

Create a Journal

Overview

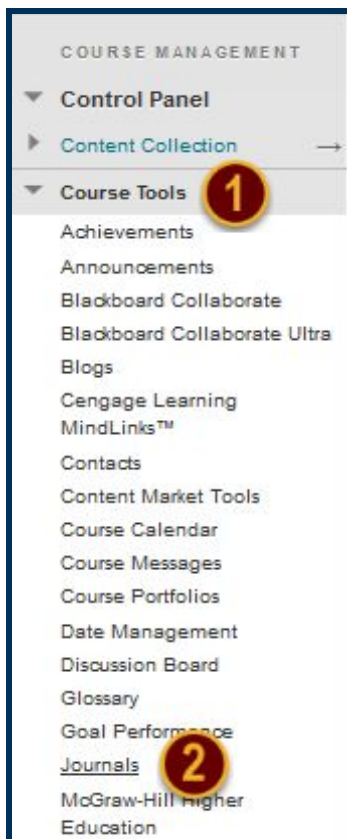
This tutorial will explain how to create a **Journal**. Journals are interactive tools that allow personal reflection on course material and are, by default, visible only to the student and the instructor.

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].



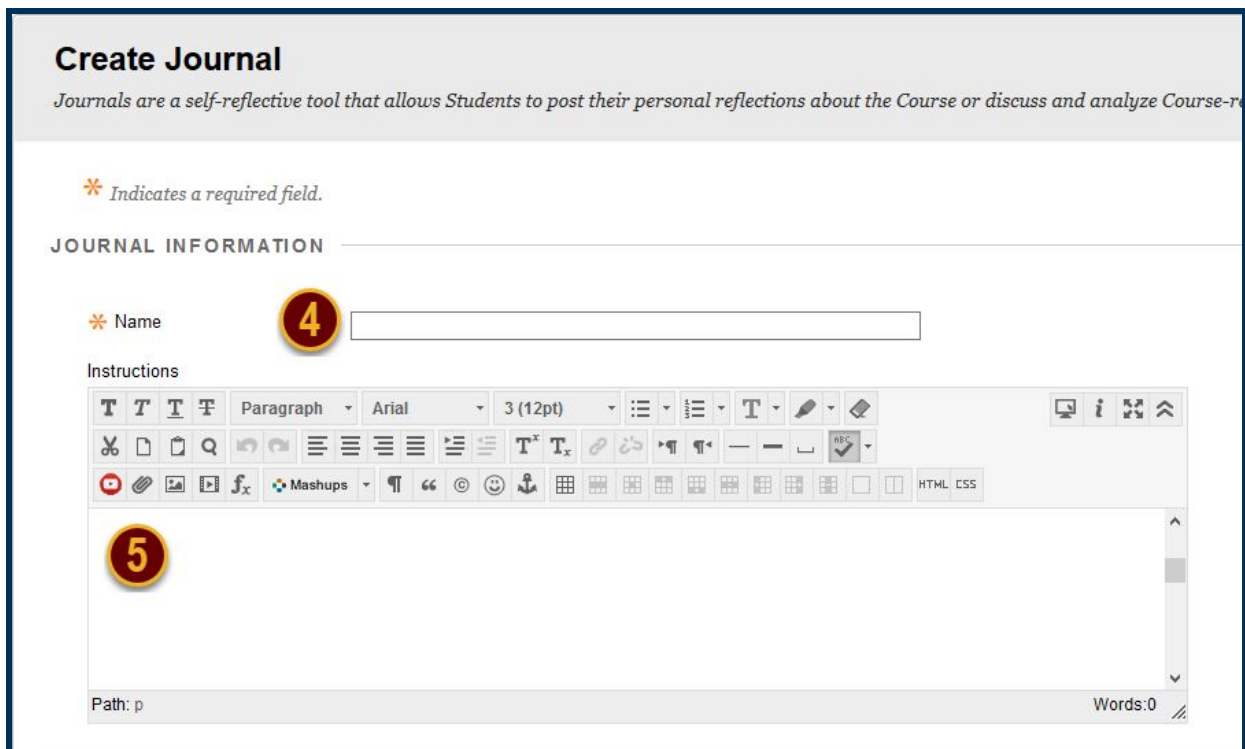
Step 2

On the Journals page, click *Create Journal* [3] on the Action Bar.



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

Journal Availability Yes No







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

Limit Availability Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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.

JOURNAL SETTINGS

Index Entries Monthly
Indexing will organize entries by the chosen time-frame.

Weekly

Allow Users to Edit and Delete Entries

Allow Users to Delete Comments

Permit Course Users to View Journal

Step 7


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.

GRADE SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Grade Journal No grading
 Grade : Points possible :

Show participants in "needs grading" status  after every Entries

Due Date  

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Associated Rubrics

