

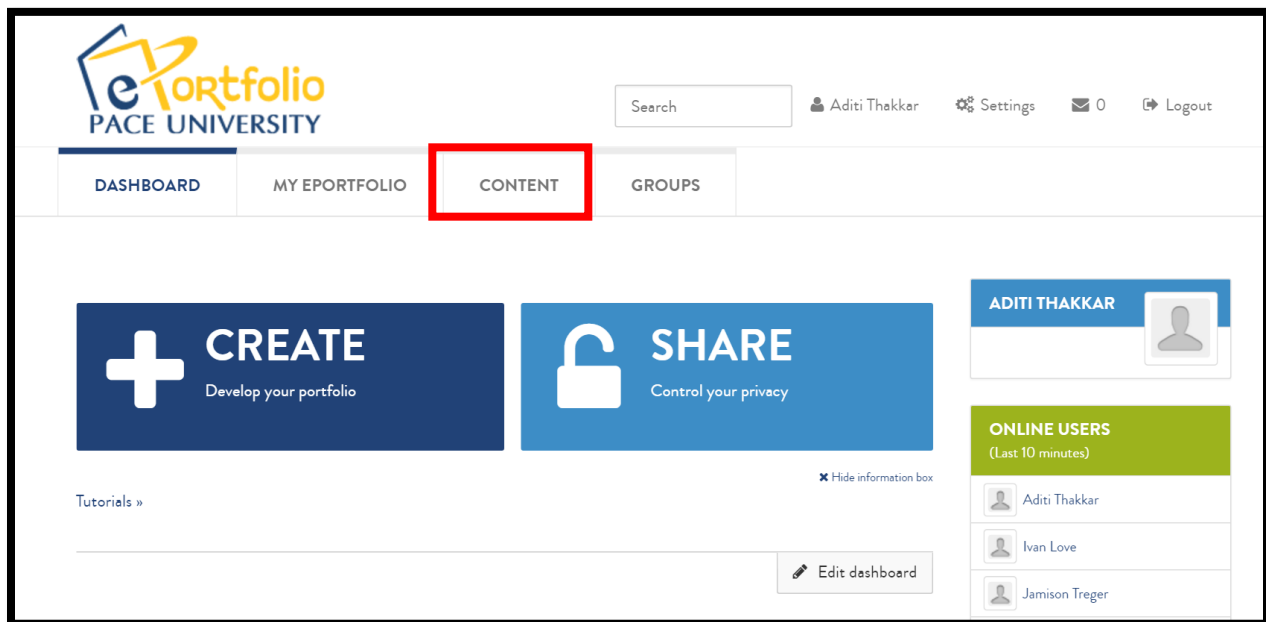
## TUTORIAL

## ADDING A JOURNAL ENTRY

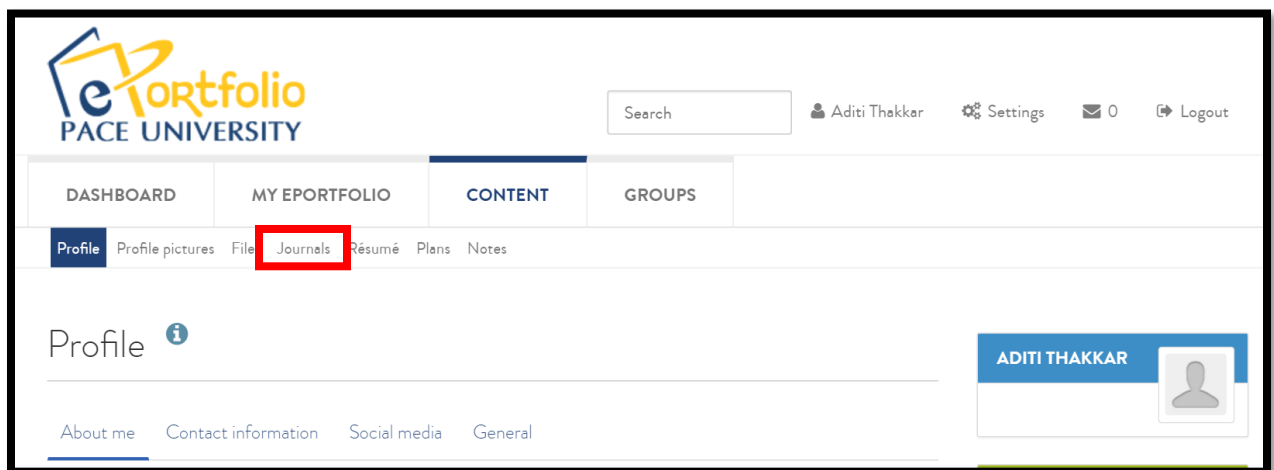
This tutorial will show you how to add an entry to an existing journal.

