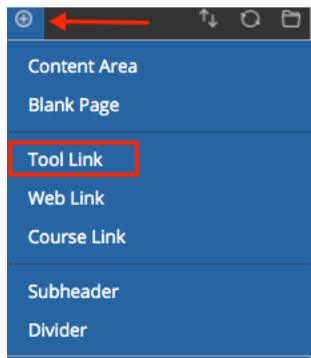


CREATE JOURNAL VIA TOOL LINK

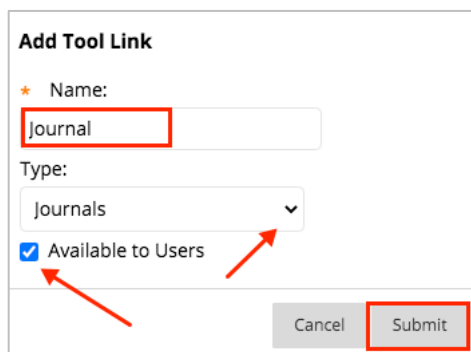
If you want to create one central area in your course for all your journal assignments, you can create it via a tool link. If you created a journal in weekly content folders (i.e., Week 1, etc.,) you can also create a quick shortcut to all the journals via creating a tool link on the left menu.

Instructions

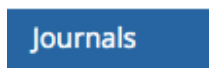
1. In your ulearn course, click the **+** icon on the ulearn left menu. Select **Tool Link**.



2. Enter a **name** and from Type choose **Journals**. