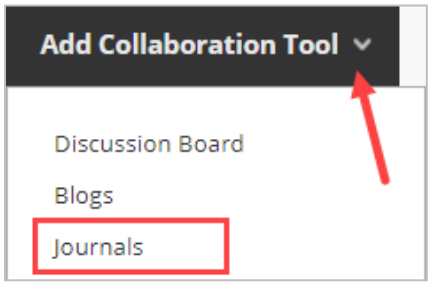
CREATE JOURNAL IN CONTENT AREA

Instructors can create a journal in a weekly content area. Students can use this tool for self-reflection and analysis. If you just want to create a tool link on the left menu to all your journals, view this user guide.

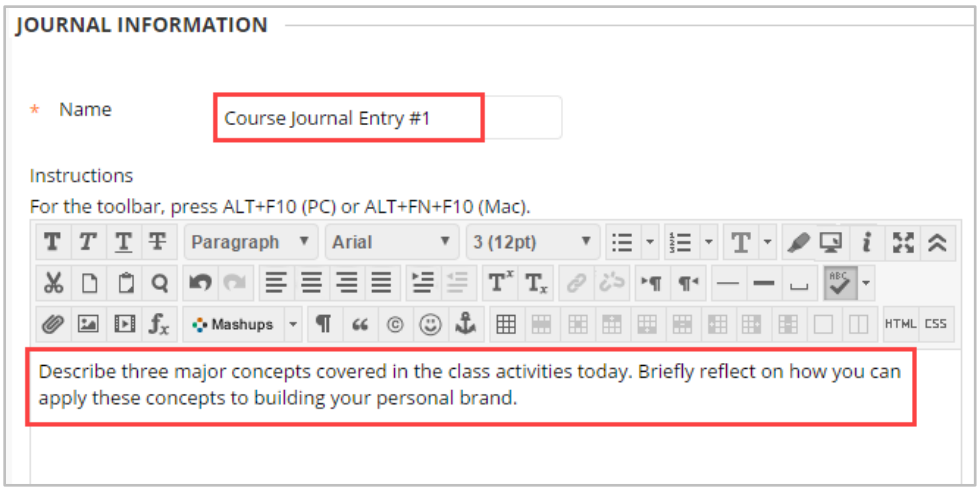
Instructions

1. From within a content area, however over **Add Collaboration Tool** and select **Journals** from the menu.

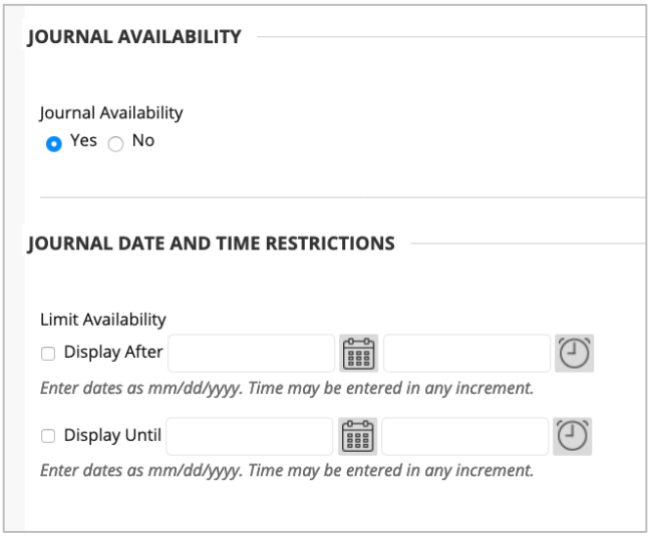


2. Click the **Create New Journal**.

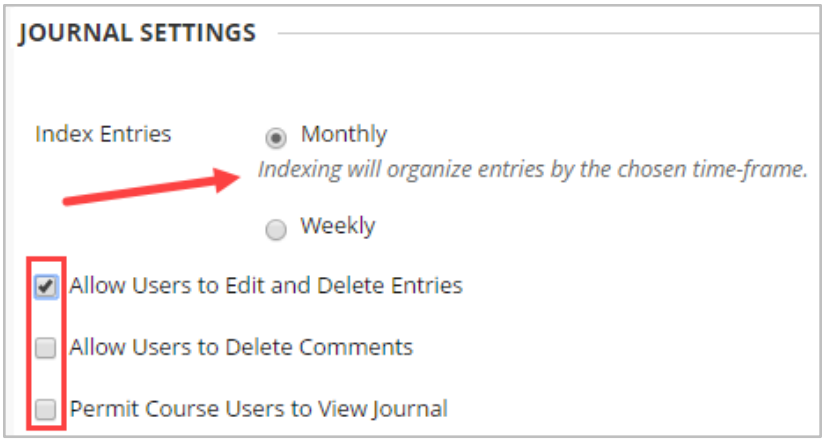
3. Enter the journal **Name** and any **Instructions** into the textboxes provided. Be sure to COPY the text you type into the description box as it will be pasted in a later step.



