

SacCT

Save Individual Journal Entries

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

SAVE INDIVIDUAL JOURNAL ENTRIES

If you use the Journals feature in your SacCT course, you can save individual student Journal Entries as a PDF file.

Saving Journal Entries as PDF Files

The following steps apply to both Private and Group type Journals. To save individual journal entries as a PDF file do the following:

- step 1.** Log in to SacCT through [My Sac State](#) or the [SacCT Login](#) page and click on your Course's name link.
- step 2.** Once you are in your course, locate the Course Menu on left side of page.
- step 3.** From course menu, click on **Tools** link. On Tools page click on the **Journals** link. k

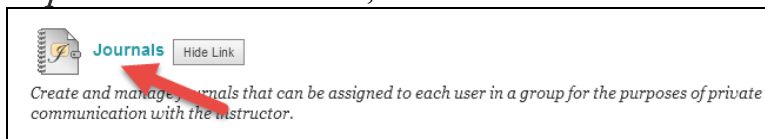


Figure 1: Screenshot of Journals link from Tools page in SacCT

- step 4.** The Journals listing page will display a list of all Journals in the course.

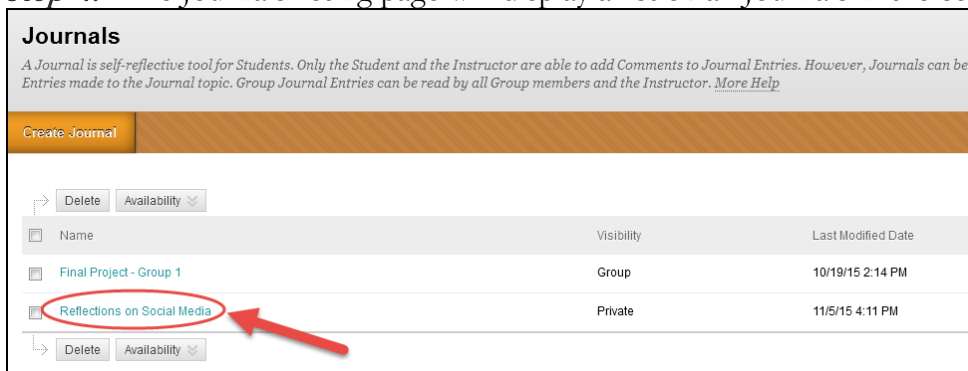


Figure 2: Screenshot of Journals listing page displaying journals available in course.

- step 5.** Locate the Journal title you want to view entries for and click on the Journal's title link.
- step 6.** The Journal's page will display.

