


Creating Journals

Journals - personal space for students to communicate privately with the instructor. Students can also use Journals as a self-reflective tool to post their opinions, ideas, and concerns about the course, or discuss and analyze course related materials. Journal assignments can be broad and student-directed as the students reflect on the learning process and document changes in their perceptions and attitudes. Students can describe problems faced and how they solved them. Instructor-directed Journal entries can be more formal in nature and can narrow the focus by listing topics for discussion.

Note: This tutorial was created using one particular browser; other browsers may display content differently. Some images have been cropped for clarity and do not represent the entire browser window.

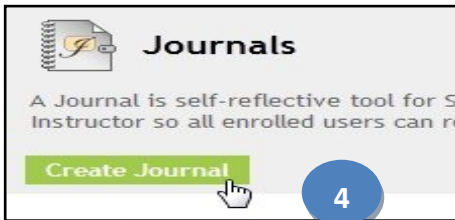
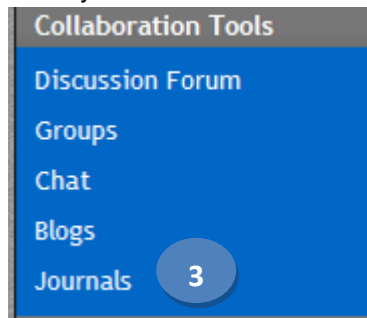
I. Creating a Journal - There are two methods to creating a Journal as described in section I & II below. The first method creates only the journal within the compiled list of Journal. The second methods show you how links to a new or existing journal within the content area.

1. Access your developmental course or the course you wish to create the Journal in.

2. Ensure Edit mode is On. 

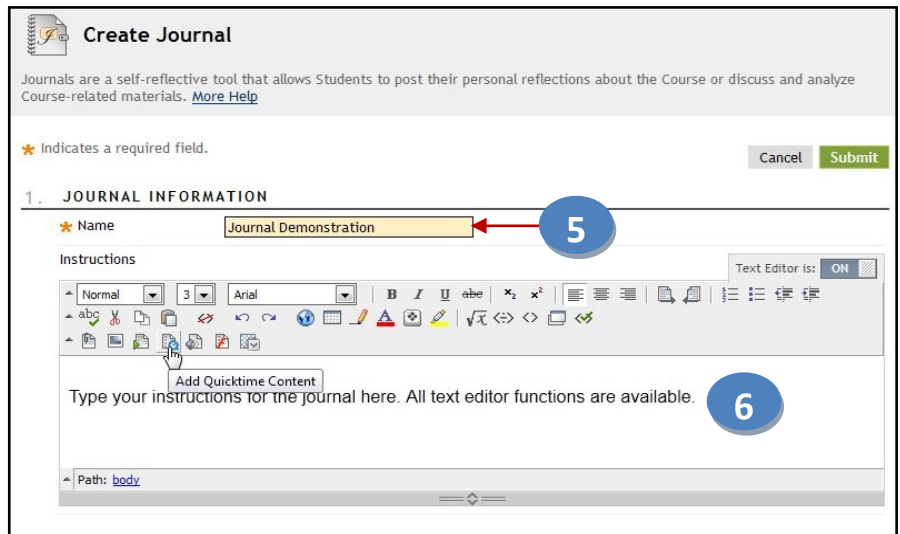
3. Click **Journals** in the Course Menu.

4. Click on **Create Journal**.



5. Under **Journal Information**, give the journal a name. Users will click this name to access the journal.

6. Type your instructions for the journal in the **Instructions** box. You may attach documents, imagery, multimedia files, or Mashups if desired.

