Creating a Journal

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Journal are a personal space for students to communicate privately with the instructor. Students can also use journal 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.

Journal 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.

1. On the **Control Panel**, expand the **Course Tools** section
2. Select **Journal**
3. On the **Journals** listing page, click **Create Journal** on the **Action Bar**.

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4. On the Create Journal page, type a Name for the journal.
5. 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.
6. Under Journal Availability, select the Yes option to make it available to users.

7. Under Journal Settings, select Monthly or Weekly Index Entries.
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4. **Journal Settings**

Index Entries

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

- Weekly

- Allow Users to Edit and Delete Entries

- Do not Allow Users to Delete Comments

- Permit Course Users to View Journal

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You may select the check boxes to Allow Users to Edit and Delete Entries, Delete Comments, or Permit Course Users to View journal.

8. 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. Once a journal is set to be graded, a column is created for it in the Grade Center. It is permanently gradable and cannot be set to No grading. To learn more, see Grade Center.

9. Click Submit.

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Having trouble following the instructions in this PDF? Contact the IT Service Center via Live Chat or by phone at 859-572-6911.