Journal

Journals are one of the forms of **Content** you can add to your portfolio.

The **Journal** tool in Mahara gives you a space to record your ideas and thoughts online. You can then share some or all of your journal entries by adding them to a page.

To create a journal go to the **CONTENT** tab and choose **Journals**.

DASHBOARD | CONTENT | PORTFOLIO | GROUPS

Profile   Profile pictures   Files   Journals   Résumé   Plans   Notes
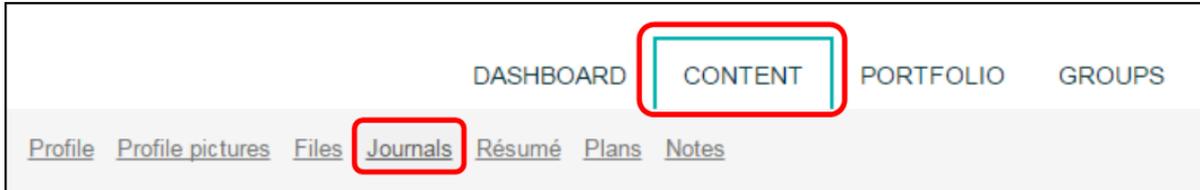
Then click on **+Create journal**

Give your new journal a title (1) and a brief description (2). Then click **Create Journal** (3). You will be able to change the title and description later if you need to.
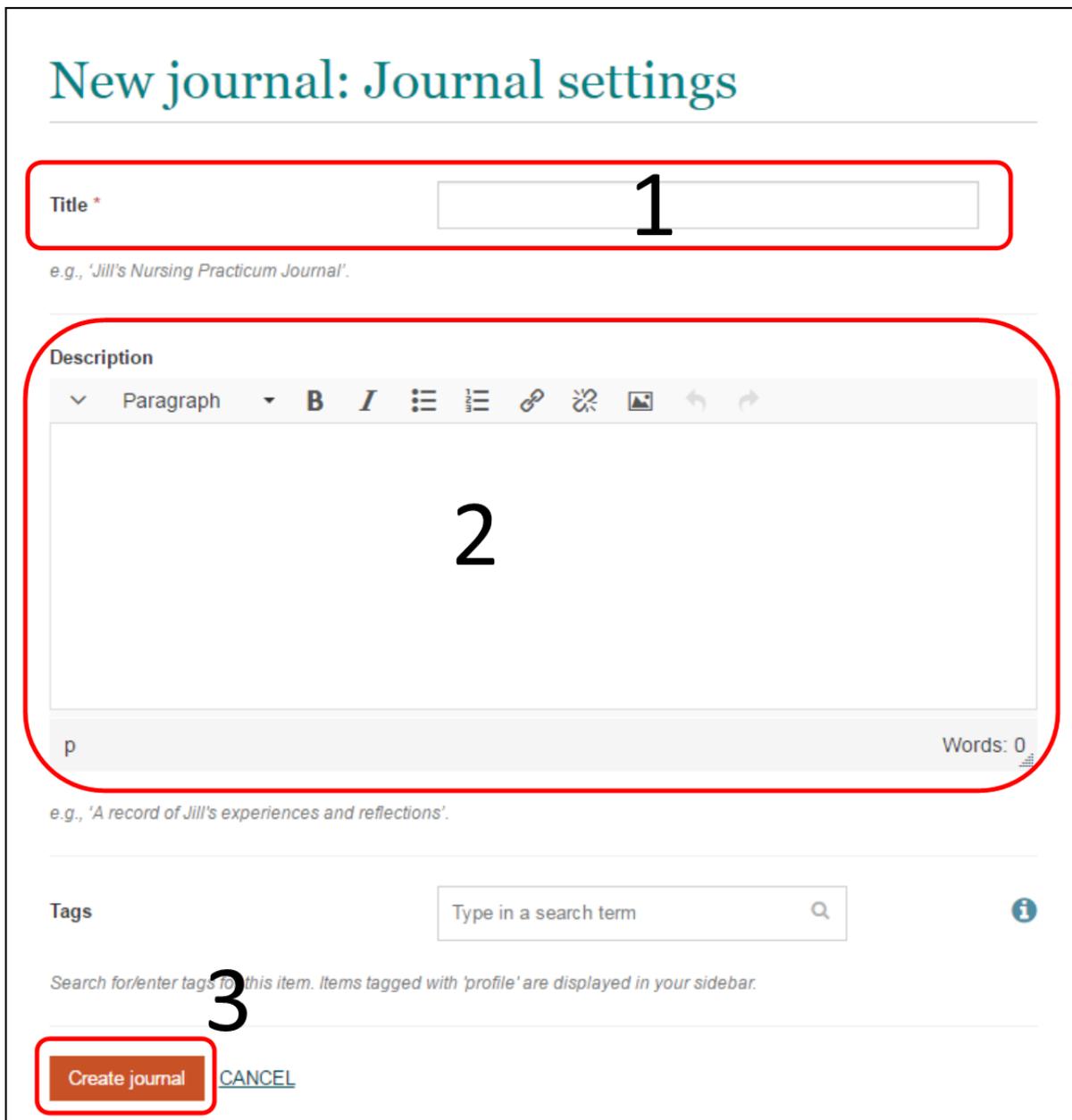
New journal: Journal settings

