

SETTING UP AND POSTING IN A JOURNAL

The **Journal** is a tool with which you can record your thoughts and experiences online. By adding your journal or individual posts from the journal to a page, you can allow other users to place feedback and comments on your journal.

A number of papers at AUT require students to maintain a reflective journal as part of the course requirement, so using the Journal tool in Mahara is an ideal place to keep a reflective commentary of your development.

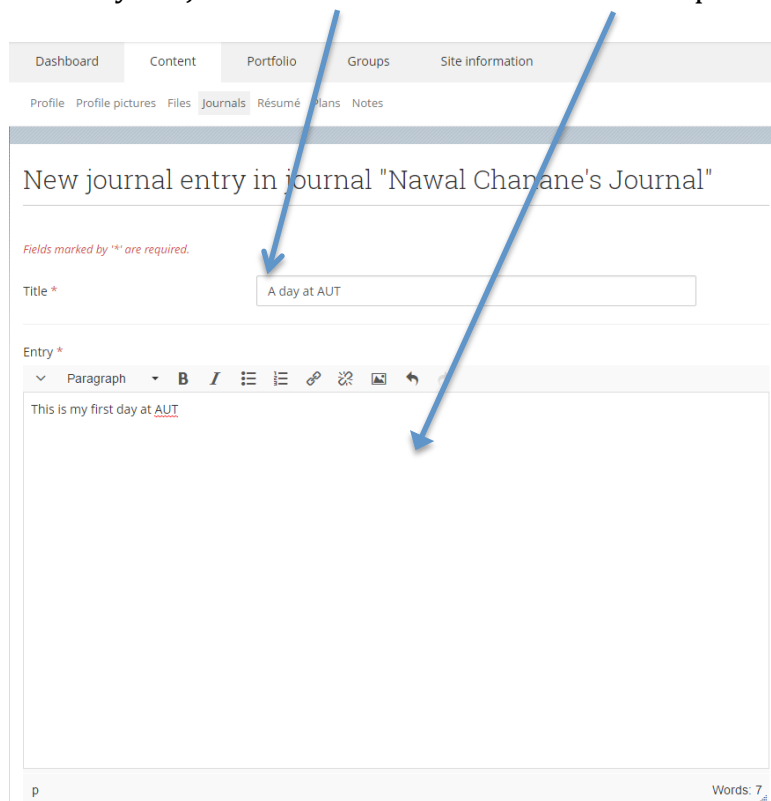
Note: Anything you enter in your Journal is private – until you decide when to include it into the contents of a “Page”. You can then share this page with other people.

1. To set up a Journal you need to do the following:

Click on: Content
Click on: Journals
Click on: Create journal






2. Give your Journal a title and write a brief description.




Click on .

You will see the following screen.

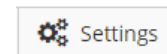
A day at AUT

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 **Posted on:** Tuesday, 21 February 2017, 10:42 AM

This is my first day at AUT

If you need to edit the Journal, click on the settings button



If you want to delete the Journal click on the delete button



HOW TO POST IN A JOURNAL

To make a posting or entry in your Journal, you need to do the following:

1. Click on Content
2. Click on Journals
3. Click on **+ New entry** next to the Journal you would like to add the entry to.

Journal



+ New entry

Settings

4. Enter in the title and a description of the posting.
5. You can add a file or make your entry a draft.

Dashboard
Content
Portfolio
Groups
Site information

Profile
Profile pictures
Files
Journals
Résumé
Plans
Notes

New journal entry in journal "Nawal Chanane's Journal"

Fields marked by "*" are required.

Title *

Entry *

Paragraph
B
I
List
Link
Image

Words: 0

Tags

Type in a search term

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.

Save entry Cancel

6. Click on **Save entry**.

Your screen should look like this.

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