

Journals

Journals are a self-reflective tool for students. Only the student and the Instructor are able to Comment on individual Journal Entries. However, Journals can be made public by the Instructor to allow other enrolled users to read the entries.

If a Journal is set up as one of the available tools in a Group, Group Journals can be viewed and edited only by members of the group.

Instructors can remove journal entries and comments posted by any user.

If a student is removed from the course, the student's Journal will be deleted. All Journal entries and Comments are deleted.

A Journal consists of:

- **Journal Entries:** Text, images, links and attachments posted by individual students.
- **Comments:** Remarks or responses to Journal Entry made by the Instructor.

Accessing the Journals page

Click the **Tools** link in the main course menu, then click **Journals**. (Or select **Journals** from the **Tools** menu in the **Control Panel**.)

The **Journals** page lists all Journals, their visibility, last date modified, and the number of entries. Adjust the number of listings on a page with either **Show All** or **Edit Paging...**

- You can control the availability of a Journal with the **Availability** menu.
- To delete a **Journal**, click the box next to its name and click **Delete**.
- To edit or delete a **Journal**, use the drop-down menu to the right of the Journal's name.

Creating a Journal

- Click **Create Journal** on the Journals page (accessed from **Course Tools** in the **Control Panel**) or select **Journal** from the drop-down menu of the **Add Interactive Tool** button in a course content area.
- Enter a name and instructions for using the Journal.
- Click **Yes** for **Journal Availability** to make the Journal available. You can set **Display After** and **Display Until** dates and times.
- Determine how to index the journal entries (Monthly or Weekly).

- Set deletion / viewing policies.
 - **Allow Users to Edit and Delete Entries** allows individual students to edit and delete entries in their own journals and to edit and delete only their own entries in group journals.
 - **Allow Users to Delete Comments** allows individual students to delete comments in their own journals and to delete only their own comments in group journals.
 - **Permit Course Users to View Journal** allows all students and others with access to the course site (Teaching Assistants, Graders) to view the journal.
- Click **Submit**.

Group Journals

Group Journals allow students in groups to reflect collaboratively and comment on their fellow group members' entries. To maintain privacy, group members may add journal entries anonymously.

Posting to a Journal

- Click **Create Journal Entry** to compose your entry.
- Click **Post Entry** to add your entry to the journal.
- To post a journal entry comment, click **Comment** on the bottom right-hand side of the entry, compose your comment, then click **Add**.

Finding Journals or Journal Entries

- For Individual Journals, use the **More Journals** option on the right to view a particular person's Journal. For Group Journals, use the **View Entries by:** option to find entries by All or particular group members.
- Use the **Index** option to select entries by date posted (either week or month, depending on how the Journal was configured).