

# 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

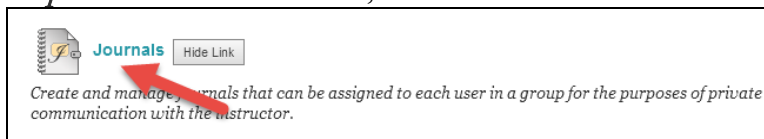


Figure 1: Screenshot of Journals link from Tools page in SacCT

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

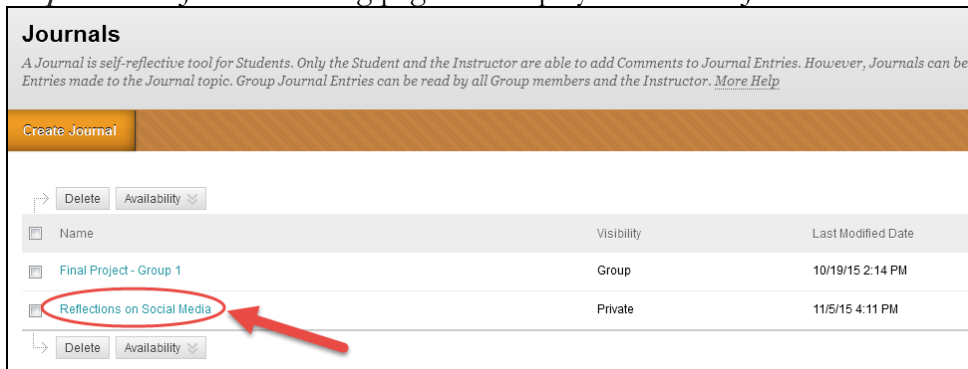


Figure 2: Screenshot of Journals listing page displaying journals available in course.

- 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.

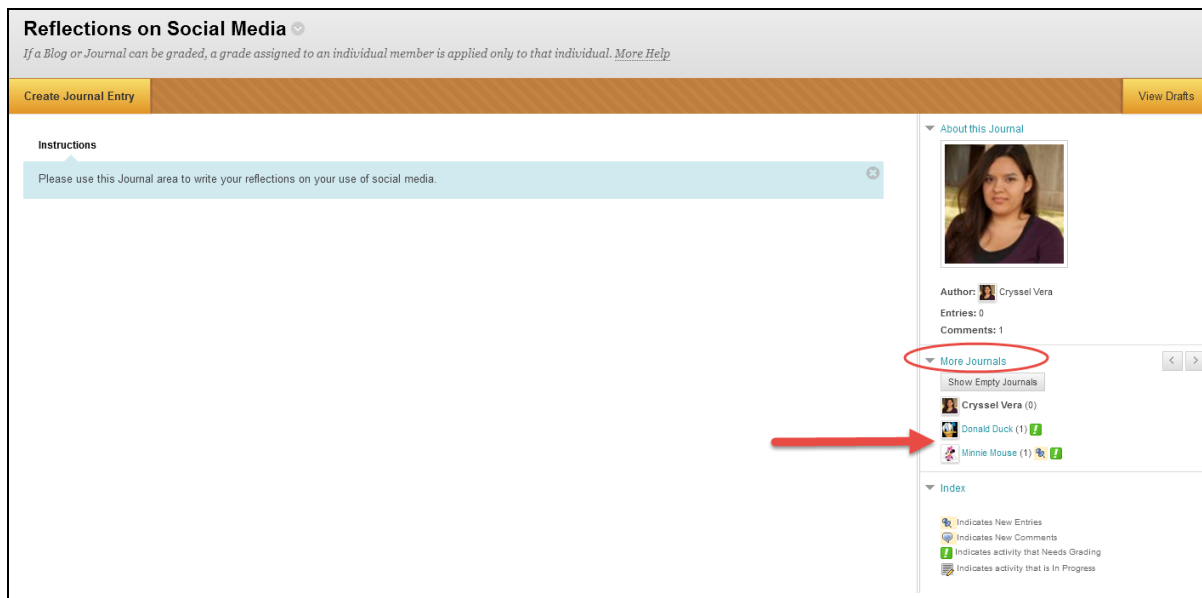


Figure 3: Screenshot of Journal page displaying how to locate student journal entries from More Journals area on right panel

