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.

Search	🏝 Umme Kazmi	🕫 Settings	0	🕩 Logout

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.

 TACE UNIVERSITY						
DASH	HBOARD	MY EPORTFOLIO		CONTENT	GROUPS	
Profile	Profile pictures	Files	Journals	Résumé F	Plans Notes	

4. Click "Create Journal" to start a new journal.

Journals ¹	
	🕈 Create journal

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

New journal: Journal s	settings	
Title •	Test Journal	
e.g., 'Jill's Nursing Practicum Journal'.		
Description		
This is a sample description of this jo	ournal.	
р		Words: 8
e.g., 'A record of Jill's experiences and re	flections'.	
Tags	Type in a search term Q	0
Search for/enter tags for this item. Items	s tagged with 'profile' are displayed in your sidebar.	
Create journal <u>Cancel</u>		

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6. 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."

DASHBOARD	MY EPORTFOLIO	CONTENT	GROUPS	
Pages Collections Shared by me Shared with me Export Import				

8. Under the "Pages" sub-tab, **select the grey pencil icon**, next to the desired page where you wish to display your journal.

RESULTS	
Dashboard page Your dashboard page is what you see on the homepage when you first log in. Only you have access to it.	5 8 5
Profile page Your profile page is what others see when they click on your name or profile picture.	æ
Academic Materials	I

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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 5				
MORE OPTIONS				
Block copy permission Skip	this block entirely when copying the page 🔹			
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.				
Save <u>Remove</u>				