# CREATING A JOURNAL

The journals tool offers students the opportunity to reflect on course content and communicate privately with you. You can use the tool to gauge understanding and guide students in their knowledge acquisition. Your comments can help students refine their writing and ideas.

You can create one or more journals for use by students in your course. You must create journal topics before students can add their entries.

HOW TO CREATE A JOURNAL

1. Change **Edit Mode** to **ON**.

2. On the **Control Panel**, expand the **Course Tools** section and select **Journals**.

3. On the **Journals** listing page, click **Create Journal** on the action bar.

4. On the **Create Journal** page, type a **Name** for the journal.

5. Type optional **Instructions** for the journal. Format the text and add images, links, multimedia, mashups, and attachments using the functions in the content editor, if needed. Attachments you add using the content editor can be launched in a new window and have alternate text added to describe the attachment. Any files you upload from your computer are saved in Course Files or the Content Collection in the top-level folder.

6. For **Journal Availability**, select the **Yes** option to make it available to users.

7. For **Journal Date and Time Restrictions**, you can set a journal to display on a specific date and time and to stop displaying on a specific date and time. Select the **Display After** and **Display Until** check boxes to enable the date and time selections. Use the pop-up **Date Selection Calendar** and **Time Selection Menu** to select dates and times or type dates and times in the boxes. Display restrictions do not affect the journal availability, only when it appears.

8. In the **Journal Settings** section, select **Monthly** or **Weekly Index Entries**.

    •   Optionally, select the check box to **Allow Users to Edit and Delete Entries**.

    •   Optionally, select the check box to **Allow Users to Delete Comments**.

    •   Optionally, select the check box to **Permit Course Users to View Journal**. If selected, the journal becomes public. All users can view all journal entries made to the journal topic.

9. In the **Grade Settings** section, select **No grading** or the **Grade** option and type the number of **Points possible**. Points possible will apply to one or more entries made by the user to 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**.

10. Optionally, select the check box for **Show participants in needs grading status** and select the number of entries required. Applying this setting will show the needs grading icon in the Grade Center and place the entries in the queue on the **Needs Grading** page after the specified number of entries are made.
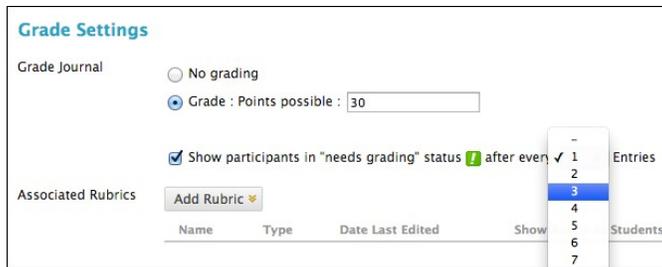
11. Optionally, associate a rubric by pointing to **Add Rubric** to access the drop-down list.

12. Click **Submit**.

The journal topics appear in alphabetical order on the **Journals** listing page. You can sort columns by clicking the column title or caret.

You can also provide links to journals in course areas such as content areas, learning modules, lesson plans, and folders.

HOW TO CREATE JOURNAL ENTRIES

You and your students can create journal entries. Only you can comment on students' private entries. You and group members can comment on group entries.

On the **Journals** listing page, information is provided about each journal. Students can see if their entries are private—between the student and you—or public.

1. On the **Journals** listing page, select a journal title.

2. On the journal's topic page, click **Create Journal Entry** on the action bar.

3. On the **Create Journal Entry** page, type a **Title** for the journal entry.

4. Type text in the **Entry Message** box. Format the text and add images, links, multimedia, mashups, and attachments using the functions in the content editor, if needed. Attachments you add using the content editor can be launched in a new window and have alternate text added to describe the attachment.

5. In the **Journal Entry Files** section, browse for a file to attach to the journal entry.

6. Click **Post Entry** to submit the journal entry or click **Save Entry as Draft** to add the entry later.
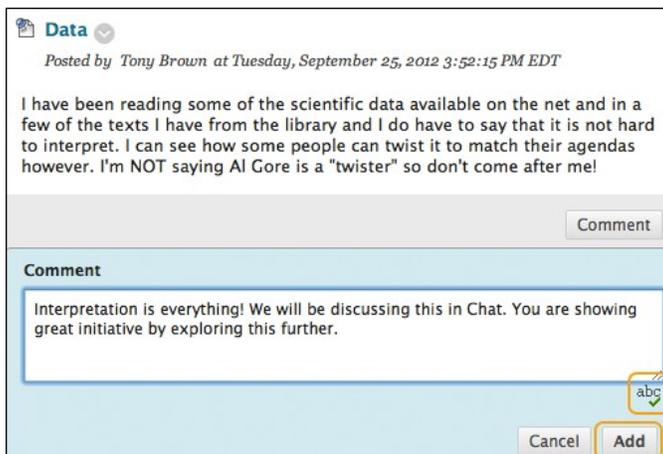
VIEWING DRAFTS

To view or add to saved drafts, click **View Drafts** on the action bar on the **Journals** listing page.

HOW TO COMMENT ON A JOURNAL ENTRY

Journaling can be essential for interaction between you and your students, especially in a web-based course. Student entries and your comments can help build rapport and can create a healthy intellectual exchange.

A student can make a comment after you comment on an entry to continue the conversation. Students cannot make comments on another student's journal entry, even if you made the journal public. Students can only comment on another student's entry when they are members of a group. For group journals, you and all group members are allowed to make comments on individual entries.

1. On the **Journals** listing page, select a journal title.

2. On the journal's topic page, select the journal entry to view by selecting the user's name in the side panel in the **More Journals** section. The user's journal entry opens in the content frame.

3. Click **Comment** following the user's entry. The **Comment** box appears.

4. Type a comment in the **Comment** box.

5. Click spell check at the bottom of the **Comment** box to check the spelling of the content before continuing.

6. Click **Add**. Click the **Comments** link below the entry to view the comment.