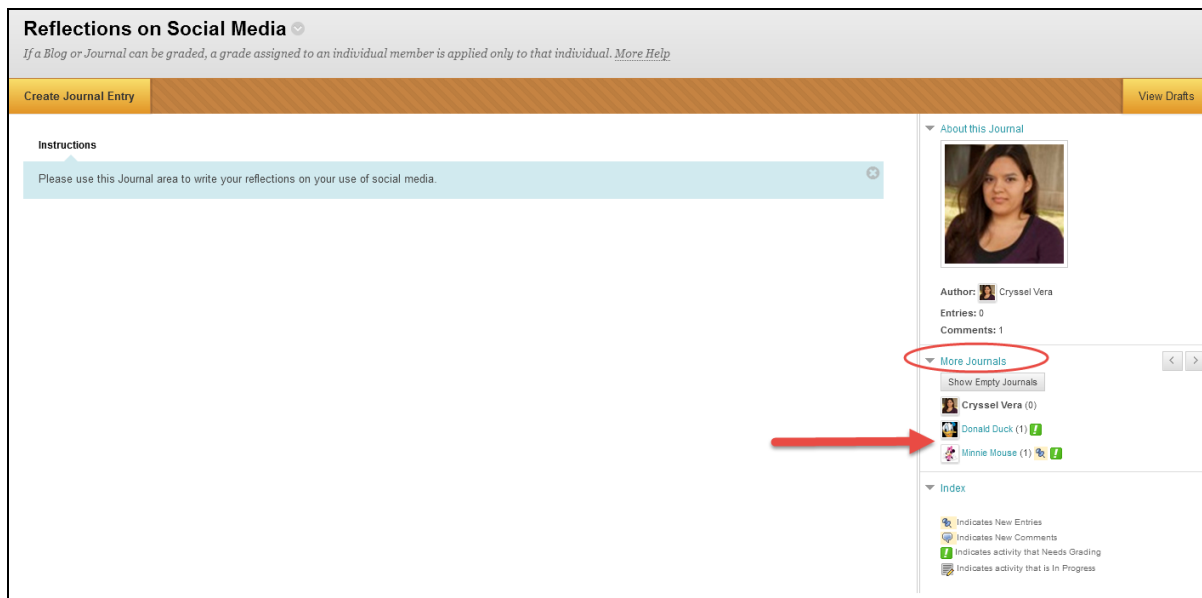


Figure 3: Screenshot of Journal page displaying how to locate student journal entries from More Journals area on right panel

step 7. On the panel to right side of page, look under “**More Journals**” heading.

step 8. Click on a student’s name link to view their individual Journal Entries. In this Journal I will click on the student “Donald Duck”.

step 9. If a student’s journal entry contains file attachments, you will see these listed inside the Journal area under a heading “**Attached Files**”. Click on the file attachment link to download/save the file to your computer.

step 10. If comments have been added to a Journal entry, click on the **Comments** link below Journal entry to display the comment on the page before you save the page as a PDF.