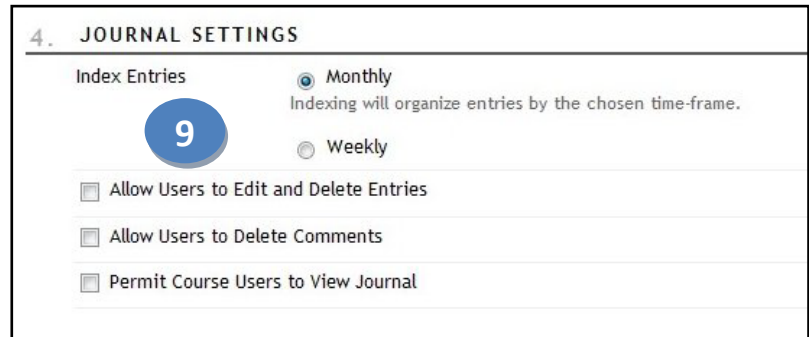
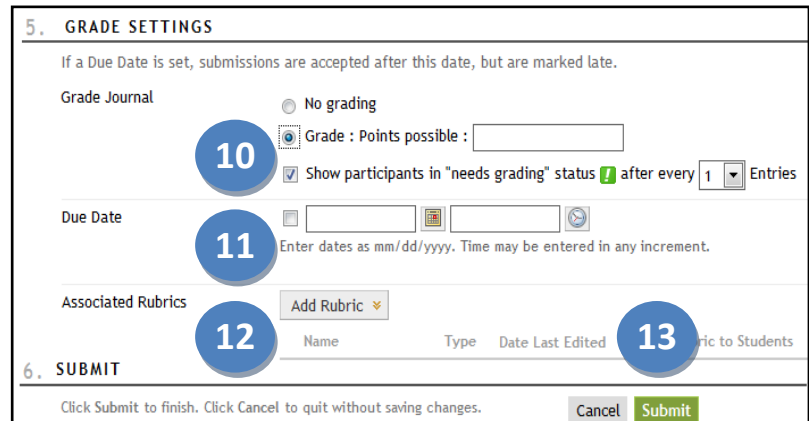


7. Under **Journal Availability**, select **Yes**.

8. You may wish to enter **Date and Time Restrictions** if needed for your course.

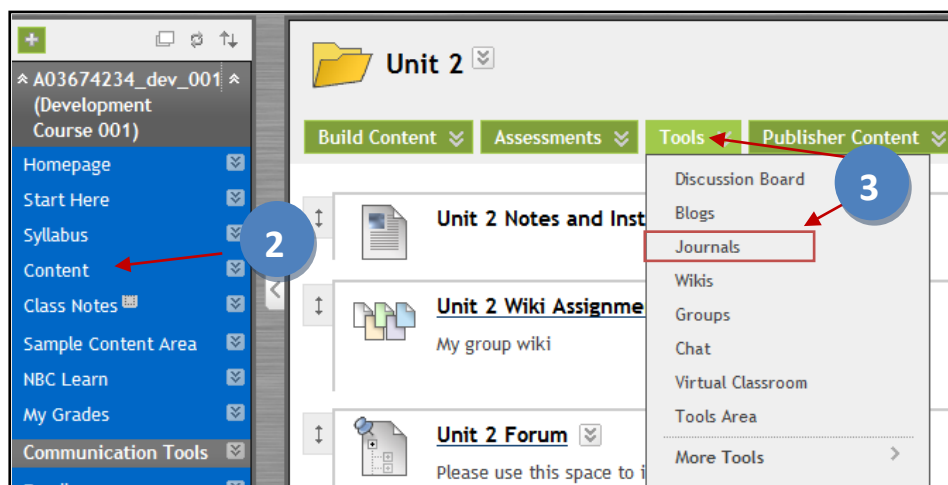


9. Under **Journal Settings**, you may choose whether to index entries monthly or weekly depending on how often you require entries. You may also opt to allow users (students) to edit and delete their entries, delete comments, or permit all users to view journal entries.
10. Select the **Grade Journal** options and choose a point value to evaluate students on performance. Select the “**needs grading**” interval. This means that the system will add a colored exclamation point indicator after the number of entries you indicate, e.g. after 3 or 4 or 5.
11. Provide a Due Date so that this item will show up on the class calendar.
12. Add Rubric if you wish to use when grading.
13. Click **Submit** when finished. This will return you to the **Journals** window or if you created the forum in a content area you will see the link window as indicated in section II below.

