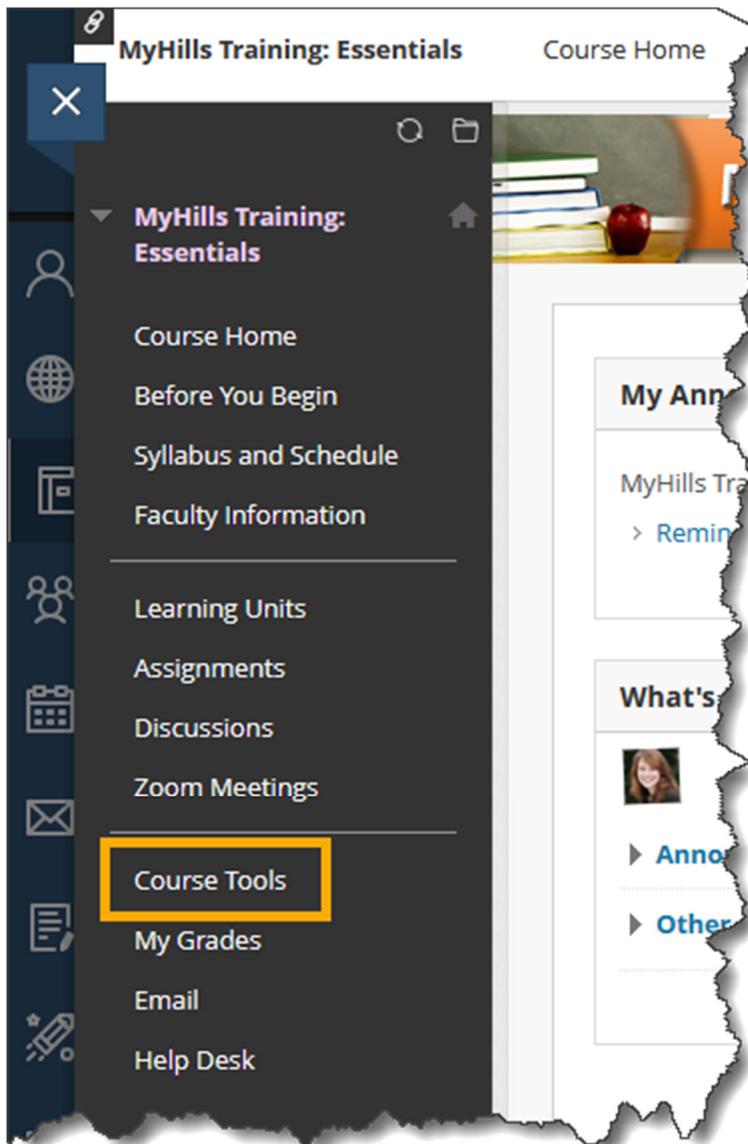


**Computer Tutorial:**  
**Create a Journal Entry**

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

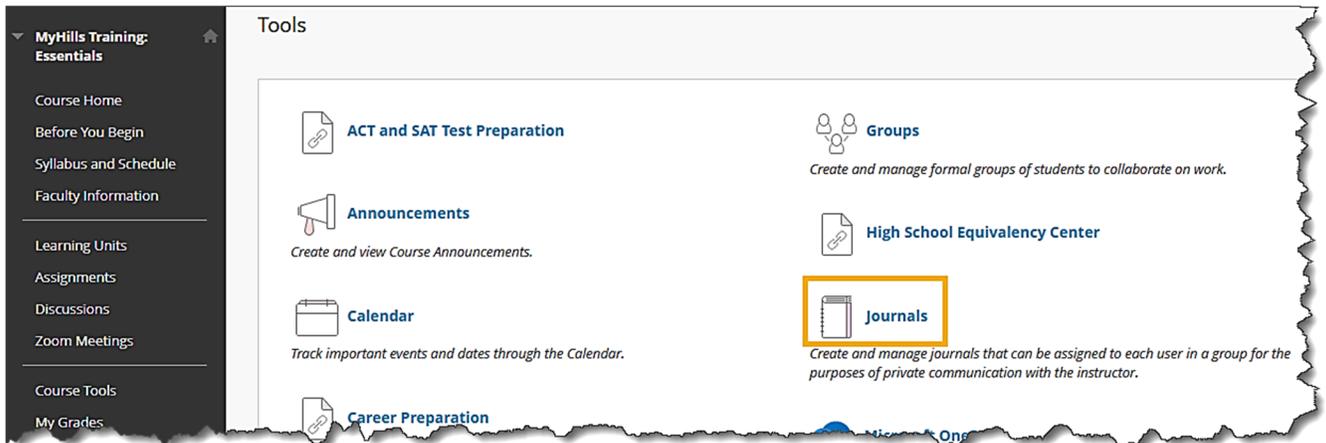
“Journals” are *usually* used for private communication between a student and his/her instructor. If “Journals” are set to “private,” only you and your instructor can view your journal posts; other students cannot see your journal posts. “Journals” can also be made “public,” at any time, if your instructor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