**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.

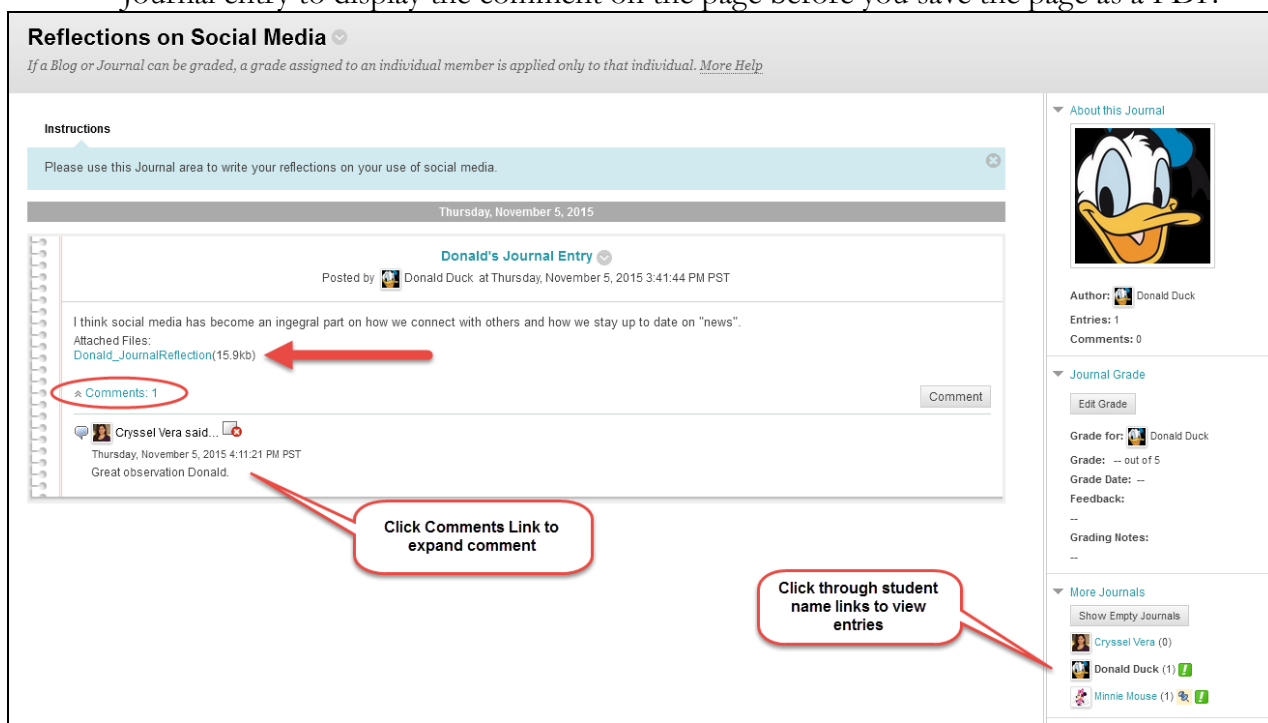


Figure 4: Screenshot of Journal page displaying a student's entry with comments area expanded

*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.

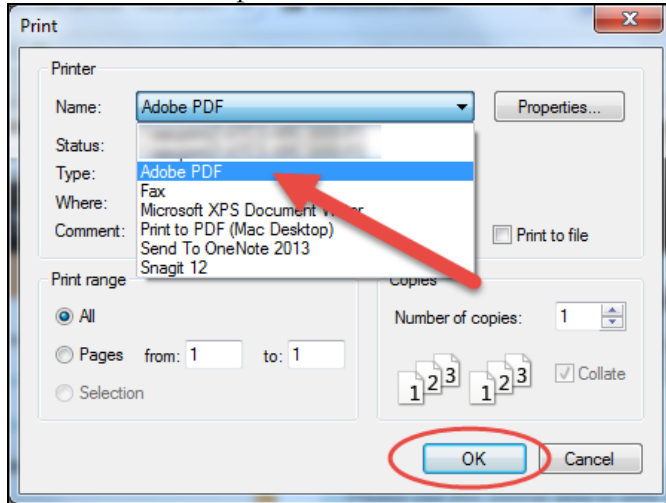


Figure 5: Screenshot of Print dialog window with Adobe PDF selected as printer

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

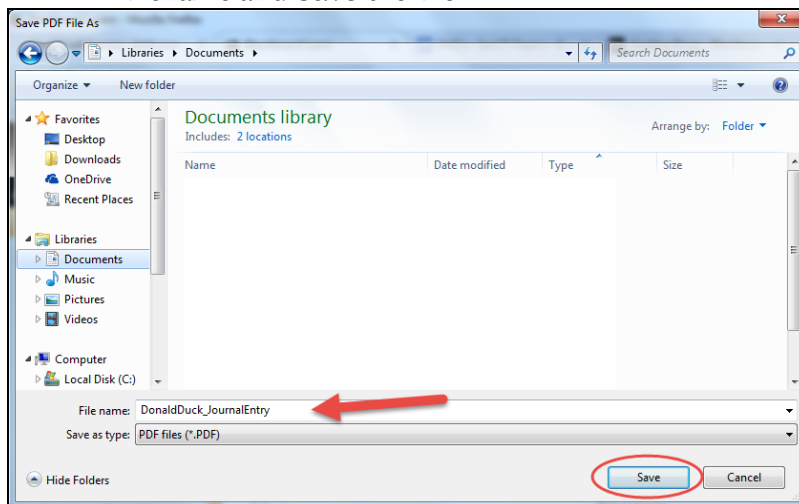


Figure 6: Screenshot of Save PDF File As window

*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.

