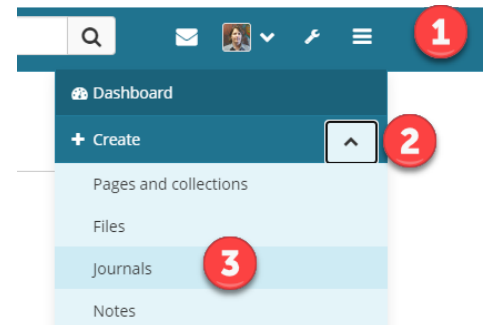# Create and share a journal with my tutor in Mahara
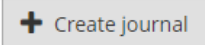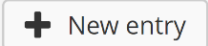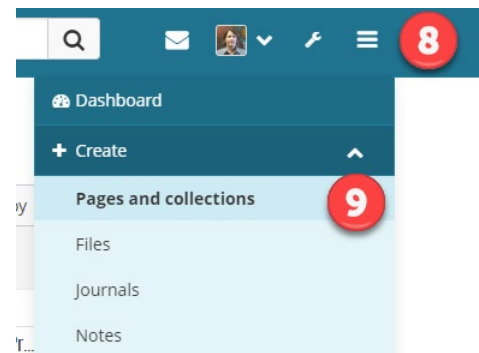
Create journal

- Log on to Moodle
- Click on the **mahara** logo in the side panel

1. Click on the burger menu (three lines, top right)
2. Click on the arrow beside: Create
3. Click on: Journals

There will be a default Journal with your username. You can create more Journals.

4. Click on **+ Create journal** and fill in an appropriate title

5. Scroll down and click **Create journal**

6. Click **+ New entry** fill in an appropriate title and your entry
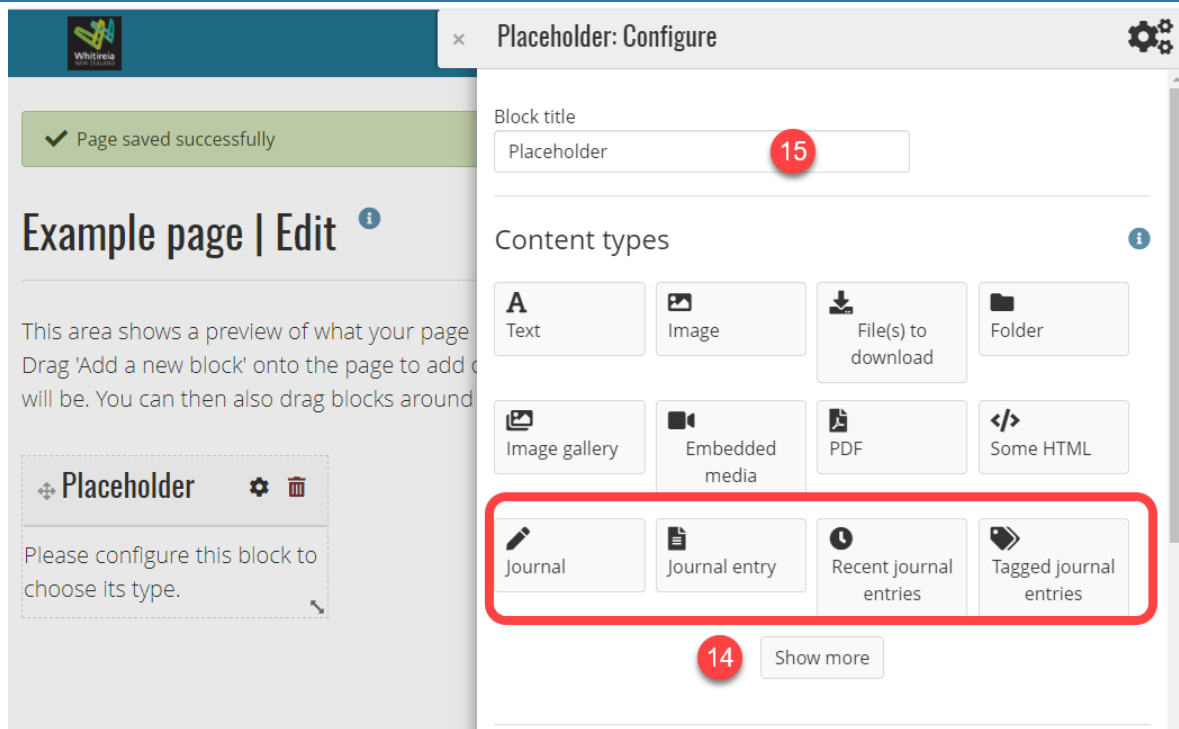
7. Scroll down and click **Save entry**

