The Journals Tool

Journals are a 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.

How to Create a Journal

1. Access the course and ensure Edit Mode is ON
2. In the **Control Panel**, expand the **Course Tools** tab and select **Journals**
3. On the Journals page, click **Create Journal**
4. Type a **name** and optional **instructions.** Make the Journal available to students.

5. Select Journal Date and Time Restrictions if needed
6. In the Journal Settings section, select Monthly or Weekly Index Entries.
7. Optionally, select the check boxes to allow users to edit and delete entries, or delete comments.
8. Optionally, select the check box to Permit Course Users to View Journal. If selected, the journal becomes public and all users can view the journal entries.
9. In the Grade Settings sections, 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. After you enable grading, a column is created automatically in the Grade Center.

- *Note* – After checking the grade option, the journal is permanently gradable, and you can't change the setting to No Grading
10. If you choose to grade the journal topic, select the check box for Show Participants in needs grading status and select the number of entries required. If you apply this setting, the Needs Grading icon will show in the Grade Center. The entries will appear in the queue on the Needs Grading page after student activity meets this threshold.

GRADE SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Grade Journal
- No grading
- Grade : Points possible : 100

☑ Show participants in "needs grading" status 🟡 after every 1 ⬍ Entries
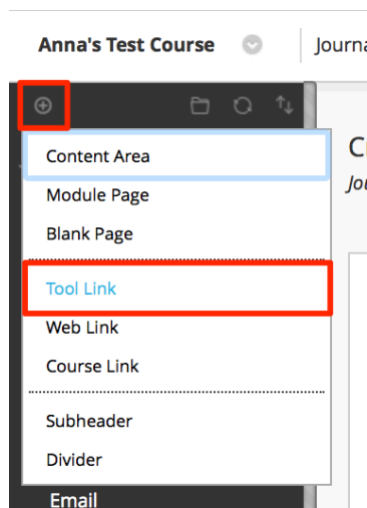
11. Add a due date and rubric if wanted
12. Select Submit
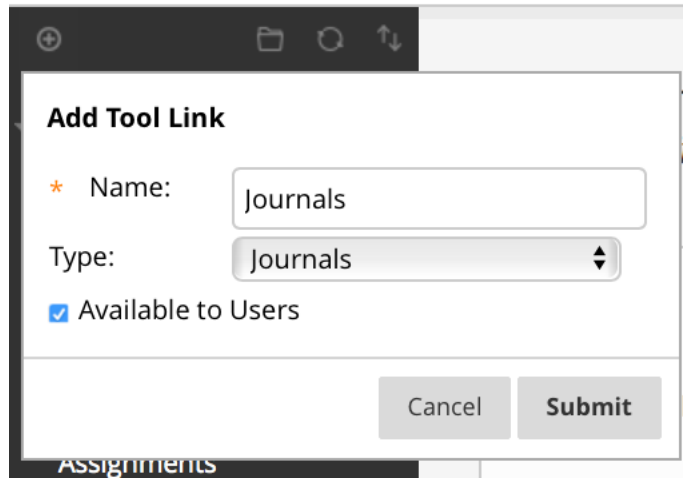
Add a Course Menu Link for a Journal

To make the Journals you have created easily accessible to your students you can add a tool link to your course menu for the journal.

1. Select the plus sign at the top of your course menu and select Tool Link

Anna's Test Course 🔽 | Journa

⊕   🗁   ○   ⇅

     C

Content Area

Module Page   Jo

Blank Page

Tool Link

Web Link

Course Link

Subheader

Divider

Email

2. Name the link
3. Under Type, select Journals

4. Select Available to Users and click Submit