Title *

1

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

Description

Paragraph ▾ | **B** *I* ☰ ☰ 🔗 ✂ 🖼 ↶ ↷

2

p   Words: 0

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

Tags

Type in a search term 🔍   ⓘ

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

3

Create journal   CANCEL

Journal

Your new journal will look something like this.
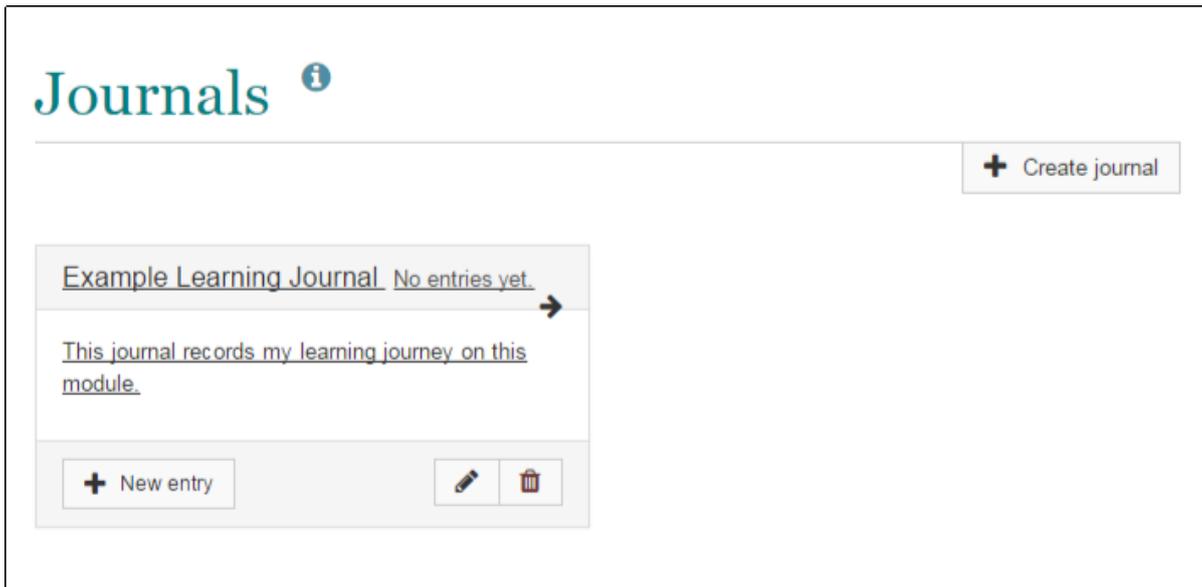
When you click on **+ New entry** you will be asked for a title for your entry. Entries are automatically date-stamped, so there is no need to put the date in your title.

You can then start adding content in the text box.

There are lots of formatting options and types of content you can include. Click on the dropdown to see all the editing tools.
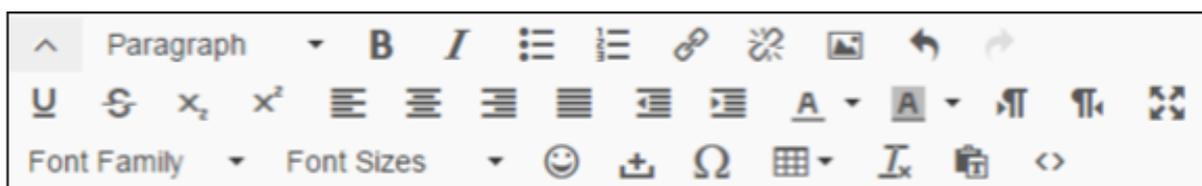
At the bottom of the page you have the option to attach files – either from within Mahara or from your computer (1).

You can specify if your journal entry should be saved as a draft or 'published' (2). Publishing a journal entry does not necessarily make it public or visible to others. It is only when the journal or entry is added to a page and shared with others that they will see it.

If you select Allow comments (3) then anyone you share the entry with will be able to give you feedback.

When you have completed your entry click **Save entry** (4).

Journal

Attachments

No files found

1

Add a file

Draft ● No

2

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

Allow comments Yes ●

3

Allow comments on your entry.

Save entry CANCEL

4