

EDITING AND MANAGING JOURNALS

You can edit basic properties of a journal topic, including the name, instructions, availability, and some settings. You can also edit any user's journal entries and delete journal topics and comments.

HOW TO EDIT A JOURNAL

1. Change **Edit Mode** to **ON**.
2. On the **Journals** listing page, access a journal's contextual menu.
3. Select **Edit**.
4. On the **Edit Journal** page, make changes.
5. Click **Submit**.

HOW TO DELETE A JOURNAL

If you no longer need a journal, you can delete it. Deleting a journal is permanent. On the **Journals** listing page, select **Delete** from the journal's contextual menu.

NOTE: If a journal is gradable, the **Delete Confirmation** page appears. You need to perform extra steps to remove a gradable journal.

1. Change **Edit Mode** to **ON**.
2. On the **Journals** listing page, access a journal's contextual menu.
3. Select **Delete**.
4. Click **OK** in the warning pop-up. The **Delete Confirmation** page appears. You have two options:
 - **Do not select check boxes:** The journal is deleted, but the Grade Center column and scores you have assigned are retained. For example, all student entries are graded and you want to keep the Grade Center column for the final grade calculations. If you delete a journal, yet retain the Grade Center column, you can delete that column from the Grade Center at any time.
 - **Select the check boxes:** The grade column in the Grade Center **and** the journal are deleted. For example, if you do not want to include the grade column for the journal entries in the final grade, you can safely delete all.

The screenshot shows a 'Delete Confirmation' dialog box. At the top right, there are 'Cancel' and 'Remove' buttons. Below the title bar, the section is titled '1. Delete Grade Column'. A warning message reads: 'Warning: The following Blogs are listed in the Grade Center. To delete the Grade Center column and all grades for the Blog, select the check box below for the Blog. This action cannot be undone. To prevent grades for a Blog from being deleted, leave the check box blank.' Below the warning, there is a table with two rows. The first row is 'Grade Center Column' with a checked checkbox. The second row is 'Space Exploration' with a checked checkbox. The 'Space Exploration' row is highlighted in yellow.

Delete Confirmation	
Cancel Remove	
1. Delete Grade Column	
Warning: The following Blogs are listed in the Grade Center. To delete the Grade Center column and all grades for the Blog, select the check box below for the Blog. This action cannot be undone. To prevent grades for a Blog from being deleted, leave the check box blank.	
<input checked="" type="checkbox"/>	Grade Center Column
<input checked="" type="checkbox"/>	Space Exploration

5. Click **Remove** to complete the deletion.

HOW TO CHANGE THE AVAILABILITY OF A JOURNAL

1. Change **Edit Mode** to **ON**.
2. On the **Journals** listing page, select the check box next to the appropriate journal.
3. Point to **Availability** on the action bar to access the drop-down list.
4. Select **Make Available** or **Make Unavailable**.

HOW TO ADD A JOURNALS LINK TO THE COURSE MENU

If you want students to access the journals tool often, you can add a link to the course menu for one-click access to the tool. You can customize the name of the link as needed.

1. Change **Edit Mode** to **ON** and point to the plus sign above the course menu. The **Add Menu** Item drop-down list appears.
2. Select **Tool Link**.
3. Type a **Name** for the link.
4. From the **Type** drop-down list, select **Journals**.
5. Select the **Available to Users** check box.
6. Click **Submit**.

TROUBLESHOOTING JOURNAL MANAGEMENT

If	Then
You delete a journal while users are posting	The journal and all comments are deleted.
You make journal unavailable while users are posting	The journal remains visible to you in Edit Mode, but does not appear to users.
You change the Allow Users to Edit and Delete Entries setting	Entries remain, but users cannot edit them.
You change the Allow Users to Delete Comments setting	Comments remain, but users cannot delete them.
You enable journal grading	You cannot change this setting. Delete the journal and the Grade Center column to remove it. If you need the journal entries, but not the grades, you can decide to not include the Grade Center column for the journal in Grade Center calculations.