

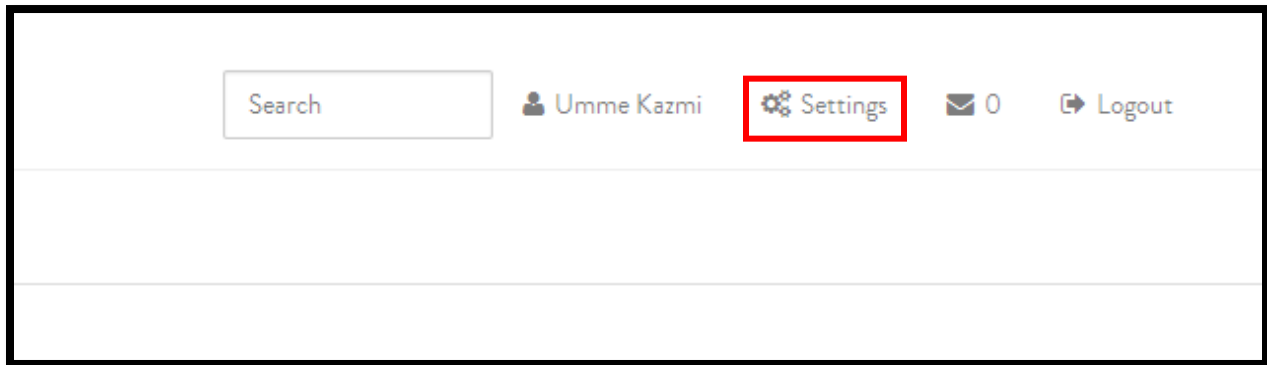
TUTORIAL

CREATING AND DISPLAYING A
JOURNAL.

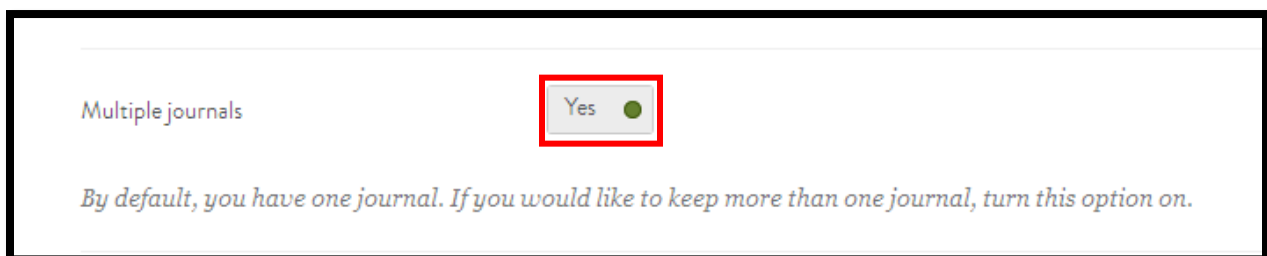
This tutorial will show you how to create a journal and display it on a page where others can view it.

How to Create a Journal

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

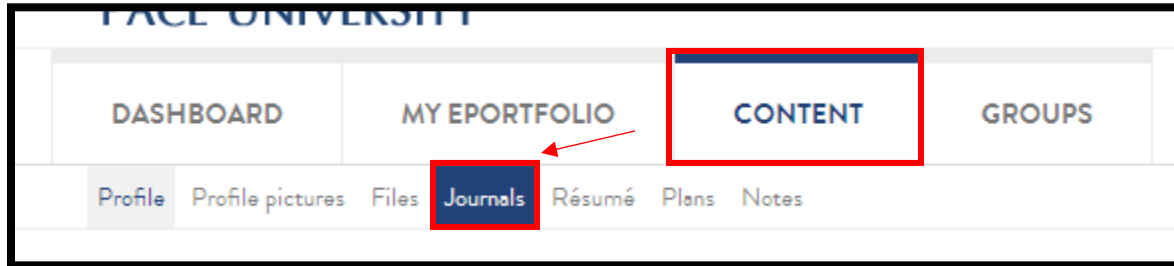


2. Click “yes” on the box “Multiple journals.”



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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.



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

New journal: Journal settings

Title *

e.g., 'Jill's Nursing Practicum Journal'.

Description

Paragraph **B** *I* ☰ ☷ 🔗 🗑️ 🖼️ ↶ ↷

This is a sample description of this journal. |

p Words: 8

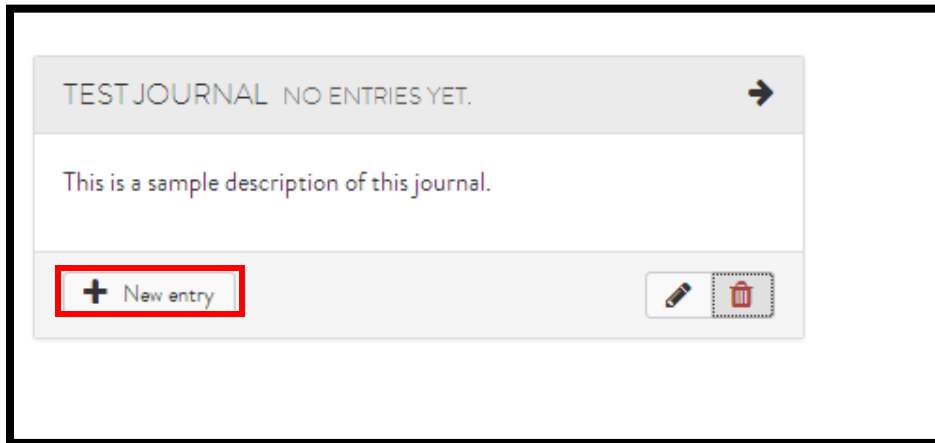
e.g., 'A record of Jill's experiences and reflections'.