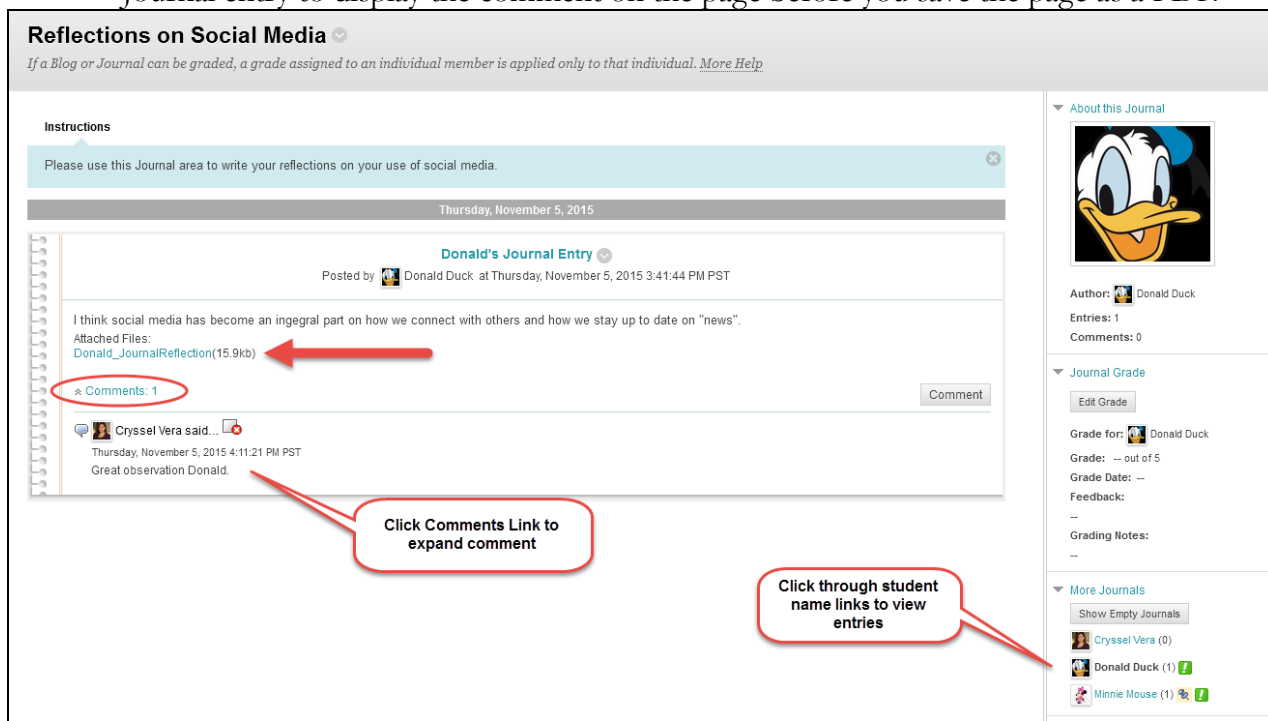


Figure 4: Screenshot of Journal page displaying a student's entry with comments area expanded

step 11. From your browser window go to the **File** menu, select **Print**.

step 12. A print dialog menu will display. From Printer field click on drop down arrow and select to print to Adobe PDF.

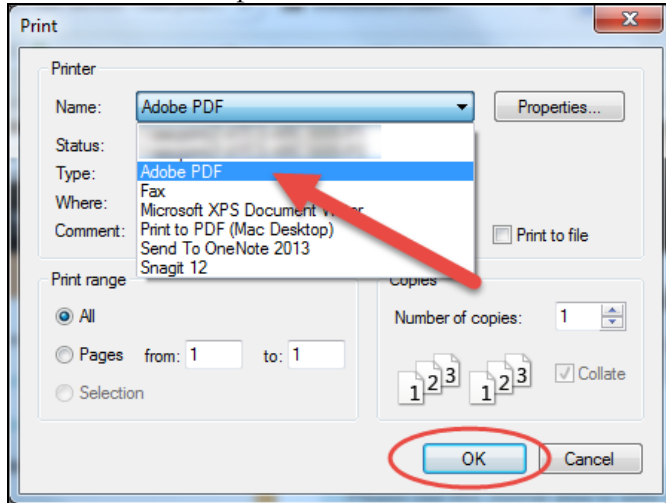


Figure 5: Screenshot of Print dialog window with Adobe PDF selected as printer

step 13. You will be prompted to specify a location on computer to save the file. Enter a filename and **Save** the file.

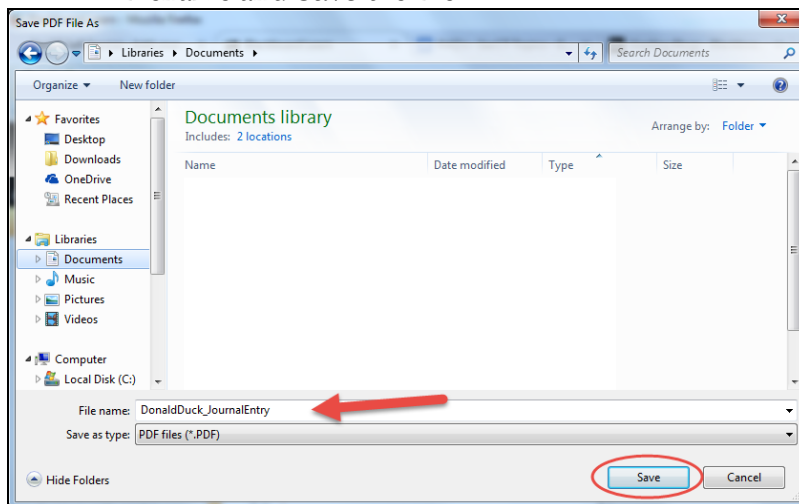


Figure 6: Screenshot of Save PDF File As window

step 14. The Saved PDF file will display the student journal entry you chose to view in SacCT. Follow this process for every Journal entry you wish to save.

