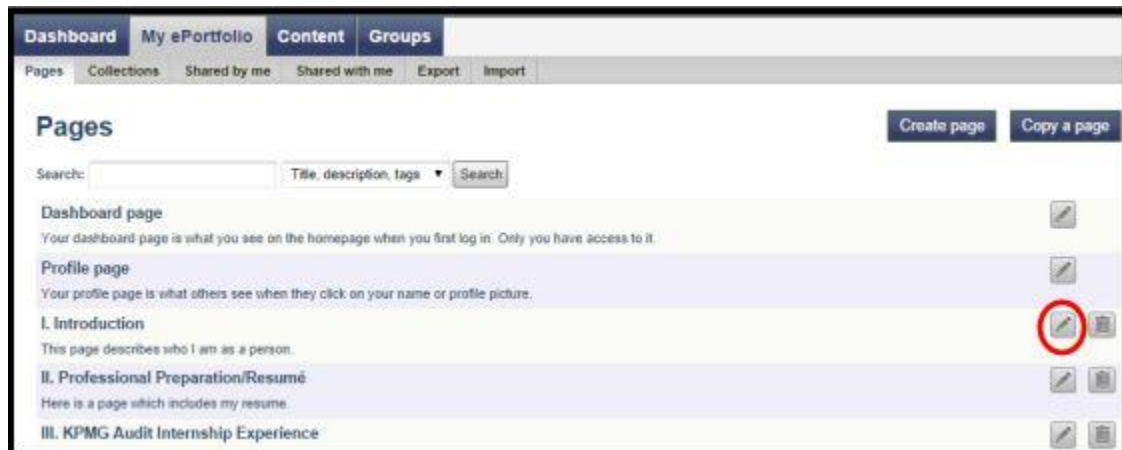
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Adding an Entry from your ePortfolio Page:

1. Log in to ePortfolio and click the **My ePortfolio** tab.



2. Under the **Pages** sub-tab, select the gray pencil icon, next to the page where your journal is displayed.



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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 Entry**. We strongly recommend that you save a copy of each entry on your computer.

A screenshot of a web form titled 'New journal entry in journal "Test Journal 1"'. The form has several sections: 'Title' with a red arrow pointing to the text 'Test Entry'; 'Entry' with a rich text editor containing the text 'This is a test.' and a red arrow pointing to it; 'Path' with the text 'p'; 'Tags' with a 'Show my tags' button and a text input field; 'Attachments' with 'No files found' and an 'Add a file' button; 'Draft' with a checkbox and a note; 'Allow comments' with a checked checkbox and a note. At the bottom, there are two buttons: 'Save entry' (circled in red) and 'Cancel'.

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



My Notes: