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

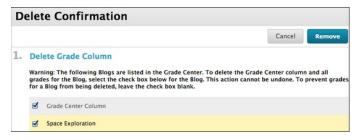
- 1. Change Edit Mode to ON.
- 2. On the Journals listing page, access a journal's contextual menu.
- 3. Select Edit.
- 4. On the **Edit Journal** page, make changes.
- 5. Click Submit.

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.



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 oneclick 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 | The journal and all comments are deleted. |
| users are posting | |
| You make journal unavailable | The journal remains visible to you in Edit Mode, but does not appear to |
| while users are posting | users. |
| You change the Allow Users | Entries remain, but users cannot edit them. |
| to Edit and Delete Entries | |
| setting | |
| You change the Allow Users | Comments remain, but users cannot delete them. |
| to Delete Comments setting | |
| 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. |