Create a Journal

Journals offer students the opportunity to reflect on course content and communicate privately among the instructor and student.

1. Change Edit Mode to ON.

2. On the Control Panel, click the arrow to expand the Course Tools section and select Journals.

3. On the Journals listing page, click Create Journal on the action bar.

4. On the “Create Journal” page, type a Name for the journal. (Optional) Type Instructions for the journal.

5. For Journal Availability, select the Yes option to make it available to users.
6. (Optional) For Journal Date and Time Restrictions, you can set a journal to display on a specific date and time and to stop displaying on a specific date and time. Select the Display After and Display Until check boxes to enable the date and time selections. You could use the pop-up Date Selection Calendar and Time Selection Menu to select dates and times or type dates and times in the boxes. Display restrictions do not affect the journal availability, only when it appears.

7. In the Journal Settings section, select Monthly or Weekly Index Entries.
   - Optionally, select the check box to Allow Users to Edit and Delete Entries.
   - Optionally, select the check box to Allow Users to Delete Comments.
   - 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.

8. In the Grade Settings section, select No grading -or- type the number of Points possible. Points possible will apply to one or more entries made by the user to the journal topic.

9. (Optionally) Select the check box for Show participants in needs grading status and select the number of entries required. Note: Applying this setting will show the needs grading icon in the Grade Center and place the entries in the queue on the Needs Grading page after the specified number of entries are made.

Please Note: After you enable grading, a column is created automatically in the Grade Center. It is permanently gradable, and you cannot change the setting to No grading.
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10. Optionally, associate a rubric by pointing to Add Rubric to access the drop-down list.