

6. Blocks

6.2. Journals

You can embed content from your journals in various ways in a page:

- display an entire journal
- display only one journal entry
- show the latest journal entries
- display journal entries with a specific tag

You can allow the copying of your journal (entries). Choose this option wisely because once a user copied your journal content into their portfolio, it looks as if they had written the journal entries. This could lead to plagiarism. However, it can be used very nicely to create templates and to scaffold learning.

6.2.1. Journal



Display an entire journal in your portfolio page.

Journal: Configure 8 ✕

Block title
Set a block title 1
If you leave this blank, the title of the journal will be used

Journal

Browse **Search**

- Learning reflections** 2
General learning reflections
- The Crazy and Curious**
Learning is about discovery and you can only discover new things when you are curious and do things out of the ordinary.

2 results

Entries per page
5 3

More options




Block copy permission
Skip this block entirely when copying the page 4
If you allow other users to copy this page, you may choose how this block will be copied

Retractable
 5
Select to allow this block to be retracted when the header is clicked.

Automatically retract
 6
Select to automatically retract this block.

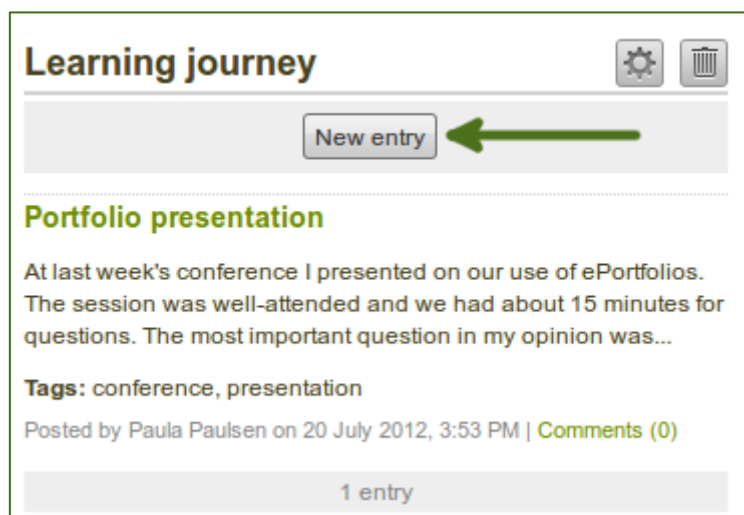
Save **Remove** 7

Configure the **Journal** block

1. **Block title:** The title for the block is chosen automatically from the title of the journal unless you provide a different one.
2. **Journal:** Select the journal you wish to display. If you have many journals, you can also search for the one you want to use.
3. **Entries per page:** Decide how many entries you want to display. Entries beyond this number are accessible via a page navigation bar.
4. **Block copy permissions:** You decide what shall happen with this block when you allow other users to copy your page. Options are:
 - Skip this block entirely when copying the page
 - Others may display your journal in their page
 - Others will get their own copy of your journal
5. **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the **Retractable** icon  to just show the heading.
6. **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the **Retracted** icon  to view the entire block.
7. Click the **Save** button to accept your changes, or click the **Cancel** button to leave the block's content as it is. The **Remove** button is shown only when you place the block into the page for the first time.
8. You can also click the **Close** button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

If you share the page publicly in which you make an entire journal visible, your journal receives an RSS feed address to which your readers can subscribe in their favorite RSS readers.

Once you have included the **Journal** block into a page, you can create a new journal entry directly from that block when you are in the **Edit** mode for the page. When you click the **New entry** button, you will be taken to your journal and a new entry is started for you. It is then added to the journal automatically.



Create a new journal entry directly from the **Entire journal** block

6.2.2. Journal entry



Display one journal entry in your portfolio page.

Journal entry: Configure (7) [X]

Block title
Set a block title (1)
If you leave this blank, the title of the journal entry will be used

Journal entry
Browse Search
○ Conferences: Portfolio presentation (2)
At last week's conference I presented on our us...
1 result

More options (3)
Block copy permission
Skip this block entirely when copying the page [v]
If you allow other users to copy this page, you may choose how this block will be copied

Retractable (4)




Select to allow this block to be retracted when the header is clicked.

Automatically retract (5)

Select to automatically retract this block.

Save Remove (6)

Configure the *Journal entry* block




1. **Block title:** The title of the journal entry is chosen automatically unless you provide a different one.
2. **Journal entry:** Select the journal entry you wish to display. If you have many, you can also search for the one you want to use. You always also see the title of the journal in which the entry appears.
3. **Block copy permissions:** You decide what shall happen with this block when you allow other users to copy your page. Options are:
 - Skip this block entirely when copying the page
 - Others may display your journal entry in their page
 - Others will get their own copy of your journal entry
4. **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.
5. **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
6. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
7. You can also click the *Close* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

6.2.3. Recent journal entries

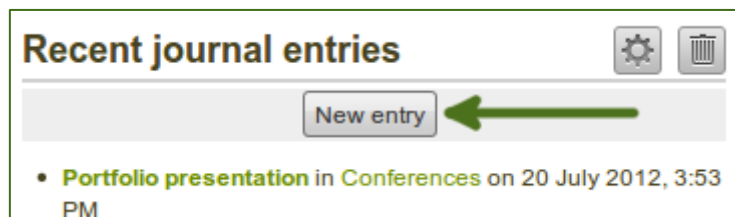


Display recent journal entries across all your journals in your portfolio page.