**Adding an Entry from the “Journals” Tab:**

1. After logging in, click “Content”.

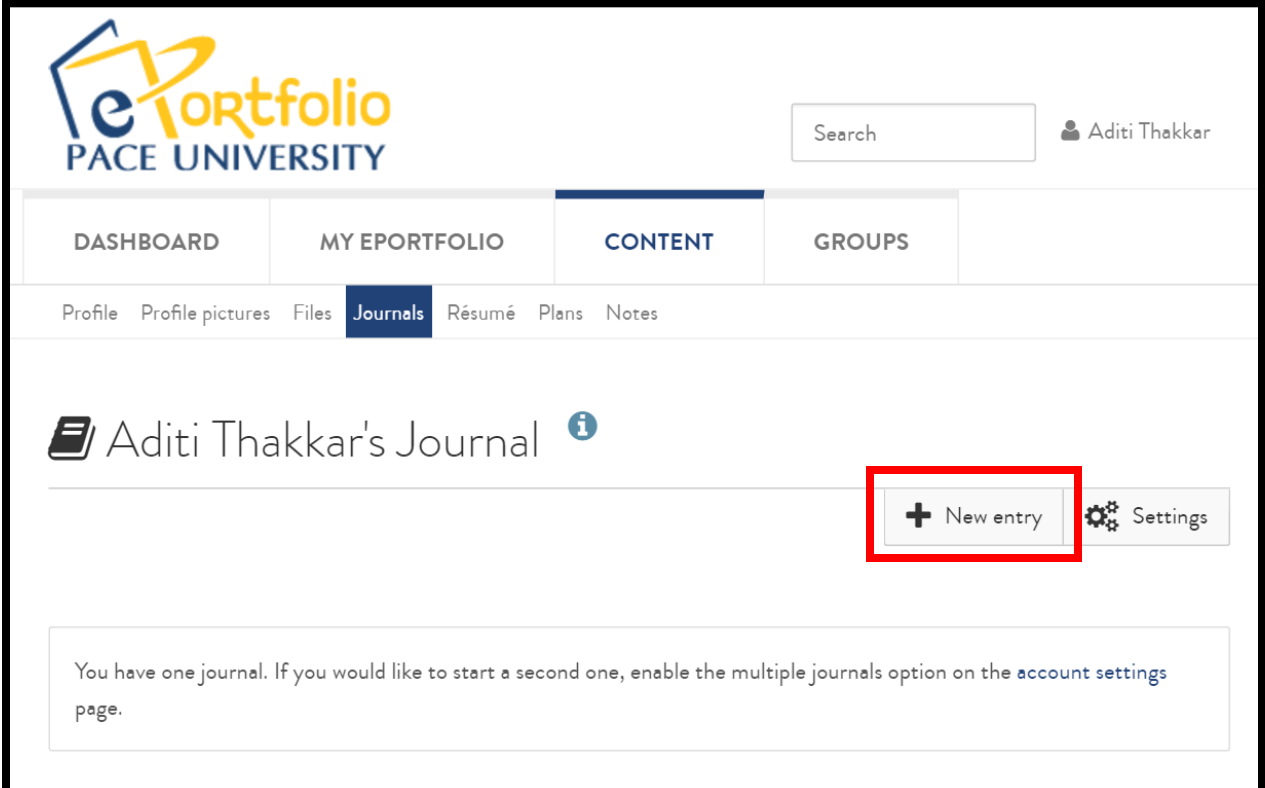


2. Click “Journals”.



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



The screenshot displays the ePortfolio interface for Aditi Thakkar. At the top left is the logo for 'ePortfolio PACE UNIVERSITY'. To the right is a search bar and the user's name 'Aditi Thakkar'. Below this is a navigation menu with tabs for 'DASHBOARD', 'MY EPORTFOLIO', 'CONTENT', and 'GROUPS'. Under 'MY EPORTFOLIO', there are sub-tabs for 'Profile', 'Profile pictures', 'Files', 'Journals', 'Résumé', 'Plans', and 'Notes'. The 'Journals' tab is selected. The main content area shows 'Aditi Thakkar's Journal' with an information icon. To the right of the journal title are two buttons: '+ New entry' (highlighted with a red box) and 'Settings'. Below this is a message box stating: '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.

