Create a Journal

Overview

This tutorial will explain how to create a Journal. Journals are interactive tools that allow personal reflection on course material and are, by default, visible only to the student and the instructor.

Quick Steps

Control Panel > Course Tools > Blogs > Create Journal > Set Options > Submit

Step 1

To create a Journal, you must first access the Journals tool. The Journals tool can be found in the Course Management navigation pane beneath the Control Panel section. Click on Course Tools [1], and then click on the “Journals” option [2].
Step 2


Step 3

On the Create Journal page, in the Journal Information section, type a name for your Journal in the Name field [4]. You can also type instructions or a description in the Instructions editor [5].
Step 4

In the Journal Availability section, select “Yes” using the first radio button to make the Journal available to students.

![Journal Availability](image)

You can create Journals ahead of time and set the availability to “No” until you are ready to deploy them.

Step 5

In the Journal Date and Time Restrictions section, check the Display After and Display Until checkboxes to enable date and time restrictions. Display restrictions do not affect the Journal's availability, only when it appears.

![Journal Date and Time Restrictions](image)

Step 6

In the Journal Settings section, select “Monthly” or “Weekly” Index Entries using the radio buttons. Optionally, use the checkboxes to allow users to edit and delete entries or to delete comments. If you check the checkbox to “Permit Course Users to View Journal,” then the journal becomes public and all users can view all journal entries made to the journal topic.

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In the Grade Settings section, select either “No grading” or the “Grade” option using the radio buttons in the Grade Journal row. If you choose the “Grade” option, specify the number of Points possible. Points possible will apply to one or more entries made by a user on the journal topic.

After you enable grading, a column is created automatically in the Grade Center. It is permanently gradable, and you cannot change the setting to “No grading” afterward.
Step 8

Optionally, select the check box for “Show participants in ‘needs grading’ status.” You can then use the drop-down list to select the number of entries required for a student to qualify for a Needs Grading status in the Grade Center.

In the *Due Date* row, select a Due Date and Time. Graded entries made after a due date are marked LATE on the Grade Details page in the Grade Center and the Needs Grading page.

In the *Associate Rubrics* row, you can also [Associate a Rubric](#) with the Journal.

![Grade Settings](image)

Step 9

When you have finished completing the settings, click the Submit button.

Note

The Journal will appear in alphabetical order on the Journals page. You can sort the Journals in a few ways by clicking on a column’s title. Options include Name (title), Visibility, Last Modified Date, and Entries.