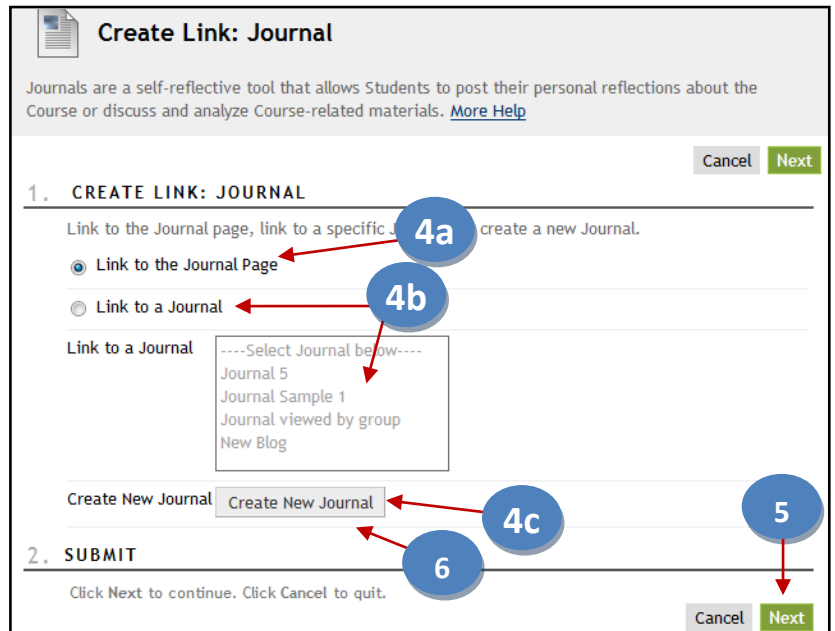
II. Creating and Linking a Journal in a Content Area

1. Access your developmental course or the course you wish to create the Journal.
2. Locate a content folder and area that you wish to provide a link to a Journal.
3. Hover over the green Tools menu and select Journals.



4. On the Create Link screen you have three choices:
 - a. Link to the Journal Page which lists all the Journal,
 - b. Link to a Journal that is already created,
 - c. Create a New Journal.

5. Choose one of the first two options if you have already created a Journal, then click **Next** and skip to step 10.
6. If you need a new Journal, click the **Create New Journal** button.



Create Link: Journal

Journals are a self-reflective tool that allows Students to post their personal reflections about the Course or discuss and analyze Course-related materials. [More Help](#)

Cancel Next

1. **CREATE LINK: JOURNAL**

Link to the Journal page, link to a specific Journal, or create a new Journal.

