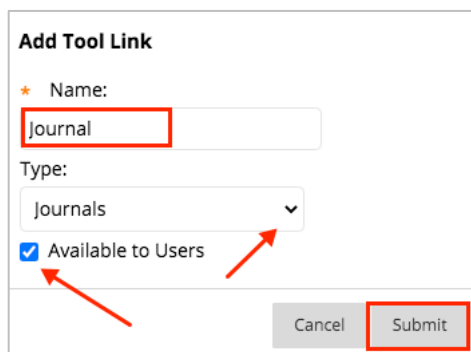# CREATE JOURNAL VIA TOOL LINK

If you want to create one central area in your course for all your journal assignments, you can create it via a tool link. If you created a journal in weekly content folders (i.e., Week 1, etc.,) you can also create a quick shortcut to all the journals via creating a tool link on the left menu.
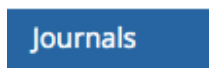
Instructions

1. In your ulearn course, click the **+ icon** on the ulearn left menu. Select **Tool Link**.
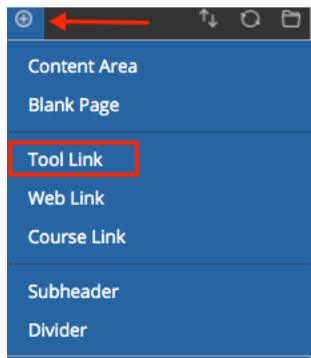
2. Enter a **name** and from Type choose **Journals**. Check the "Available to Users" box and click **Submit.**
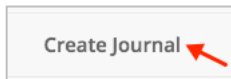

3. The tool link to Journals has been created. If you already created journals in weekly content folders, you can skip the next few steps.

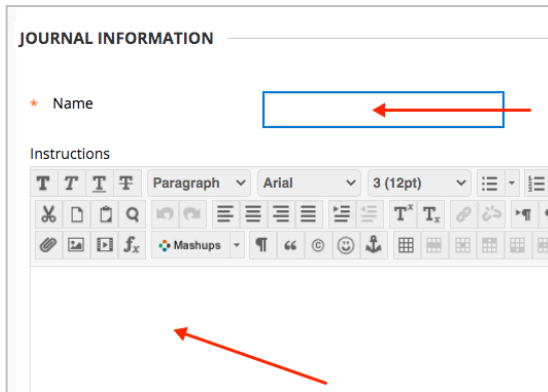4. To create new journals, click the Journals areas you created above. Click on **Create Journal**.