Tags ⓘ

Search for/enter tags for this item. Items tagged with 'profile' are displayed in your sidebar.

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

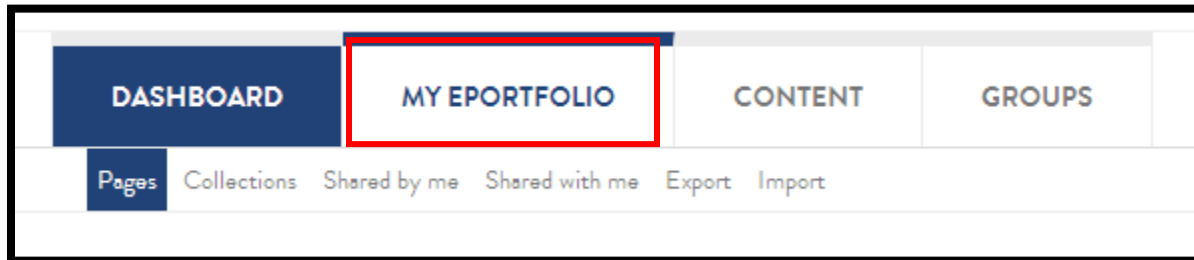


- ◆ Note: Your journal will remain private until you display it on at least one of your ePortfolio pages.

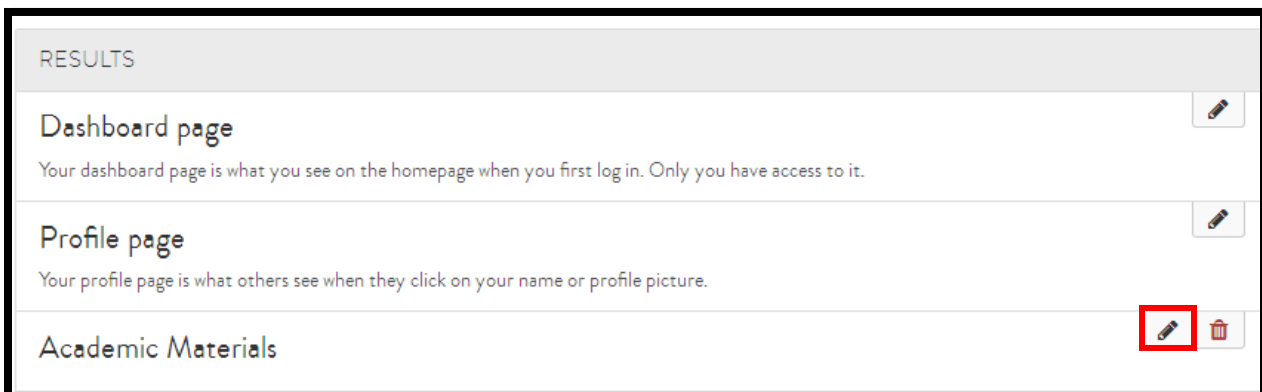
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How to Display a Journal

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.



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9. Click the “**Journals**” tab from the menu on the left. Note the four different ways to display your journal.

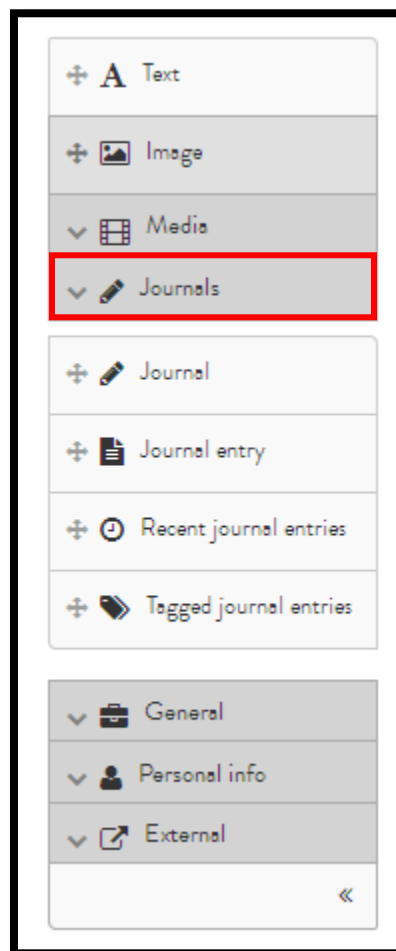
The “**Journal**” tab will display one entire Journal of your choice.

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.




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10. **Select** the journal you wish to place on your page and **click “Save.”**

If you leave this blank, the title of the journal will be used

Journal

Browse Search

Test Journal 
This is a sample description of this journal.

Umme Kazmi's Journal

Entries per page

MORE OPTIONS

Block copy permission

If you allow other users to copy this page, you may choose how this block will be copied

Retractable

Select to allow this block to be retracted when the header is clicked.

[Remove](#)