Configure the **Recent journal entries** block

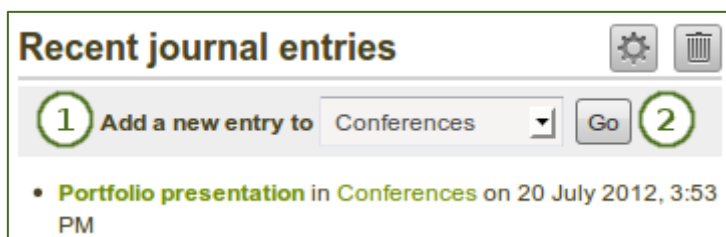
1. **Block title:** Choose a title for your block.
2. **Journals:** Select the journal(s) from which you wish to display the latest entries. If you have many journals, you can also search for the one(s) you want to use.
3. **Items to show:** Decide how many entries you want to display.
4. **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the **Retractable** icon  to just show the heading.
5. **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the **Retracted** icon  to view the entire block.
6. Click the **Save** button to accept your changes, or click the **Cancel** button to leave the block's content as it is. The **Remove** button is shown only when you place the block into the page for the first time.
7. You can also click the **Close** button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

Once you have included the **Recent journal entries** block into a page, you can create a new journal entry directly from that block when you are in the **Edit** mode for the page. When you click the **New entry** button, you will be taken to your journal and a new entry is started for you. It is then added to the journal automatically.



Create a new journal entry directly from the **Recent journal entries** block - one journal only

If you enabled multiple journals and selected more than one for which to display recent journal entries, you will see a slightly different display.



Create a new journal entry directly from the **Recent journal entries** block - multiple journals available




1. Choose the journal to which to add your entry from the drop-down menu.
2. Click the **Go** button to create your new entry.

6.2.4. Tagged journal entries

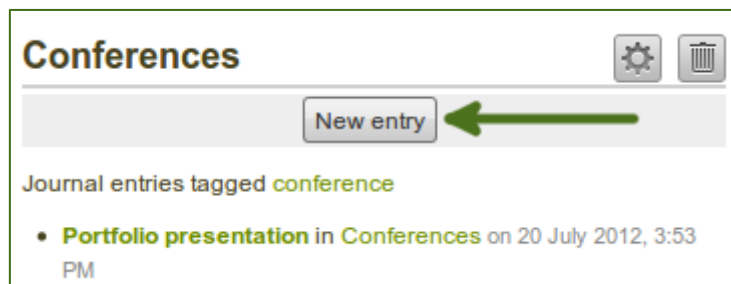


Display tagged journal entries across all your journals in your portfolio page.

Configure the *Tagged journal entries* block

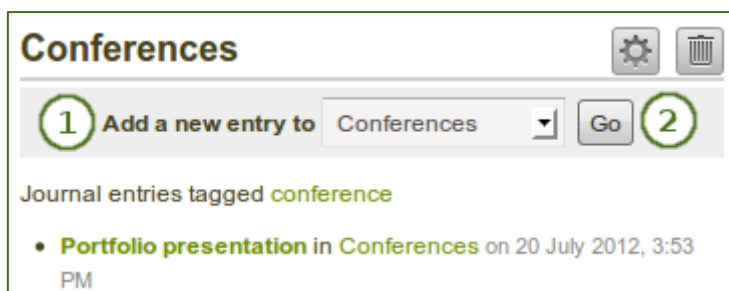
1. **Block title:** Choose a title for your block.
2. **My tags:** Select the tag for which you want to display all journal entries. Only tags you used on journal entries are shown in the drop-down menu.
3. **Items to show:** Decide how many entries you want to display.
4. **Show journal items in full:** If you select this option, your journal entries will be displayed. Otherwise, only their titles are shown and people need to click on them to read your entries.
5. **Retractable:** Tick this checkbox if you want to allow users to reduce the block to its heading on a page. The user can click the *Retractable* icon  to just show the heading.
6. **Automatically retract:** Tick this checkbox if you want to show only the block's heading when a user views the page. The user can click the *Retracted* icon  to view the entire block.
7. Click the *Save* button to accept your changes, or click the *Cancel* button to leave the block's content as it is. The *Remove* button is shown only when you place the block into the page for the first time.
8. You can also click the *Close* button  in the top right-hand corner to either remove a newly created block before it is being saved or to cancel any changes and leave the block's content as it is.

Once you have included the **Tagged journal entries** block into a page, you can create a new journal entry directly from that block when you are in the **Edit** mode for the page. When you click the **New entry** button, you will be taken to your journal and a new entry is started for you. It is then added to the journal automatically with the tag whose journal entries are displayed on the page.



Create a new journal entry directly from the **Tagged journal entries** block - one journal only

If you enabled multiple journals and have a minimum of two journals, you will see a slightly different display.



Create a new journal entry directly from the **Tagged journal entries** block - multiple journals available

1. Choose the journal to which to add your entry from the drop-down menu.
2. Click the **Go** button to create your new entry.