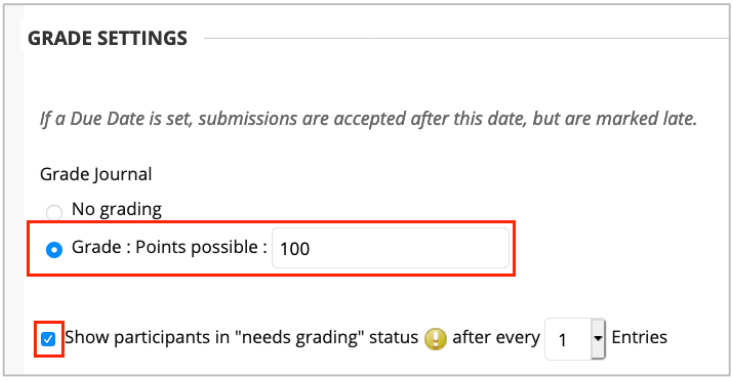
4. Set **availability**, **tracking** or **date restrictions** if preferred. If using date restrictions, be sure to leave Available on "Yes".



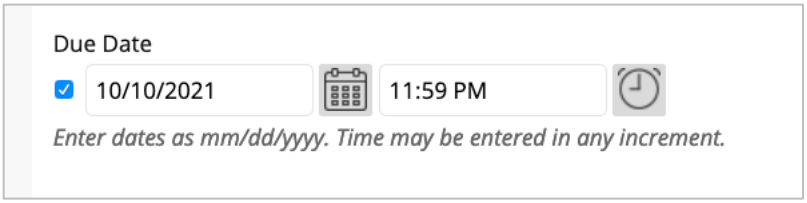
5. **Index entries** can be set for Monthly or Weekly organization. Check box to enable user ability to **Edit** and **Delete Entries** or to **Allow Users to Delete Comments**.



6. To enable journal grading, select **Grade** and enter the total **Points Possible**. This will create a column in the grade center. To **Show participants in "needs grading" status**, check box and select number of **Entries** from the drop down box.

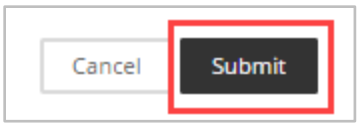


7. Check box to add a **Due Date**. Click the calendar icon to select a date and the clock icon to select a time.

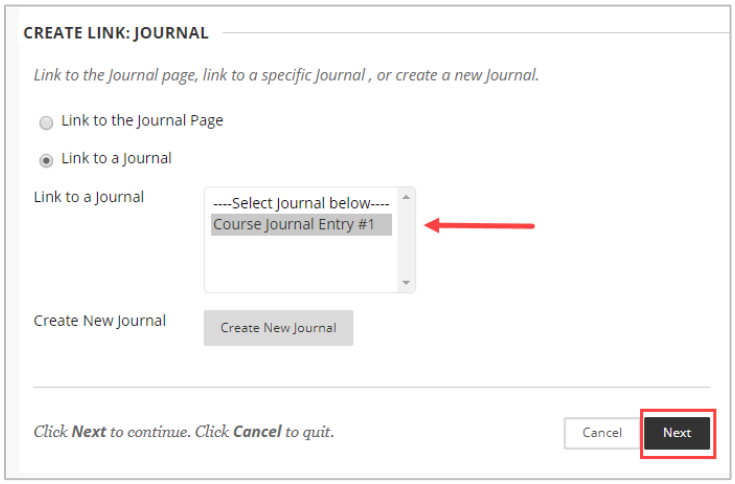


8. Click the **Add Rubric** button to create or select an existing rubric to associate to the journal assignment.

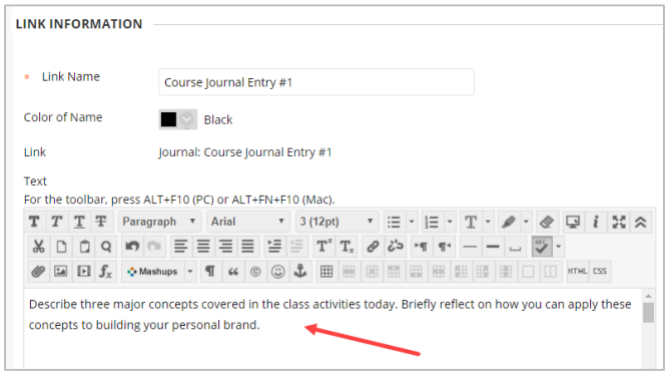
9. Click **Submit**.



10. Select the journal link and then click on **Next**.



11. Paste the instructions you previously copied from step 3 into the text box. If you did not copy the instructions, retype them in the text box.



12. Click **Submit** when done to finish creating and link the journal.