

Using the Journal



Created at Pennsylvania CareerZone. To learn more, as well as take assessments and view detailed profiles of pathways, occupations, colleges, and more, please visit: <https://www.pacareerzone.org>

Getting Started

The **Journal** allows you to organize your thoughts into virtual journals or notebooks. When you use the journal, there are two main components: journals and journal entries. You can think of a journal as a book or a folder and a journal entry as a page or chapter within it. You can create as many journals as you would like and each journal can contain as many entries as you need.

The **Journal** was designed so that you can have multiple journals to separate your thoughts. For example, you might create a journal to keep track of a job you are applying for and another to record your thoughts on careers you might enjoy. If you are in school you might want to create a different journal for a class assignment. There is no right way to use the journal; you can tailor yours to meet your needs.

Creating a New Journal

There are several ways to create a journal. You can do it directly or via a profile page. We will first take a look at the direct creation method and then creation through a profile.

To access the journal, select the **Grow** menu option from the top menu bar and then select **Journal**.

You will be presented with the journal screen. When you first come to this screen you will be presented with the option to create a new journal, as illustrated in the figure below.

Journals

Journals allow you to keep track of all your career exploration activities. You can create a journal to stay on top of a job application, or to keep tabs on your college applications. You can create as many journals as you want, so that you can keep tasks separate and easy to find. To create a journal, just give it a title in the box below and click the **Create Journal** button.

Journal Name

Create Journal

Start Date End Date Containing Text

Filter

You have no journals

Figure 1

Use the text box on that screen to enter the title of your new journal. When you have entered the title you wish to use, click **Create Journal**. The newly created journal will appear in the table below.

To view or edit entries in an existing journal, click on the title of the journal you wish to use in table. You can also rename the journal by clicking the edit icon in the right hand column. To delete the journal and all of its associated entries, click the delete icon.

Item Specific Journals

Many pages within the system allow users to create a journal entry that references it. This can be useful when users want to attach notes to an item that they are looking at. For example, if a user wanted to document her application process to a specific college, she could do so using the journal. As long as she is logged in, every time she revisits the page she will be able to see her relevant entries. When she visits her journal section, all of her entries will be listed together.

Creating a Specific Journal Entry

If a page you are visiting supports journals, you will see the **Journal** icon in the action bar near the page title. Clicking on this will drop down a menu as illustrated in Figure 4.

Figure 4

The first thing you will want to do is select the journal to create your entry in. If the journal you wish to use does not exist in your drop down of choices, select the **Create New Journal** option and you will be able to enter the title for a new journal. Once you have selected the appropriate journal, you can use the text box to create your journal entry.

As you create entries, they will be displayed underneath the text box. As you return to the page, you will be able to select the journal option to see your entries. They will be grouped by the journal in which they appear. To see all entries in a journal, click on the name of the journal to be taken to it.

Creating and Viewing Your Entries in a Journal

To access the entries in a journal, select the **Journal** option from the **Grow** menu at the top of the screen. This will take you to a listing of your journals. Select the journal you wish to work with by clicking on the title in the table. You will then enter that journal.

Creating an Entry

At the top of the page you will see a text box as illustrated in Figure 2. To create a new entry, all you need to do is type your thoughts into this box and then press the **Create Journal Entry** button. Your entry will show up in the listing below.

Figure 2

You can also create entries directly from many pages in the system. We will cover that in more depth on the next page.

Viewing and Editing an Existing Entry

If you have already created an entry in the selected journal, you will see them listed in a table at the bottom of the page. You can filter the entries by entering a date range or a search term in the filter options, as shown in Figure 3 below. When you click the **Filter** button, the table will update with the relevant entries.

The screenshot displays a journal filtering interface. At the top, there are three input fields: "Start Date", "End Date", and "Containing Text". Below the "End Date" field is a "Filter" button. A calendar dropdown is open, showing "May 2012" with the date "25" selected. Below the calendar, the current date "November 29, 2010" is displayed. At the bottom, there is a search bar with the text "test" and a "References: Pharmacy Aides" link.

Figure 3

Next to each entry there are two icons, one for edit and another for delete. You can see these icons in Figure 3 above. If you click on the edit icon, the entry will be replaced with a text box where you can edit your entry. If you click the delete button, the entry will be removed from the journal.

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