How do I...
Create a Journal?

The Journals tool offers Students the opportunity to reflect on course content and communicate privately with the Instructor. Instructors can use the tool to gauge understanding and guide Students in their knowledge acquisition. Instructor comments can help students refine their writing and ideas.

The Instructor creates the Journal topics for individual Students to use. Then, Students submit Journal entries in response to the topic and the Instructor can comment on the individual entries. As the Journal topic is created, the Instructor determines if the Journal entries will be graded. Students are allowed to create multiple entries for an individual Journal topic, whether it is graded or not.

The Instructor can choose to make Journal entries public, allowing all Course members to view all entries. For example, an Instructor may choose to make a Journal public when asking for opinions on how to improve the evaluation process. Students can read what other students wrote and build upon those ideas. Students cannot comment on other Students' entries; only the Instructor can add comments.

The Group Journal tool functions differently, as it allows all members of a Group to view all Group Journal entries. A Group Journal has no Journal topics; it is created by the Journal entries submitted by Group members. A Group Journal can be edited to add instructions for the members. Group members and the Instructor can add comments.

Creating Journals:

Journals are a 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.

Journals are ideal for individual projects. For example, in a Creative Writing course, the owner of each Journal creates entries and the Instructor adds comments. In this manner, the Student can refine a section of a writing assignment over a period of time, using the Instructor’s guidance and suggestions. The Student can also comment on his or her entries to continue the conversation with the Instructor.

Journals can be used as a graded assignment or ungraded to gather opinions and information.

Instructors can create one or more Journals for use by Students in their courses. Journal topics must be created before Students can add their entries.

1. Access the Course.
2. Ensure Edit Mode is ON.
3. In the Control Panel, expand the Course Tools section.
4. Select Journals.
5. On the Journals listing page, click Create Journal on the Action Bar.
6. On the Create Journal page, type a Name for the Journal.

7. Type optional Instructions for the Journal. Format the text and add images, links, multimedia, Mashups, and attachments using the functions in the Text Editor, if needed. Attachments added using the Text Editor can be launched in a new window and have alternate text added to describe the attachment.

8. Under Journal Availability, select the Yes option to make it available to users.

9. Use the Display After and Display Until date and time fields to limit the availability of the Journal. Select the Display After and Display Until check boxes in order to enable the date and time selections.

10. Under Journal Settings, select Monthly or Weekly Index Entries.
11. Optionally, select the check box to Allow Users to Edit and Delete Entries.
12. Optionally, select the check box to Allow Users to Delete Comments.
13. 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.

14. 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.
a. If you choose to have the wiki graded you have the option to decide when this will show in the “Needs Grading” area of the grade center. You can change how frequently this shows in the “Needs Grading,” area by using the drop down next to “Page Saves.”

b. You can also associate a rubric with this grading item. To add a rubric, click on the “Add Rubric” button and choose either “Select Rubric,” “Create New Rubric,” or “Create from Existing.”
   i. If you need to know how to create a rubric, please see the documentation titled, “How Do I Create a Rubric?”
   ii. For the other two options, choose from the rubrics you already have created and then click submit.
   iii. If you are modifying an existing rubric, make the changes, and then click on submit.

c. Lastly, choose if you want to share this rubric with the students by clicking on the icon under “Show Rubric to Students.” Choose from either, “Yes (with rubric scores),” “Yes (without rubric scores),” “After Grading,” or leave the option set as “No.”

15. Click Submit.

Creating Journal Entries:
Instructors and Students can create Journal entries. Only Instructors can comment on Students’ private entries. Group members and the Instructor can comment on Group entries. On the Journals listing page, information is provided about each Journal. Students can see if their entries will be Private—between the Student and the Instructor—or Public.

3. On the Create Journal Entry page, type a Title for the Journal entry.
4. Type text in the Entry Message text box. Format the text and add images, links, multimedia, Mashups, and attachments using the functions in the Text Editor, if needed. Attachments added using the Text Editor can be launched in a new window and have alternate text added to describe the attachment.
5. Alternatively, under Journal Entry Files, 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.

Creating Journal Comments:
Journaling can be essential for interaction between the Student and the Instructor, especially in a Web-based course. Student entries and Instructor comments can help build rapport and can create a healthy intellectual exchange. A Student can make a comment after an Instructor comments on an entry to continue the conversation. Students cannot make comments on another Student’s Journal entry, even if the Journal has been made public. Students can only comment on another Student’s entry when they are members of a Group. For Group Journals, all Group members and the Instructor are allowed to make comments on individual entries.

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

3. Click Comment following the user’s entry. The Comment text box appears.

4. Type a comment in the Comment text box.

5. Click Spell Check at the bottom of the Comment text box to check the spelling of the content before continuing.

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