## TUTORIAL

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

Title \*

Entry \*  
Paragraph **B** *I*

This is a test entry.

p Words: 5

Tags

*Search for/enter tags for this item.*

Attachments  
No files found

Draft  No

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

Allow comments  Yes

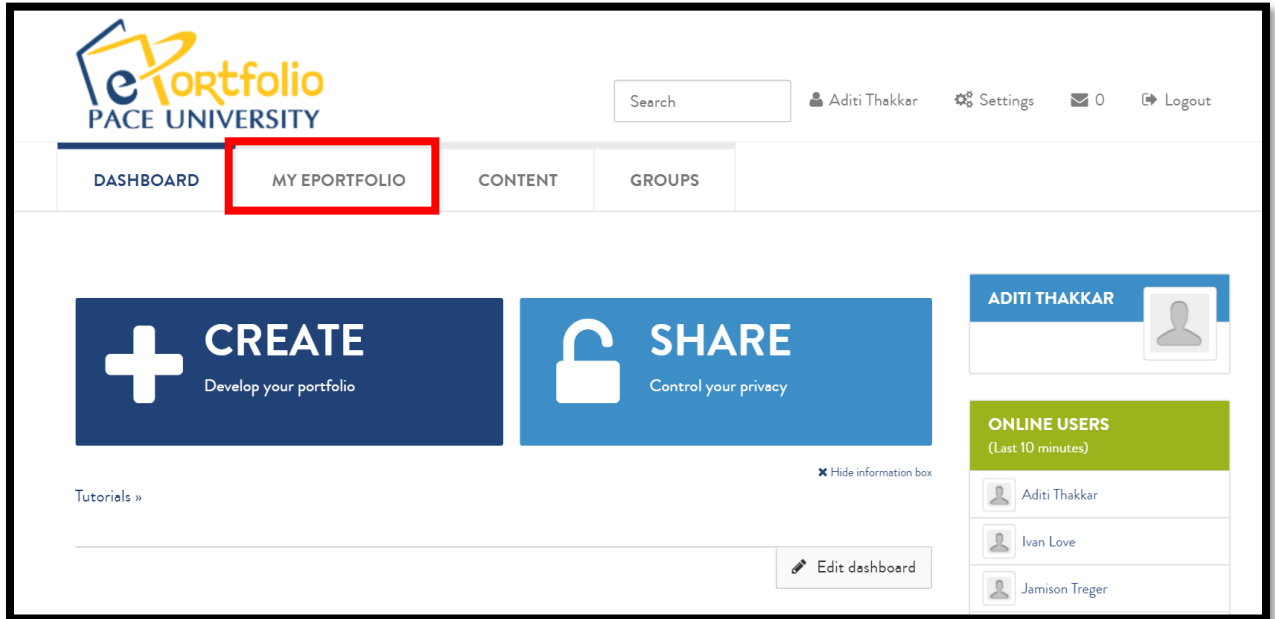
*Allow comments on your entry.*

[Cancel](#)

