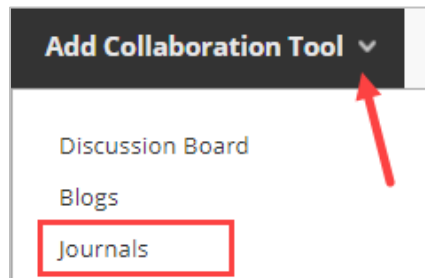


CREATE JOURNAL IN CONTENT AREA

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

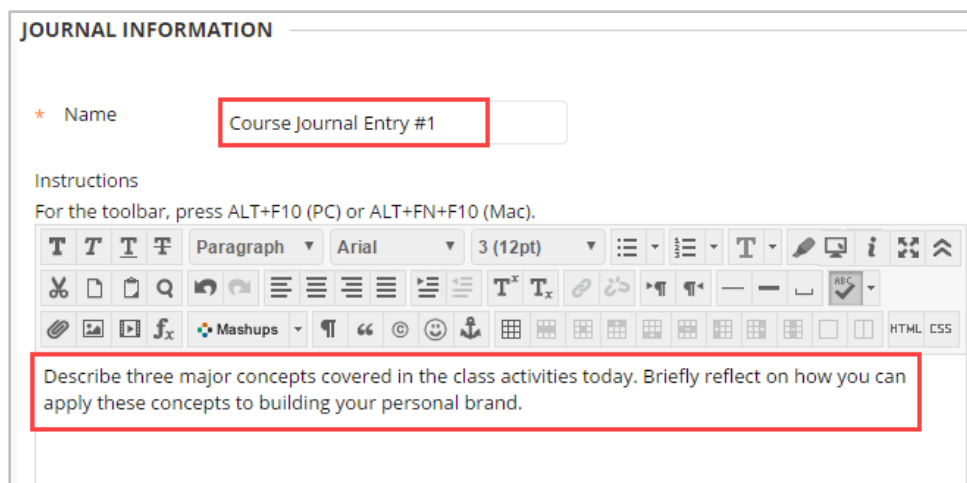
1. From within a [content area](#), however over **Add Collaboration Tool** and select **Journals** from the menu.



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

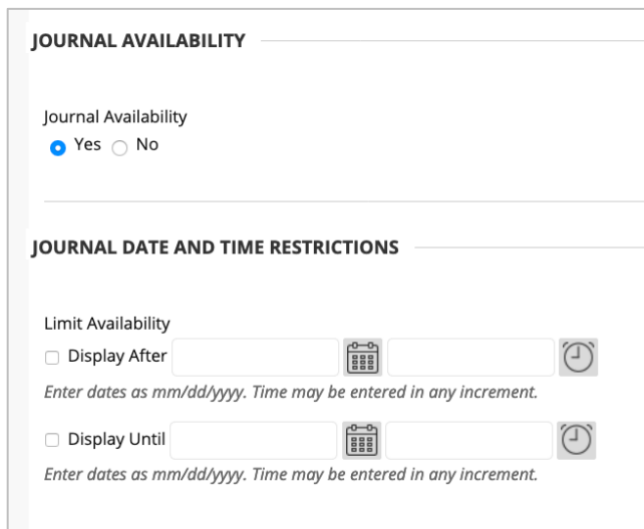


3. Enter the journal **Name** and any **Instructions** into the textboxes provided. Be sure to **COPY** the text you type into the description box as it will be pasted in a later step.



CREATE JOURNAL IN CONTENT AREA

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



JOURNAL AVAILABILITY

Journal Availability
 Yes No

JOURNAL DATE AND TIME RESTRICTIONS

Limit Availability

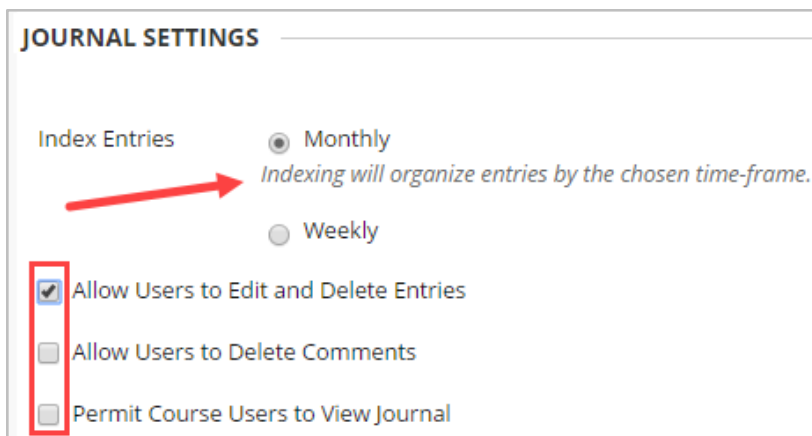
Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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**.



JOURNAL SETTINGS

Index Entries Monthly Weekly

Indexing will organize entries by the chosen time-frame.

Allow Users to Edit and Delete Entries

Allow Users to Delete Comments

Permit Course Users to View Journal

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.

CREATE JOURNAL IN CONTENT AREA

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

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

Due Date

10/10/2021  11:59 PM 

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

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

Associated Rubrics **Add Rubric** ⌵

Name	Type	Date Last Edited	Show Rubric to Students
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9. Click **Submit**.

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

CREATE JOURNAL IN CONTENT AREA

CREATE LINK: JOURNAL

Link to the Journal page, link to a specific Journal , or create a new Journal.

Link to the Journal Page

Link to a Journal

Link to a Journal

----Select Journal below----

Course Journal Entry #1

Create New Journal

Create New Journal

Click **Next** to continue. Click **Cancel** to quit.

Cancel **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.

LINK INFORMATION

Link Name: Course Journal Entry #1

Color of Name: Black

Link: Journal: Course Journal Entry #1

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Paragraph Arial 3 (12pt)

Describe three major concepts covered in the class activities today. Briefly reflect on how you can apply these concepts to building your personal brand.

Cancel **Next**

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

OPTIONS

Available: Yes No

Track Number of Views: Yes No

Date Restrictions

Display After: [Calendar Icon] [Clock Icon]

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until: [Calendar Icon] [Clock Icon]

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Click **Submit** to proceed.

Cancel **Submit**