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<div><i>Journal Tool User Guide</i></div> <hr/> <div>Student</div>		
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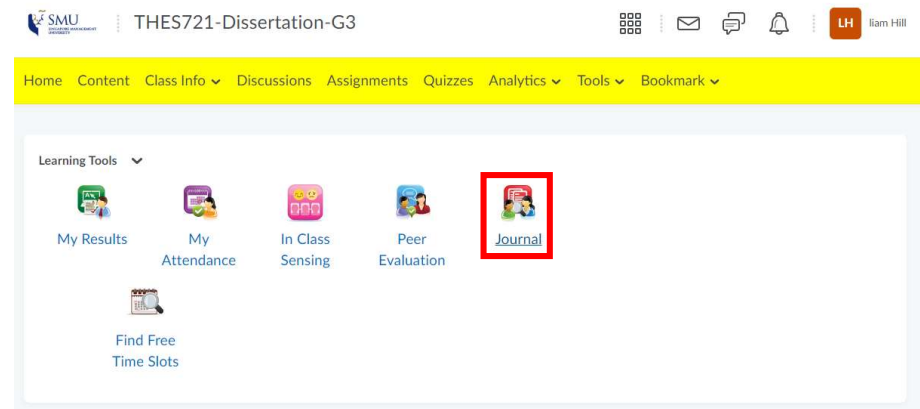
1. Introduction

The Journal Tool allows Students to:

- Add entries in journals.
- Save and edit entries as draft in journals.
- View comments from Instructor in journals.

2. Accessing the Journal Tool

- 1) Under **Home**, click the **Journal** icon to launch the Journal Tool.



- 2) If your instructor has enabled journal(s) for your course, you will be able to see the journal(s) in **My Journal** page.

My Journal

GRID VIEW LIST VIEW

Journal	Description	Entries	Comments	Start Date	End Date	Status
Self Assessment Journal		0	0	14 Jun 2021 08:00 AM	14 Jun 2021 06:00 PM	Future
Self Reflection Journal	Self Reflection Journal	0	0	11 Jun 2021 01:30 PM	18 Jun 2021 01:30 PM	Open
Student Journal 1		0	0	07 Jun 2021 08:00 AM	07 Jun 2021 04:00 PM	Closed

Show 3 items

3. Switching between Terms and Courses

You can easily switch between terms and courses without closing the Journal Tool by using the **Term** and **Course** dropdown lists at the top of the screen.



4. Adding an entry in a Journal

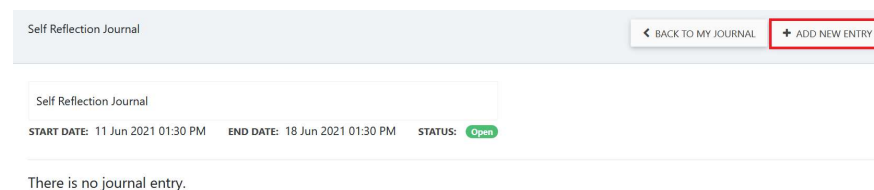
- 1) To add an entry in an active journal, click on the **journal name**.

My Journal GRID VIEW LIST VIEW

Journal	Description	Entries	Comments	Start Date	End Date	Status
Self Assessment Journal		0	0	14 Jun 2021 08:00 AM	14 Jun 2021 06:00 PM	Closed
Self Reflection Journal	Self Reflection Journal	0	0	11 Jun 2021 01:30 PM	18 Jun 2021 01:30 PM	Open
Student Journal 1		0	0	07 Jun 2021 08:00 AM	07 Jun 2021 04:00 PM	Closed

Show 3 items

- 2) This will direct you to another page that displays the list of journal entries that you have created before. Click **'Add New Entry'** to add a new journal entry.



- 3) A side panel will slide out from the right side of the screen for you to enter the **title** and **entry details**. If you wish to edit the journal entry later, you may choose to **save the journal entry as draft first** by clicking the **'Save as Draft'** button. Do note that saved as draft entry is not visible to your instructor.

Alternatively, you may submit it directly by clicking the **'Submit'** button.

Add Entry

TITLE

Please enter not more than 200 characters for title. 0 / 200

ENTRY

Paragraph B I U Link Image X₂ X² Δ v [] ≡ v

0 chars

Journal entry saved as draft cannot be seen by the instructor. Please remember to submit this entry before the journal closes on 18 Jun 2021 01:00 PM.

X CLOSE SAVE AS DRAFT SUBMIT

- 4) You will be prompted with a submission confirmation when you click on the **'Submit'** button. Click on **'Confirm Submission'** to confirm the submission or **'Cancel'** to cancel the submission. Finally click 'OK' in the confirmation prompt to complete the submission.