Link to the Journal Page **4a**

Link to a Journal **4b**

Link to a Journal **4c**

----Select Journal below----

Journal 5

Journal Sample 1

Journal viewed by group

New Blog

Create New Journal **5**

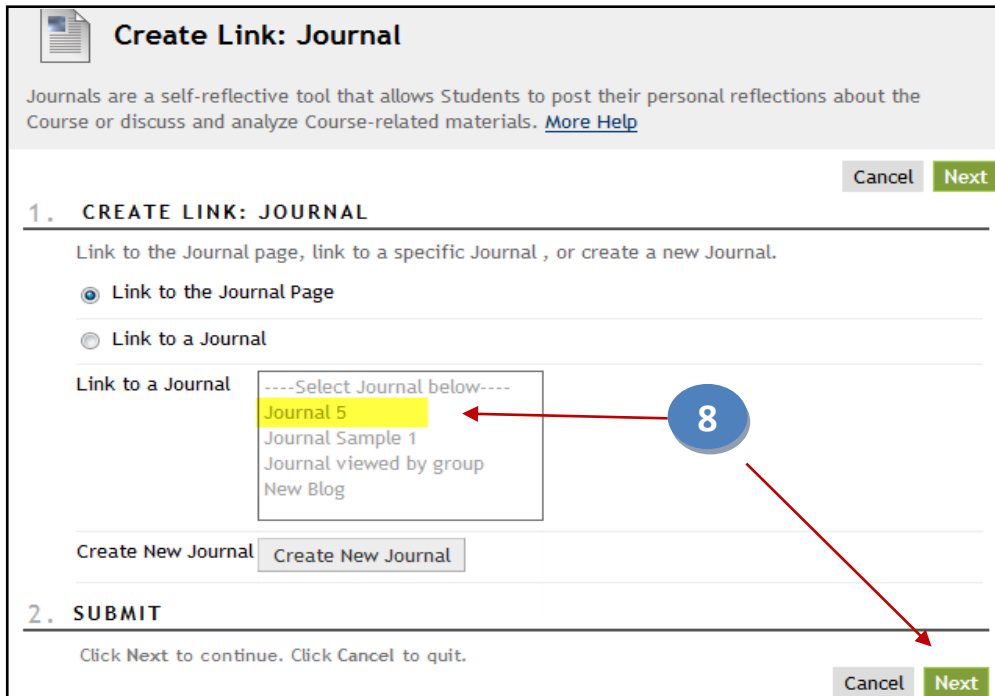
2. **SUBMIT**

Click Next to continue. Click Cancel to quit.

Cancel Next

6

7. Use the steps found above in section I steps 5-13 to create the new Journal. After clicking the submit button on step 13, you will be back at the Create Link screen.
8. Ensure the Journal you just created is highlighted and click the **Next** button.



Create Link: Journal

Journals are a self-reflective tool that allows Students to post their personal reflections about the Course or discuss and analyze Course-related materials. [More Help](#)

Cancel Next

1. **CREATE LINK: JOURNAL**

Link to the Journal page, link to a specific Journal, or create a new Journal.

Link to the Journal Page

Link to a Journal

Link to a Journal **8**

----Select Journal below----

Journal 5

Journal Sample 1

Journal viewed by group

New Blog

Create New Journal **8**

2. **SUBMIT**

Click Next to continue. Click Cancel to quit.

Cancel Next

9. On the next screen, it is best to leave the Link Name the same as you originally named and place the same description or instructions that you used when you created the Journal in step I.6 above.
10. Leave the default Options as is or change the display dates if you wish.
11. Click the **Submit** button.
12. Link to specific forum inside content area is now complete.

This screenshot shows a form titled "LINK INFORMATION" with three sections: 1. LINK INFORMATION, 2. OPTIONS, and 3. SUBMIT. Section 1 includes fields for "Link Name" (containing "test"), "Color of Name" (set to "Black"), and "Link" (containing "Discussion Board: test"). Below these is a rich text editor with a toolbar and a "Path:" field. Section 2, "OPTIONS", includes radio buttons for "Available" (Yes/No), "Track Number of Views" (Yes/No), and "Date Restrictions" (Display After/Until). Section 3, "SUBMIT", contains the instruction "Click Submit to proceed. Click Cancel to quit." and "Cancel" and "Submit" buttons. Red callouts with numbers 9, 10, and 11 point to the "Link Name" field, the "Submit" button, and the "Submit" button respectively.

III. Creating a Journal Entry

1. There are a couple ways to access a Journal as an instructor.
 - a. Click the **Journal** menu link on left, then click on the Journal name.
 - b. Click on the link to the Journal in a content area.
2. Click on **Create Journal Entry**



3. On the **Create Journal Entry** page, give the entry a subject. This is required.
4. Make the journal entry here. All text editor functions for attaching various file types are available for use if desired.
5. Click on **Post Entry** when finished.

This screenshot shows the "Create Journal Entry" form with three sections: 1. JOURNAL ENTRY INFORMATION, 2. JOURNAL ENTRY FILES, and 3. SUBMIT. Section 1 includes a required "Title" field (containing "Journal Entry Title") and a rich text editor for the "Entry Message". Section 2, "JOURNAL ENTRY FILES", includes "Attach File" buttons for "Browse My Computer" and "Browse Course". Section 3, "SUBMIT", contains the instruction "Click Post to finish. Click Cancel to quit without saving changes." and "Cancel", "Save Entry as Draft", and "Post Entry" buttons. Blue callouts with numbers 3, 4, and 5 point to the "Title" field, the rich text editor, and the "Post Entry" button respectively.

