

Creating a Journal

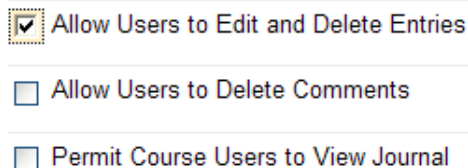
Quick Reference Guide

Introduction

A **Journal** is similar to a blog, but is usually private. The student posts in the Journal and the instructor can make comments to provide feedback.

Creating a New Journal

1. Click on **Course Tools** and choose **Journals**.
2. Click on **Create Journal**.
3. Enter the name for the journal.
4. Type instructions for journal use (or description) for the students. This information appears **INSIDE** the journal at the top of the page.
5. Choose Availability OR choose dates to make the journal available.
6. Choose the time period for the index. (Monthly or Weekly)
7. Choose editing and deleting rights.

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- Allow Users to Edit and Delete Entries
 - Allow Users to Delete Comments
 - Permit Course Users to View Journal

Note: If **Permit Course Users to View Journal** is NOT checked, then the journal is private between the student and the instructor. If it is checked, users can view other students' journals, but can only edit or delete their own entries!

8. Choose **Grade** and enter the Points possible (adds a column to Grade Center).
 - a. Indicate if you want to be notified in Needs Grading if students have posted.
 - b. See Rubric handout for info on using rubrics to grade.
9. Click **Submit**.

Adding a Journal to a Page

1. Move to the page where you want to insert the link to the journal.
2. Use the **Add Interactive Tool** menu and choose **Journal**.
3. At this point you have several choices:
 - a. Link to journal page (this would list all journals in the course and students could choose one).
 - b. Link to a specific existing journal.
 - c. Create Journal – if you haven't created any journals yet in the course.
4. Assuming you previously created a journal and wanted to add it to the page, choose b. above and select the journal from the list.
5. Choose **Next**.
6. Type a new name for the link to the journal (if desired).
7. Type instructions or other text for the description of the journal. This information appears **OUTSIDE** the journal to describe the link to the journal.
8. Indicate if the journal is to be available, or indicate the dates for the journal to be displayed.
9. Click **Submit**.

Overview

Using the journal works basically the same for instructor and students, except each student sees only his/her own entries and you can see entries for all students. You will be able to create entries and comment on student entries.

The screenshot shows a journal titled "Journals Test: Sherri-Ann Lancton". It includes a "Create Journal Entry" button and a "View Drafts" button. The main content area displays an entry titled "Reflections on Article 1" with a "Comments: 0" indicator. Callouts provide the following information:

- As instructor, even for a private journal, you can view all student entries.** (Points to the "Comments: 0" link)
- Click here to read comments.** (Points to the "Comments: 0" link)
- Click here to add comments.** (Points to the "Comment" button)
- View entries by month (or week).** (Points to the "Index" section on the right sidebar)

Posting an Entry


1. Click on the link to the journal.
2. Use **Create Journal Entry** to add a posting.
3. Use the tools in the text box to format the entry and add files, graphics, audio, etc.




The icons in the visual editor allow you to:

- Attach a file
- Insert an image
- Insert a movie
- Insert Quicktime
- Add audio content
- Add flash content

Each of these icons opens a window to find a file on your computer to insert.

The last icon  is **Paste from Word**.

This will paste text from Word and adjust for formatting.

Use the world icon  to insert a link to a web page. (You can just enter a URL into your journal text, but the icon enables you to open the web page in a new window.)

4. Click **Post Entry**.

Commenting on an Entry

1. Click on the **Comment** button.
2. Type your comment (note there is no formatting available in comments).
3. Click **Add**.

Viewing Comments

The comments indicator shows if there are comments. Click on it to view the comments.

Viewing Entries

There are two types of indexes along the right side – one by student and one by date. If the journal spans more than a month, you will need to use both to see all entries.

1. Click on a name to see entries by that person.
2. Click on a month to see entries for the selected person for the month.
3. Use the + to expand and see the entries for that month.