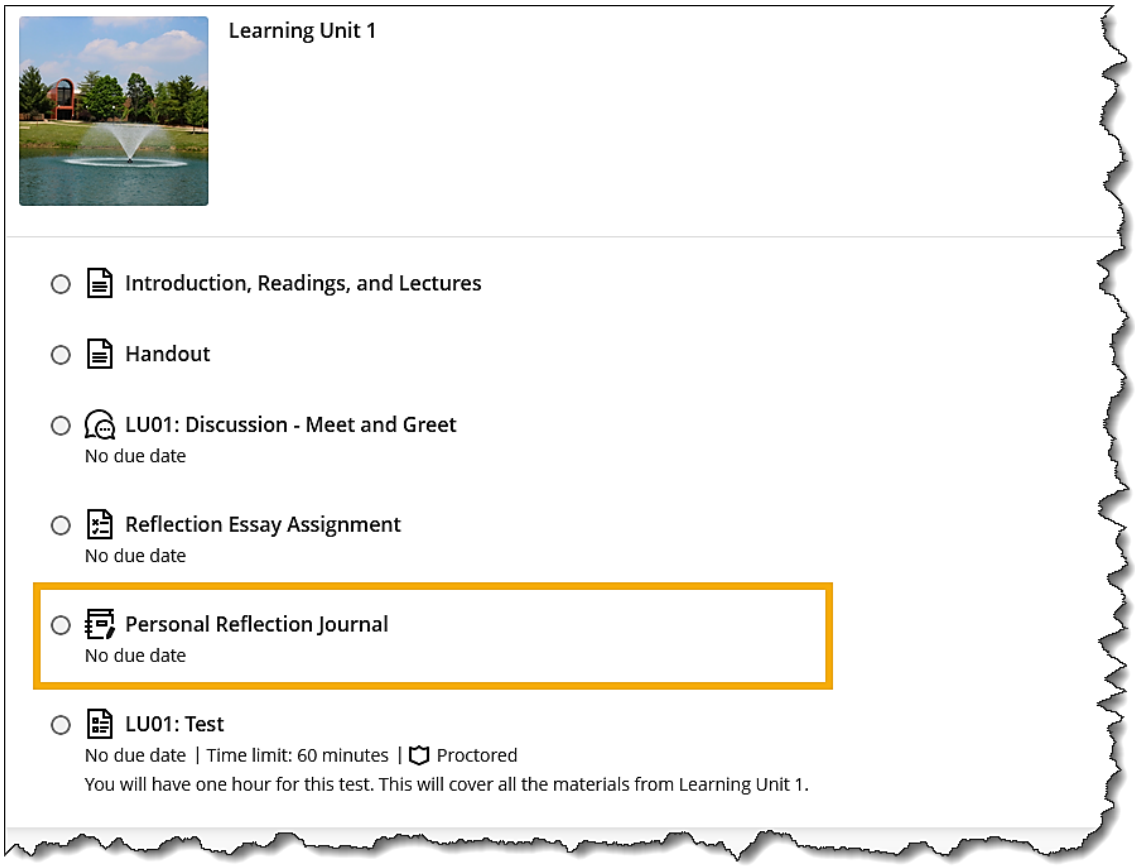
Computer Tutorial:
Create a Journal Entry

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.

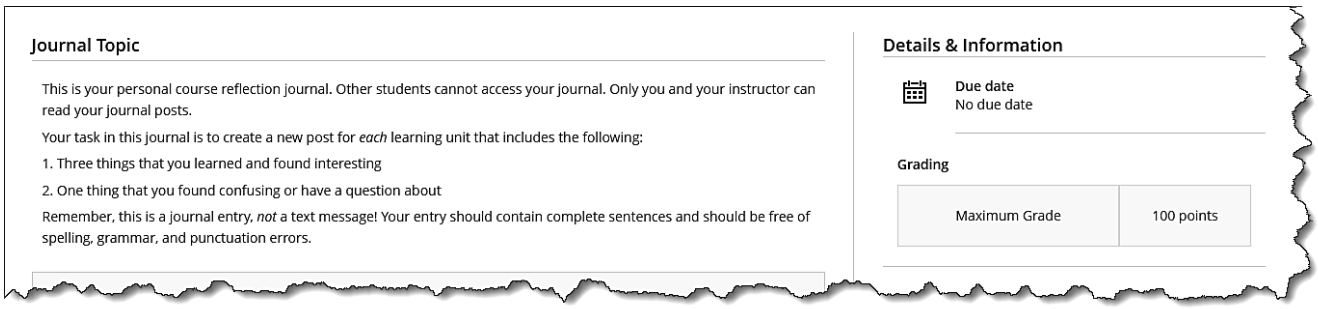
Journals can be found within modules like Learning Units.

From within a Learning Unit, click the title of the journal you wish 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 instructions for the journal will appear under "**Journal Topic**." On the right side you will see the "due date" (if one has been created by your instructor) and the "Grading" information.



Click "**Type an entry**" to create a new journal entry.

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.

Once you are ready to post your journal entry, click "**Post**."

Note: Click "Cancel" to cancel and delete your entry.

Your entry will appear on the page.

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

Office of Online Learning

Looking for more computer tutorials? Please visit: 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 | **Web:** www.indianhills.edu/helpdesk*