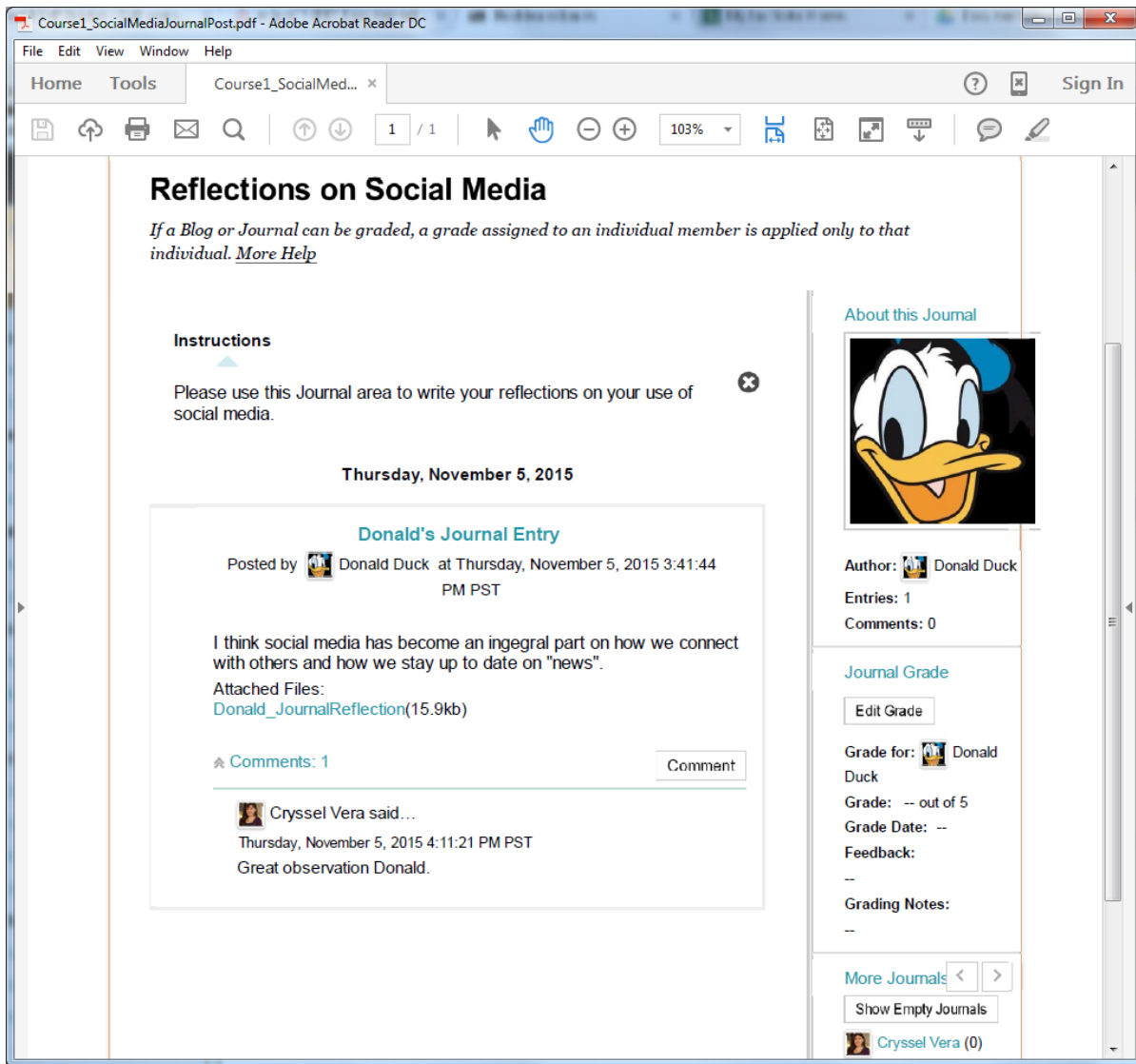


Figure 7: Screenshot of a student's Journal Entry saved as a PDF file