

#### 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."

MyHills Training: 🏫 Essentials	1	Tools		
Course Home			0.0	$\left  \right\rangle$
Before You Begin		ACT and SAT Test Preparation	မို <sub>ရ</sub> မှ Groups	₹
Syllabus and Schedule			Create and manage formal groups of students to collaborate on work.	1
Faculty Information		Announcements		3
Learning Units		Create and view Course Announcements.	High School Equivalency Center	$\langle$
Assignments				3
Discussions		Calendar	Journals	>
Zoom Meetings		Track important events and dates through the Calendar.	لسلل Create and manage journals that can be assigned to each user in a group for the	2
Course Tools			purposes of private communication with the instructor.	2
 My Grades		Career Preparation		

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.

Personal Ref	lection Journal							
Create Journal Er	ntry							
	Journal Instructions <b>^</b>		Jour	nal Details 🗸			57 X	>
Instructions	Alignments		<		ر0 س	)		>
This is your per Only you and yo Your task in this following: 1. Three things	rsonal course reflection journal. Other students cannot access your our instructor can read your journal posts. s journal is to create a new post for <i>each</i> learning unit that includes that you learned and found interesting	journal. the		DEX				
2. One thing the Remember, this sentences and	at you found confusing or have a question about s is a journal entry, <i>not</i> a text message! Your entry should contain co should be free of spelling, grammar, and punctuation errors.	omplete						

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."

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	This is your per Only you and ye	sonal course reflection journal. Other students cannol our instructor can read your journal posts.	t access your journal.	□ INDEX			
	Your task in this following:	s journal is to create a new post for <i>each</i> learning unit	that includes the				
	<ol> <li>Three things</li> <li>One thing the</li> </ol>	that you learned and found interesting at you found confusing or have a question about				4	
Remember, this is a journal entry, <i>not</i> a text message! Your entry should contain complete sentences and should be free of spelling, grammar, and punctuation errors.							
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Click "Create Journal Entry" to create a new journal entry.

Personal Ref	lection Journal	
Create Journal Er	ntry	3
	Journal Instructions <b>^</b>	
Instructions	<u>Alignments</u>	
This is your per Only you and yo	sonal course reflection journal. Other students cannot access your journ our instructor can read your journal posts.	M Lan

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.

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Entry M	Messa a tooll	ge Dar Di	ress Al	T+F10	(PC) or		N+F10 (Mac)													
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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 <u>not</u> attach files unless instructed to do so by your instructor. You should use the "Entry Message" area to type your entry.

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	Attach Files				- 1
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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.

Perso	onal Reflection Journal			2
Create	9 Journal Entry			
	Journal Instructions $\checkmark$	Journ	nal Details 🗸	53 >
	Tuesday, July 16, 2024	<	🚺 : 🔪 (1)	>
	Learning Unit 1 Reflection 📀 Posted by 🕅 at Tuesday, July 16, 2024 10:35:59 AM	INC I L	DEX u <b>ly 2024 (1)</b> earning Unit 1 Reflection	
	I have learned a lot this unit. Momentum is conserved in all collision systems, a vector has both a magnitude and a direction, and mechanical energy is the sum of the potential and kinetic energy.			
111	Comment			

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

– Office of Online Learning —

Looking for more computer tutorials? Please visit: <u>www.indianhills.edu/tutorials</u>.

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