Add journal to a page

8. Click on the burger menu
9. Click on Pages and Collections

10. Click on **+ Add**

11. Click on **📄 Page**

12. Fill in an appropriate title, scroll down and click **Save**

In edit mode:

13. Click and drag the **blue +** (top right) onto your page. (If you can't see this you need to click the pencil so you are in edit mode.)

14. Click

   - *Journal* will add the whole journal and all entries
   - *Journal entry* will only add the entry you chose
   - *Tagged journal entries* you can tag entries and they will display automatically on your page

15. Name the block appropriately. If you remove the text "Placeholder" the block will automatically be given the name of the selected journal.
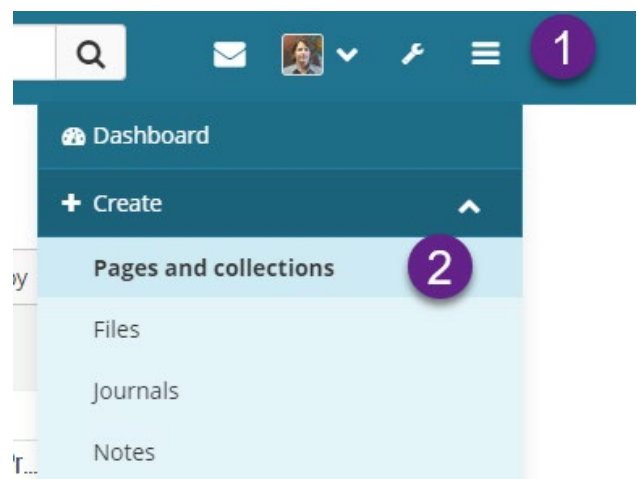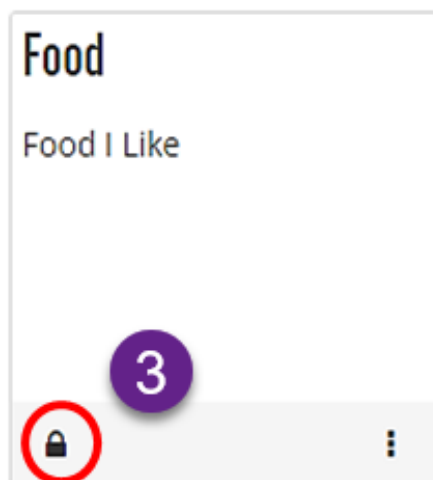
16. Click circle next to the name of the journal or entry you want added to your page

17. Scroll down, click save, Click **Display page** ➔

Share page

1. Click on the Burger menu

2. Select: Pages and collections

3. Click on the padlock at the bottom of the Page or Collection you want to share
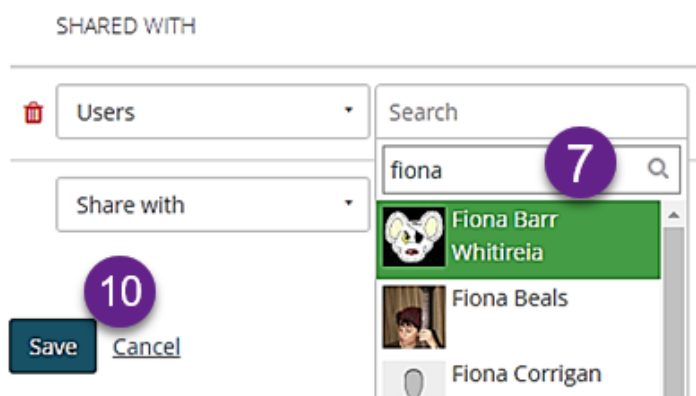
4. Click 🔓 Manage access

5. Open the Share with dropdown

6. Choose: Person

7. Type your tutor's name in the search box

8. Click on the correct person

9. Repeat for more users

10. Click Save when finished