From within a course, click “**Course Tools**,” which is located in the black “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.

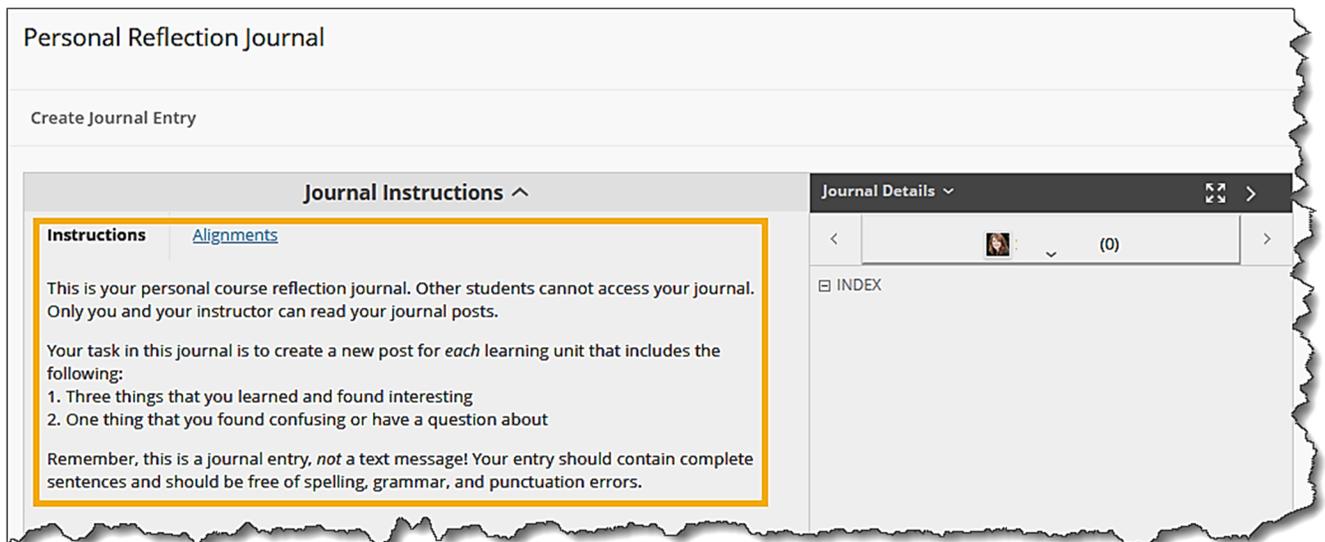
**Note: Do not be alarmed if you cannot access a particular journal. Your instructor may choose not to open a journal until a specific date and time, or until a certain assignment has been successfully completed.**



The journal will open.

