How to create and edit a journal

Journals are a self-reflective tool that allows Students to post their personal reflections about the Course or discuss and analyze Course related materials.

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Make sure <strong>Edit Mode</strong> is <strong>ON</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Open a <strong>content area</strong> by clicking on it in the course menu.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Hover your mouse over the <strong>Add Interactive Tool</strong> menu, and then click <strong>Journal</strong> from the menu.</td>
</tr>
</tbody>
</table>
| Step 4 | Click **Create New Journal**

**Note:** You can either create a new **Journal** or add a link to existing Journal |

| Step 5 | **Journal Information:**
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>• <strong>Name</strong>: Type a name of the journal.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Instructions</strong>: Type in instructions for the journal.</td>
</tr>
</tbody>
</table>

| Step 6 | **Journal Availability:**
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>• Select the <strong>Yes</strong> or <strong>No</strong> option to make it available or unavailable to students.</td>
</tr>
</tbody>
</table>
### Step 7: Journal Date and Time Restrictions:
- **Select Date and time Restrictions:** Click the checkboxes to enable and choose dates to **Display After** and **Display Until**.

### Step 8: Journal Settings:
- **Index Entries:** Click **Monthly** or **Weekly** to choose the time frame of index entries.
- Click the check box to **Allow users to Edit and Delete Entries**.
- Click the check box to **Allow users to Delete Comments**.
- Click the check box to **Permit Course User to View Journal**.
- **Grade Journal:** Select **No grading** or the **Grade option** and type the number of **Points possible**.

### Step 7: Click to Submit.

### Step 8: Create Link (if cross linking to another Journal):
- **Select Link to the Journal Page** or **Link to a Journal**.
- **Link to a Journal:** Select the Journal to link to.

### Step 9: Click Next.
Step 10  **Link Information:**
- **Link Name:** Type the Link Name
- **Color of Name:** Select a color for the journal link.
- **Text:** Type the specific description of the link

Step 11  **Options:**
- **Available:** Click Yes or No to make this link available to students enrolled in the course.
- **Track Number of Views:** Click Yes or No to enable tracking for the Journal.
- **Select Date and time Restrictions:** Click the checkboxes to enable and choose dates to **Display After** and **Display Until**.

Step 12  Click to **Submit**.

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**Editing a Journal**

Step 1  Click on the **Journal** from the course menu
<table>
<thead>
<tr>
<th>Step 2</th>
<th>Select <strong>Journal</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 3</td>
<td>Click the <strong>Action Menu</strong>, then <strong>Edit</strong>.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Make <strong>Edits</strong>. Click <strong>Submit</strong>.</td>
</tr>
</tbody>
</table>

**Notes:**