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Create Journal

5. Put a **name** for the journal in the name box (i.e., Journal 1, Class Journal, etc.,) Put instructions for students.
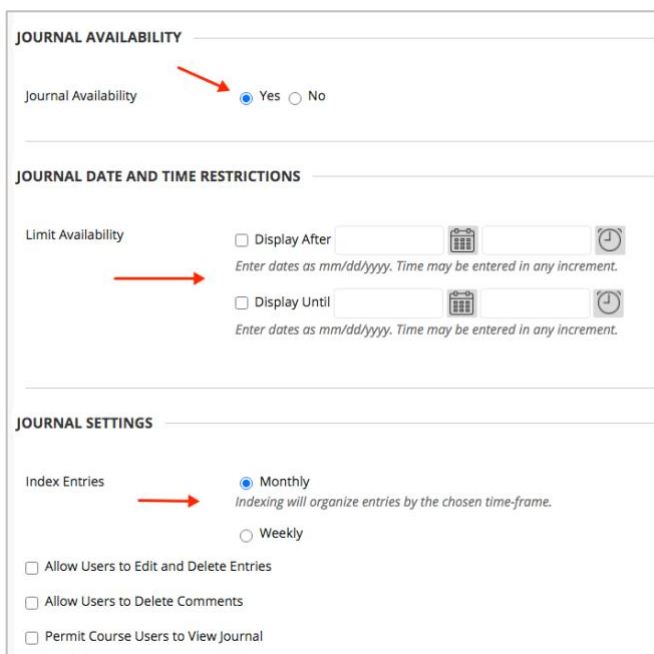
6. In the Journal Availability section, make sure **Yes** is the chosen option.
Under Journal Date and Time Restrictions, add **dates/times as needed**. If the journal is to be available all semester, do not add dates and times.
Under Journal Settings, index entries **monthly** or **weekly** as desired and decide about allow students to **edit/delete entries**.
Journals are meant to be **private between instructor and student** so do not check off "Permit Course Users to View Journal" unless the journal is a shared class journal.
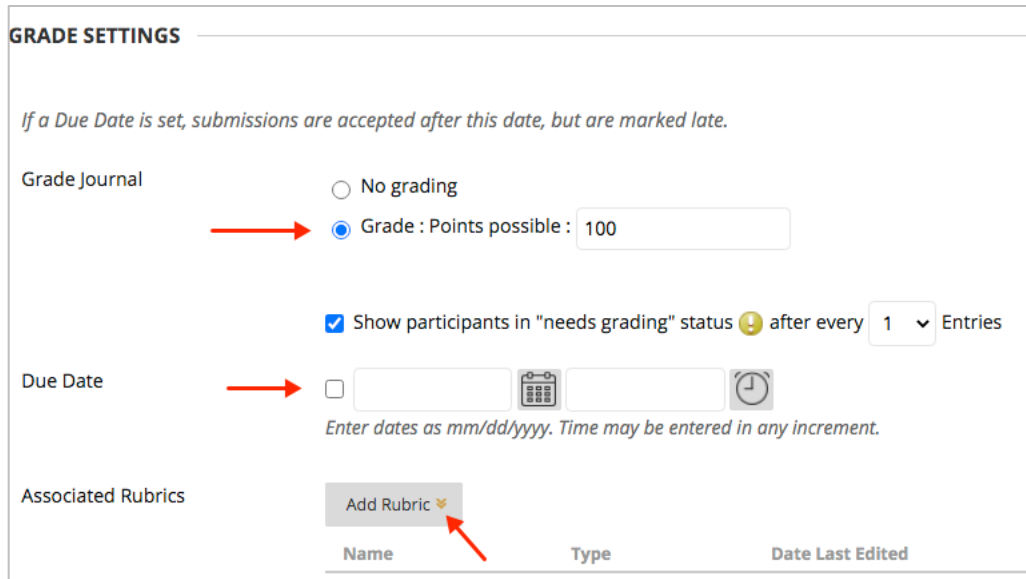
CREATE JOURNAL VIA TOOL LINK

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7. Under Grade Settings, if you want the journal to be graded and a grade center column created, click on **Grade** and enter the **points possible**. If you do not change this setting, you will not see a grade center column!

   Enter a **due date** and **time**. Additionally you can add a ulearn rubric if you already created one.

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

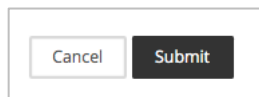☑ Show participants in "needs grading" status 🟡 after every [1 ∨] Entries

Due Date
☐ [   ] 📅 [   ] 🕐

Enter dates as mm/dd/yyyy. Time may be entered in any increment.
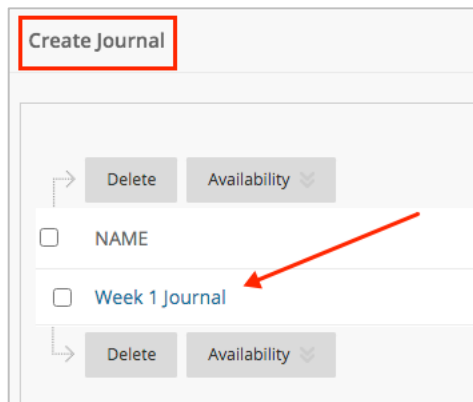
Associated Rubrics   [Add Rubric ⨯]

Name	Type	Date Last Edited

8. **Scroll** to the end of the page and click **Submit** when done.

[Cancel] [**Submit**]

9. The journal has been created. To create any additional journals, click **Create Journal**.

[Create Journal]

Delete	Availability ∨
☐	NAME
☐	Week 1 Journal
Delete	Availability ∨

Instructional Design & Technology

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