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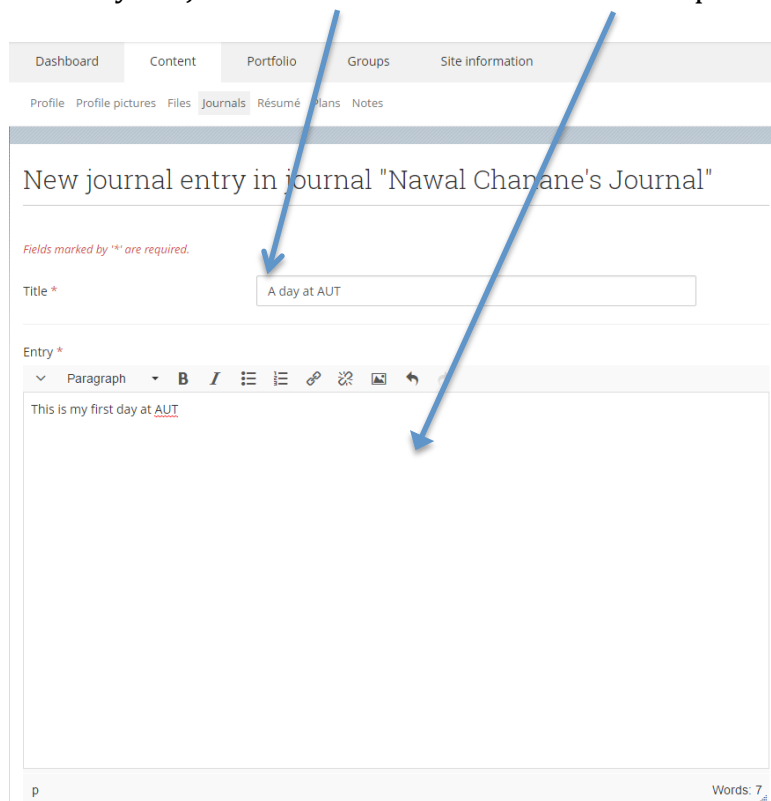
Note: Anything you enter in your Journal is private – until you decide when to include it into the contents of a "Page". You can then share this page with other people.

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 **+ New entry** .
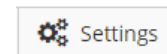
You will see the following screen.

A day at AUT

Published **✖ Unpublish** ✏ 🗑

📅 **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   **⚙ Settings**

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

Updated 21/02/2017

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 ⓘ

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

6. Click on **Save entry**.

Your screen should look like this.

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