## TUTORIAL

**Adding an Entry from your ePortfolio Page:**

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



## TUTORIAL

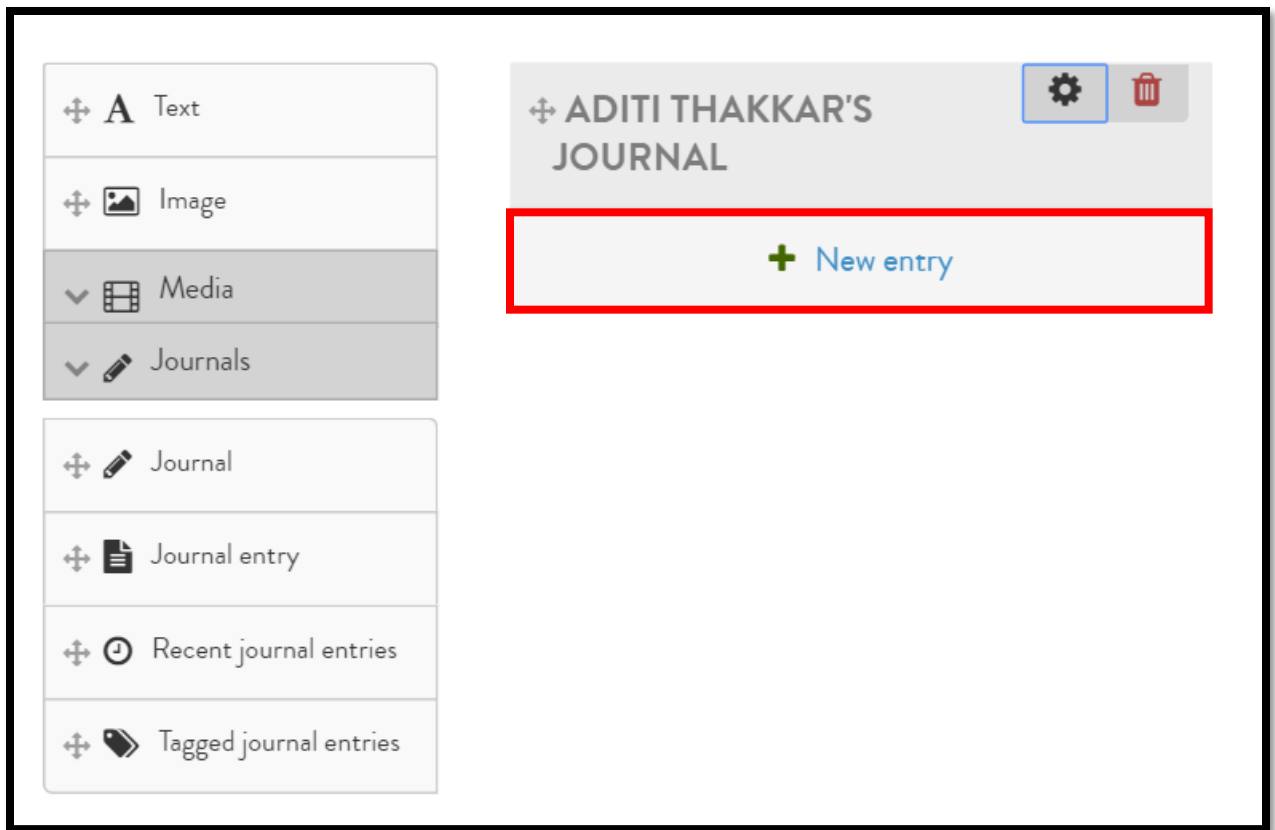
2. Under the “Pages” sub-tab, **select the pencil icon**, next to the page where your journal is displayed.

The screenshot shows the 'Pages' management interface. At the top, there is a search bar with the placeholder text '(Title, description, tags)' and a 'Sort by:' dropdown. To the right of the search bar are two buttons: '+ Create page' and 'Copy a page'. Below the search bar is a 'RESULTS' section. The results are listed in a table-like format:

Page Name	Description	Actions
Dashboard page	Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.	[Pencil icon]
Profile page	Your profile page is what others see when they click on your name or profile picture.	[Pencil icon]
Academic Materials		[Pencil icon] [Trash icon]
Co-curricular / Extracurricular Activities		[Pencil icon] [Trash icon]

A red arrow points to the pencil icon for the 'Academic Materials' page.

3. Click “New entry” at the top of the journal.

**TUTORIAL**

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.

## TUTORIAL

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

Title \*

Entry \*  
Paragraph **B** *I*

This is a test entry.

p Words: 5

Tags

*Search for/enter tags for this item.*

Attachments  
No files found  
 Add a file

Draft  No

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

Allow comments  Yes

*Allow comments on your entry.*

## TUTORIAL

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

DASHBOARD MY EPORTFOLIO **CONTENT** GROUPS

Profile Profile pictures Files **Journals** Résumé Plans Notes

Journal entry saved

Aditi Thakkar's Journal

+ New entry Settings

Test Entry Published Unpublish

**Posted on:** Thursday, 08 September 2016, 4:00 PM

This is a test entry

1 entry

You have one journal. If you would like to start a second one, enable the multiple journals option on the [account settings](#) page.