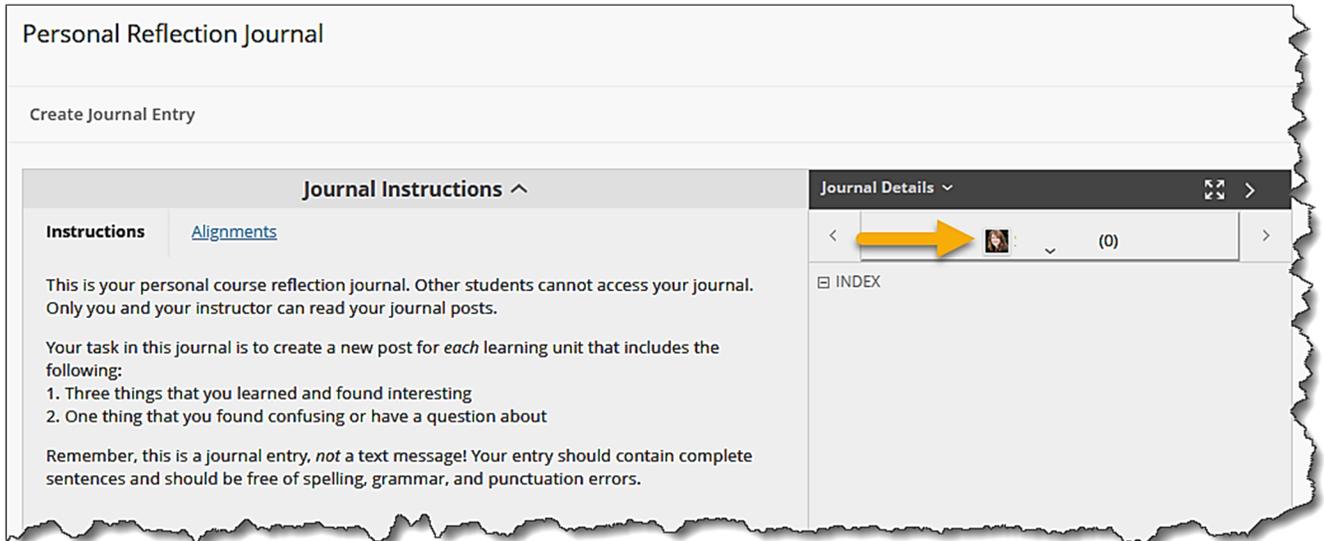
**Note: You may also be able to access a specific journal by clicking the Journal link from within a Learning Unit.**

The instructions for the journal will appear under "Instructions."

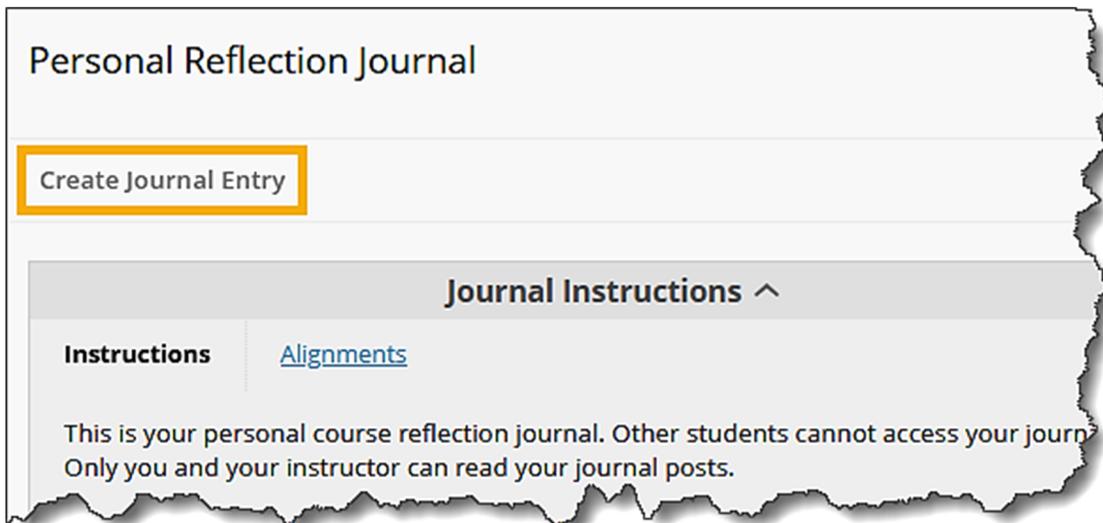


Your avatar, as well as general information about the journal, including “Journal Grade” information, will appear on the right side of the page under “About this Journal.”

