How to Create a Journal

1. On the Control Panel, expand the Course Tools section and click Journals.
2. On the Journals listing page, click Create Journal on the action bar.
3. On the Create Journal page, type a name and optional instructions. Make the journal available.
4. Select the Display After and Display Until check boxes to enable the date and time selections. Display restrictions do not affect the journal availability, only when it appears.
5. In the Journal Settings section, select Monthly or Weekly Index Entries. Optionally, select check boxes to allow users to edit and delete entries, or 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.
6. In the Grade Settings section, 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 a user to the journal topic. 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.
7. Optionally, select the check box for Show participants in needs grading status and select the number of entries required. 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.
8. Optionally, add a rubric.
9. Click Submit.

The journal topics appear in alphabetical order on the Journals listing page.

Create Journal Entries

You and your students can create journal entries. Instructor is the only one who can comment on students' private entries. Instructor and group members can comment on group entries.
Comment on a Journal Entry

Journaling can be essential for interaction between you and your students, especially in a web-based course. Student entries and your comments can help build rapport and create a healthy intellectual exchange.

A student can make a comment after you comment on an entry to continue the conversation. Students cannot make comments on another student’s journal entry, even if you made the journal public. Students can only comment on another student’s entry when they are members of a group. For group journals, you and all group members are allowed to make comments on individual entries.

1. On the Journals listing page, click a journal title.
2. On the journal’s topic page, select the journal entry to view by clicking the user’s name in the sidebar in the name drop-down list. The user’s journal entry opens in the content frame.
3. Click Comment following the user’s entry and type a comment.
4. Click Add. Click the numbered Comments link to view all comments.