Note: No edit/update is allowed for this journal entry after you have confirmed the **submission**.

Confirm Submission

TITLE

Self Reflection 1

ENTRY

In the middle of a difficult conversation with your spouse, you begin to notice a growing sense of defensiveness and pride, as if your mind is trying to shield you from attack. But you also bring to mind your goal of getting better at just listening without justifying yourself when taking feedback. Consequently, you successfully resist the urge to interrupt and you continue to listen empathetically.

X CANCEL CONFIRM SUBMISSION

After submission, journal entry cannot be edited anymore. Confirm submission?

OK CANCEL

6. Deleting an Entry in a Journal

- 1) To delete a saved as draft entry in your journal, click on the **'Edit Entry'** button next to this entry.
- 2) A side panel will slide out from the right side of the screen for you to delete the entry.
- 3) A confirmation prompt will appear. Click **'OK'** if you want to proceed with the deletion of this journal entry.

Self Reflection Journal

START DATE: 11 Jun 2021 01:30 PM END DATE: 18 Jun 2021 01:30 PM STATUS: Open

> My Reflection 1 Last Updated on 11 Jun 2021 02:41 PM **EDIT ENTRY**

Are you sure you want to proceed with the deletion of this journal entry?

OK CANCEL

- 2) A side panel will slide out from the right side of the screen for you to delete the entry.

Edit Entry

TITLE

My Reflection 1

Please enter not more than 200 characters for title. 15 / 200

ENTRY

Paragraph

You rise above your fears by facing them, not by ignoring them. And you can do that because you're not the fear or the thought or the pain: you're the one looking at it. Read these self-reflection quotes. They'll help you look at your thoughts and feelings without being trapped by them. It's how you change anything.

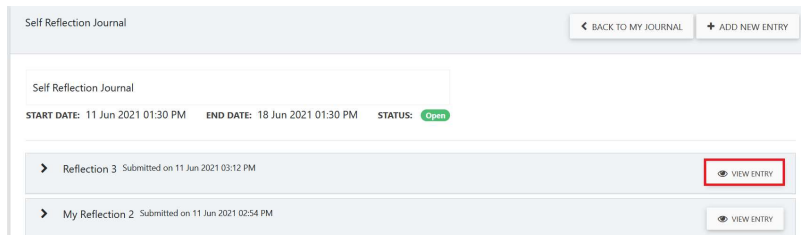
401 chars

Journal saved as draft can not be seen by instructor. Please remember to submit this journal before closing at 18 Jun 2021 01:30 PM

CLOSE DELETE SAVE AS DRAFT SUBMIT

7. Viewing Journal Entries and Comments

- 1) To view the entry you have submitted in the journal, click on the **'View Entry'** button next to the entry.



- 2) A side panel will slide out from the right side of the screen for you to view the entry you have submitted before.

View Entry

TITLE

REFLECTION 3

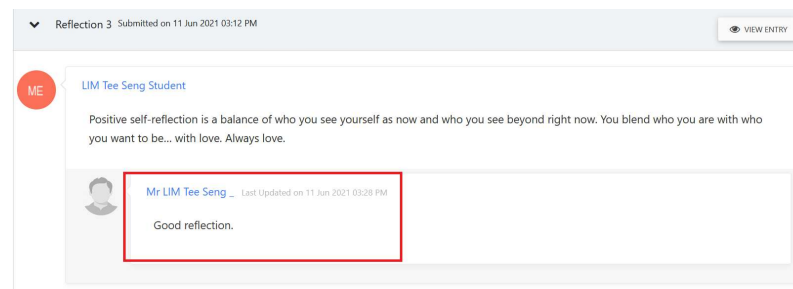
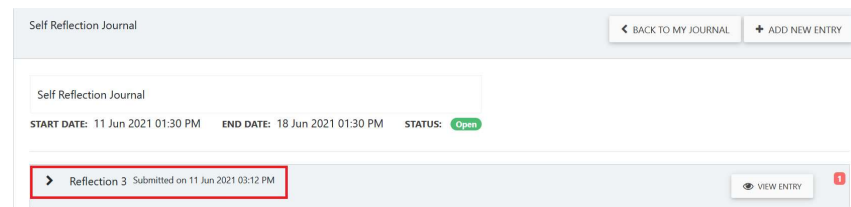
ENTRY

Paragraph **B** *I* U x_2 x^2

Positive self-reflection is a balance of who you see yourself as now and who you see beyond right now. You blend who you are with who you want to be... with love. Always love.

CLOSE

- 3) To view the comment left by your instructor on your entry post, click on the **journal entry**.



8. Feedback

If you have any suggestions/ feedback about this tool, please email us at: ellearn@smu.edu.sg.