IV. Grading a Journal Entry - There are a couple routes you can use to grade a Journal as described below. The first route uses the Needs Grading menu found in the Control Panel. And second route uses the Course Content or Journal menu to access the Journal for grading. Both routes end up at the same location.

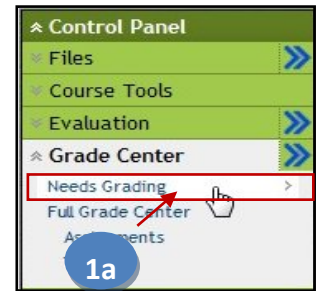
1. Needs Grading Route:

- Locate the **Course Management** panel, click on **Grade Center** and select **Needs Grading**.
- Click on the student's name next to the Journal you wish to grade.

4 total items to grade.

Category	Item Name	User Attempt	Date Submitted
SafeAssignment	Plagiarized essay		March 24, 2012 1:39:38 PM
Assignment	Assignment Demo	Test Student	July 13, 2012 11:47:09 AM
Discussion	Discussion Forum Demonstration	Test Student	July 25, 2012 12:23:04 PM
Journal	Journal Demonstration	Test Student	July 26, 2012 4:13:57 PM

Displaying 1 to 4 of 4 items | Show All



2. Course Content or Journal Menu Route:

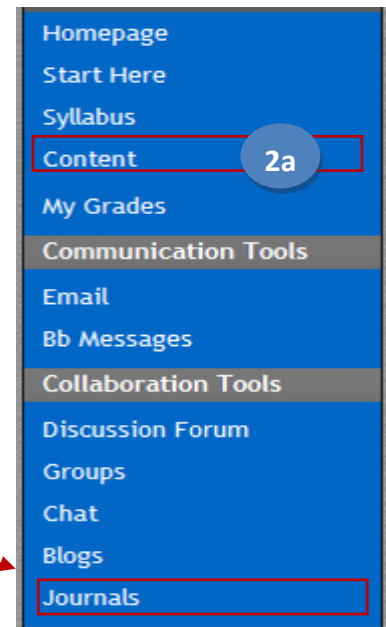
- Click on the link to the **Journal** in a content area
- Or click **Journal** menu on the left, then click on the Journal name.

Journals
A Journal is self-reflective tool for Students. Only the Student and the Instructor are able to add Comments to Journal Entries. However, Journals can be made Public by the Instructor so all enrolled users can read all Entries made to the Journal topic. Group Journal Entries can be read by all Group members and the Instructor. [More Help](#)

Create Journal

Name	Visibility	Last Modified Date	Entries
Journal 5	Private	7/29/13 4:32 PM	1
Journal Sample 1	Private	7/30/13 9:39 AM	2
graded	Private	7/30/13 9:49 AM	2

Displaying 1 to 6 of 6 items | Show All | Edit Paging...



3. All of the student's journal activity will be displayed here.

After you have read all of the entries and/or comments, click on **Edit Grade** under the **Journal Grade** panel

- Enter the grade and any feedback or grading notes if desired.
- Click on **Save Grade** when finished.

User: **Test Student (Activity)** View: **Needs Grading** Exit < 4 of 4 >

Instructions
Type your instructions for the journal here. All text editor functions are available.

Thursday, July 26, 2012

My Journal Entry [New](#)
Posted by Test Student at Thursday, July 26, 2012 4:13:57 PM CDT

Journal entry as per instructions. I like to attach pictures.

Comments: 1 New
Test Student said... [New](#)
Thursday, July 26, 2012 4:20:32 PM CDT
I can comment on my own journal entry or my instructor may comment as well. If the journal is private, only the myself and the instructor can see these.

About this Journal
Author: Test Student
Entries: 1 [1 New](#)
Comments: 1 [New](#)

Journal Grade
[Edit Grade](#)
Grade for: Test Student
Grade: -- out of 100
Grade Date: --
Feedback: --
Grading Notes: --

More Journals
[Show Empty Journals](#)
[James Wassmer \(1\)](#)
[Test Student \(1\)](#)