Journals

Journals allow students and instructors to share ideas and thoughts through journal entries in a similar way to the Discussion Board. However, Journals can be customized in ways that the Discussion Board cannot. The instructor has better control over who can and cannot view entries.

Creating journal topics

1. Go to the Control Panel, under the Course Tools section, and select Journals.
2. On the Journals page, select Create Journal.
3. On the Create Journal page, enter a journal Name.
4. Add Instructions for the journal, if desired. Format the text with the Text Editor.
5. Under Journal Availability, select the Yes radio button to make it available to users.
6. Use the Display After and Display Until date and time fields to limit availability of the journal.
8. Select Submit.
Creating group journals
The Group Journal tool allows all members of a group to view all journal entries and allows private communication between the instructor and members of the group.

1. In the Users and Groups section of the Control Panel, select Groups.
2. Select the icon next to a group and choose Edit.
3. In the Tool Availability section, check the Journals box.
4. Select Submit.

Commenting on journal entries
1. Access the Journal by selecting Journals under Course Tools.
2. On the Journals page you will see the journal entries displayed.
3. Open the Journal to see the entries. Select Comment below the entry you wish to comment on. The Comment field appears.
4. Enter your comments in the Comment text box.
5. Select Add.

*Note: Only the Instructor and the Student who posted the Journal can comment.*
Deleting Journal Entries

1. Access the Journal by selecting Journals under Course Tools.
2. On the Journals page, select the check box of the journal you wish to delete and select Delete on the Action bar.
3. Use the drop down menu beside the journal you wish to delete and select Delete.

Grading Journals

1. In the Control Panel, select Grade Center.
2. Select Full Grade Center.
3. Select on the  within the cell associated with the student whose journal posting you wish to grade.
4. Select Grade User Activity.

*Note: This will take you directly to the journal and present you with all of the postings for the selected student.

5. Select Edit Grade under the Journal Grade section the right hand side of the page.
6. The Journal Grade section will change to provide a grading interface.
7. Type a Grade in the Current Grade Value text box.
8. Select Save Grade.