**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.”

Then, type your entry in the “Entry Message” box.

**Create Journal Entry**  
*Journal entries make up the content of a journal. Based on the journal settings, authors may be able to edit or delete entries. Authors can save an entry as a draft to edit or at a later time. [More Help](#)*

\* Indicates a required field.

**JOURNAL ENTRY INFORMATION**

\* Title  
Learning Unit 1 Reflection

Entry Message  
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar: B, I, U, ABC, Paragraph, Open Sans, ari..., 10pt, List, Link, Unlink, Indent, Outdent, Link, Unlink, and a plus sign.

Large empty text box for the entry message.

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.**

#### JOURNAL ENTRY FILES

Attach Files

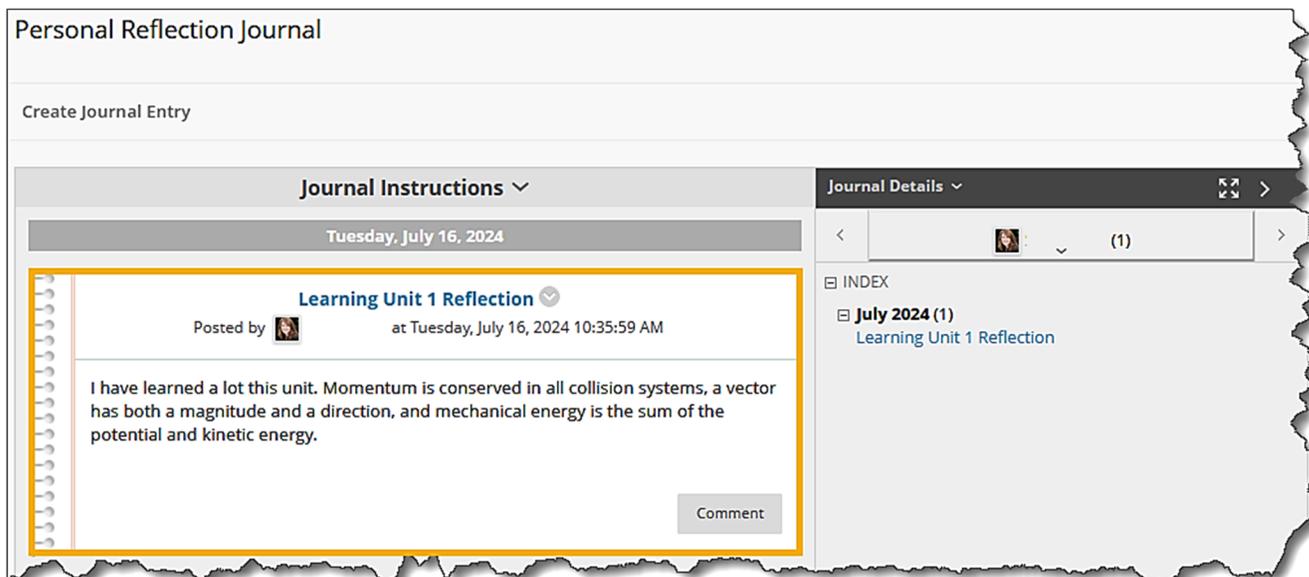
Browse Local Files    Browse Content Collection

Once you are ready to post your journal entry, click “**Post 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. Only you can view your saved draft.

**Note:** Click “Cancel” to cancel and delete your entry.



A “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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Office of Online Learning

Looking for more computer tutorials? Please visit: [www.indianhills.edu/tutorials](http://www.indianhills.edu/tutorials).

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**  
**Phone:** (641) 683-5333 | **Email:** [helpdesk@indianhills.edu](mailto:helpdesk@indianhills.edu) | **Web:** [www.indianhills.edu/helpdesk](http://www.indianhills.edu/helpdesk)