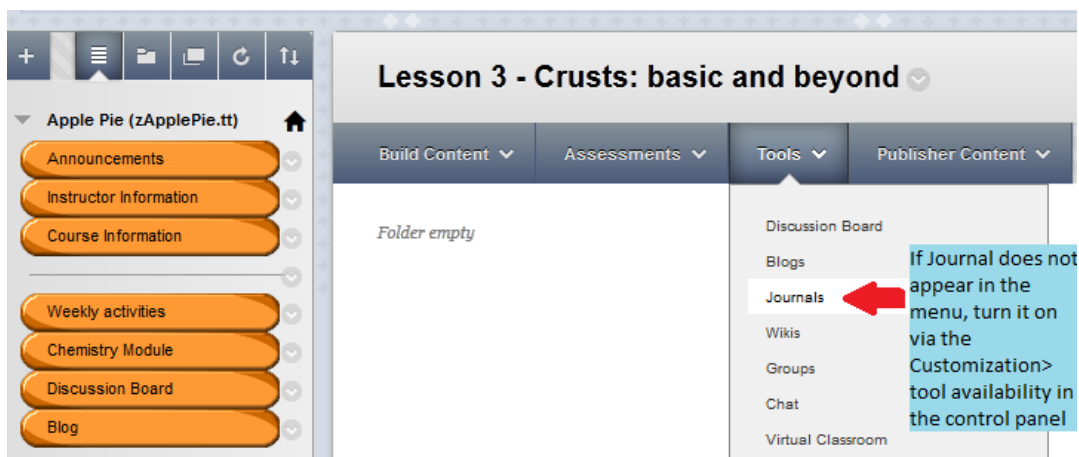


## Creating a Journal

A **Journal** is self-reflective tool for students to engage in critical-thinking. Journals are best used as a private communications between students and the instructor.

Follow these step-by-step instructions to access and create **Journals** in your course

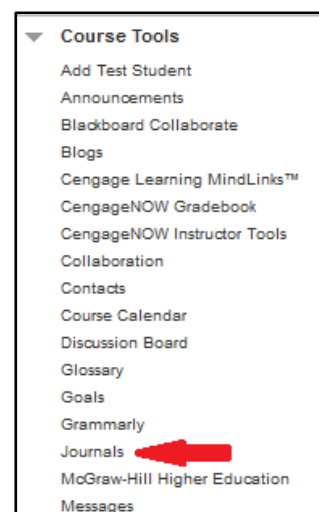
1. Journals can be created from the Tools area or directly in the Classroom Content area.



2. Select "Link to a Journal" and then "create New Journal"




OR



Select from the Control Panel > Tools area and "Create a Journal"

3. Name your Journal
4. Type instructions in the textbox describing the type of responses you want.
5. Select the options from the menu as you require.



### 2. Journal Availability



Journal Availability  Yes  No 

---

### 3. Journal Date and Time Restrictions

Limit Availability

Display After      
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until      
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

---

### 4. Journal Settings

Index Entries  Monthly   
Indexing will organize entries by the chosen time-frame.

Weekly

Allow Users to Edit and Delete Entries

Allow Users to Delete Comments

Permit Course Users to View Journal

}

We suggest you keep the defaults here unchecked and keep the journal private. For public forums use a blog.

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### 5. Grade Settings

Grade Journal  No grading

Grade : Points possible :

---

### 6. Submit

Defaulted to available. If unavailable students can't view it.

Dates and times can be restricted. Use calendar and time icons to set the parameters.

Set Monthly or Weekly

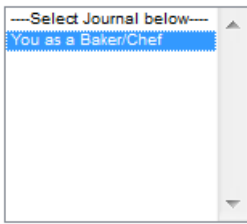
Keep journals private.

Journals can be graded or ungraded

Submit

6. Now the created journal will be available for linking into the classroom. In the content area select "Tools" > "Journals"

7. Select "Link to a Journal" and then click on the journal you just created from the Journal listing in the box



8. Click "Next"

9. Copy the instructions you want into the text box. (Why do you have to repeat the instructions?)

This is a link directly into the journal. It is like opening the first page of the journal and missing the introductory page. Efficient for the student but not helpful unless the student already knows the topic.

10. Submit.