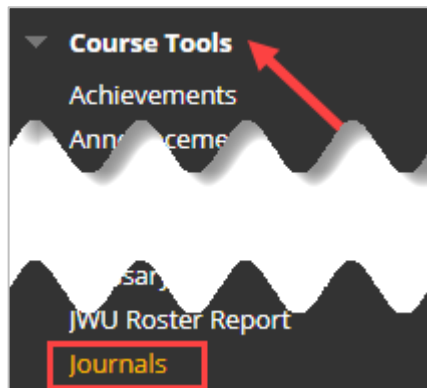


EDIT JOURNAL SETTINGS

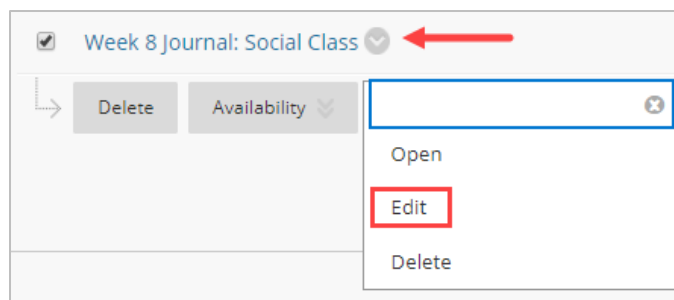
In ulearn, once a [journal has been created](#), instructors can make changes to the journal settings. The most common reasons to edit the journal settings is to set a due date and/or change grade settings (such as adding points so a grade column will be created for the journal).

Instructions

1. Select **Course Tools** from the left menu and select **Journals**.



2. Locate the journal within the list and click the down arrow next to it. Select **Edit** from the menu.



3. Make any changes in the journal settings (i.e, availability, indexing, due date, grading, etc.)

EDIT JOURNAL SETTINGS

JOURNAL SETTINGS

Index Entries Monthly
Indexing will organize entries by the chosen time-frame.

Weekly

Allow Users to Edit and Delete Entries

Allow Users to Delete Comments

Permit Course Users to View Journal

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

Due Date 09/05/2021 11:59 PM

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

Associated Rubrics

Add Rubric

Name	Type	Date Last Edited	Show Rubric to Students
Journal Rubric	Used for Grading	Jul 30, 2021 4:50:06 PM	Yes (With Rubric Scores)

4. When done, click **Submit**.

Cancel **Submit**