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.

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.
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.

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.
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:
   a. Locate the Course Management panel, click on Grade Center and select Needs Grading.
   b. Click on the student’s name next to the Journal you with to grade.

2. Course Content or Journal Menu Route:
   a. Click on the link to the Journal in a content area
   b. Or click Journal menu on the left, then click on the Journal name.

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

4. Enter the grade and any feedback or grading notes if desired.

5. Click on Save Grade when finished.