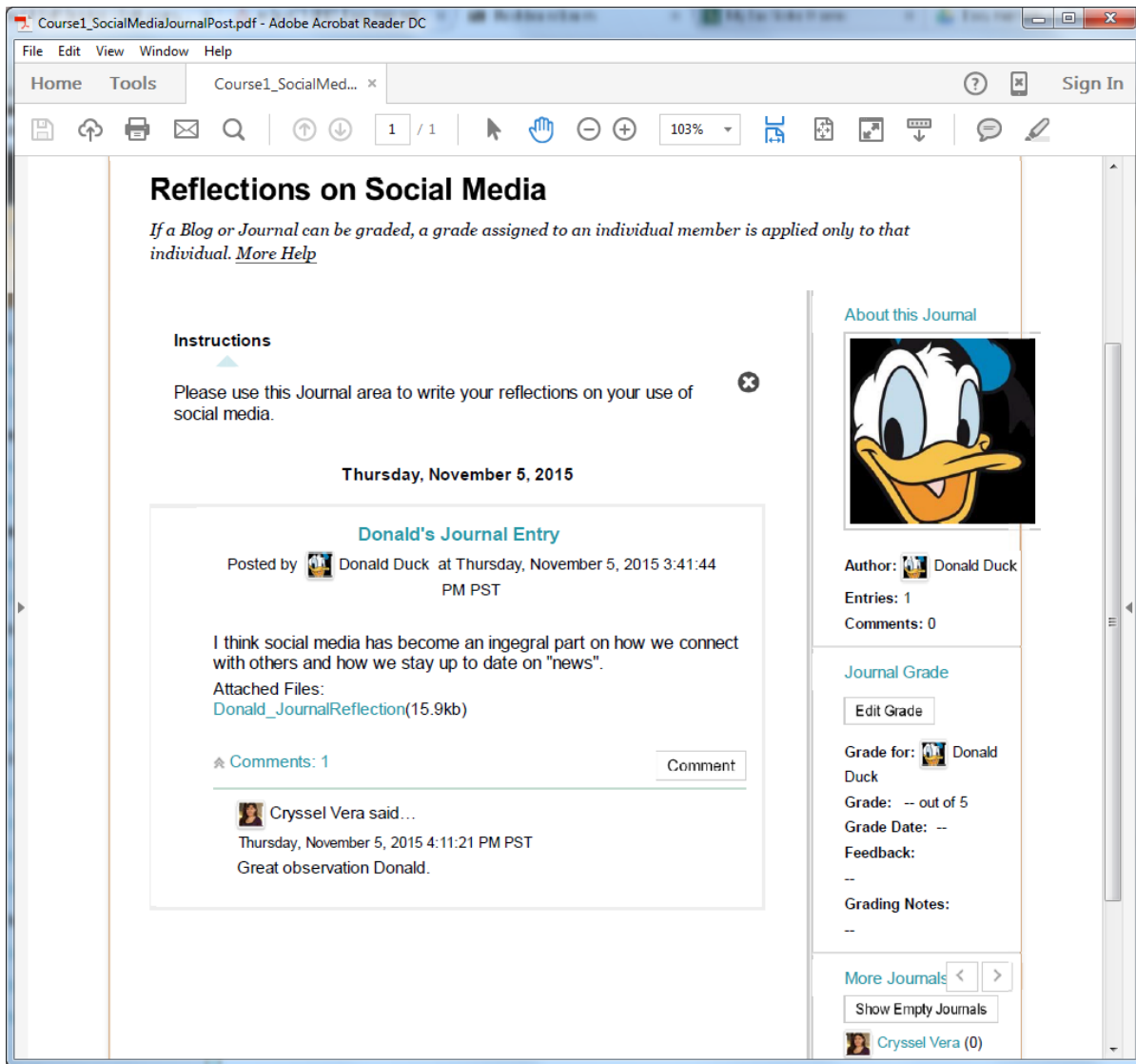


Figure 7: Screenshot of a student's Journal Entry saved as a PDF file