Computer Tutorial:
Create a Journal Entry

Purpose: To show students how to create a journal entry in MyHills.

“Journals” are usually used for private communication between a student and his/her instructor. If “Journals” are set to “private,” only you and your instructor can view your journal posts; other students cannot see your journal posts. However, “Journals” can also be made “public,” at any time, if your instructor decides to enable this option. When a “Journal” is public, everyone enrolled in the course can view your journal posts. Ensure that you understand how the journal tool will be used in your course, before posting.

From within a course, click “Course Tools,” which is located in the blue “Course Menu.”
The “Tools” page will open.

Click “Journals.”

The “Journals” page will open.

Note: You may also be able to access the “Journals” page by clicking the “Journal” link from within a Learning Unit.
On the “Journals” page, a list of all available journals for the course will appear.

When Journals are private, only you, and your instructor, can view your journal posts. Journals that are private will have their “Visibility” listed as “Private.”

Note: “Visibility: Public” means that the journal is public and everyone enrolled in the course can view your journal posts.
Click the title of the journal you would like to access.

**Note:** Do not be alarmed if you cannot access a particular journal. Your instructor may choose not to open a journal until a specific date and time, or until a certain assignment has been successfully completed.

The journal will open.

**Note:** You may also be able to access a specific journal by clicking the Journal link from within a Learning Unit.
The instructions for the journal will appear in a blue box under “Instructions.”

You may close the “Instructions” box by clicking the “X” in the upper-right corner of the box.
Then, click “Instructions” to re-open the “Instructions” box.

Your avatar, as well as general information about the journal, including “Journal Grade” information, will appear on the right side of the page under “About this Journal.”

Note: For information on how to upload your avatar to MyHills, see the MyHills tutorial “Upload an Avatar.”
Click “Create Journal Entry” to create a new journal entry.

The “Create Journal Entry” page will open.
Type the title of your journal entry in the box next to “Title.”

1. Journal Entry Information

   Title

   Entry Message

Then, type your entry in the “Entry Message” box.
You may edit your entry using the WYSIWYG (what you see is what you get) editor, above the text box. You may change the font, add images, create a bulleted or numbered list, use spell check, etc. Hover your cursor over a button to view its function.

If you need to attach a file to your journal entry, click “Browse My Computer,” next to “Attach File.” Then, locate the file that you would like to attach and upload that file.

Note: Do not attach files unless instructed to do so by your instructor. You should use the “Entry Message” area to type your entry.

Once you are ready to post your journal entry, click “Post Entry.”

Note: Click “Cancel” to cancel and delete your entry.
If you are not yet ready to post, you may select “Save Entry as Draft” instead of “Submit.” Then, you may edit your entry and post at a later time.

When “Save Draft” is chosen (above), the draft you typed can be accessed from within the journal. From within the journal, click “View Drafts” to view your saved drafts.

**Note:** Only you can view your saved draft.
Then, on the “View Drafts” page, click the title of the draft you would like to open.

The “Edit Journal Entry” page will open.

Once you have completed your edits and are ready to post your journal entry, click “Post Entry.”
A green “Success…” message, along with your post, will appear on the journal page.

Congratulations! You now know how to post a journal entry in MyHills!

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For further assistance on this topic or other technical issues, please contact the IT Help Desk
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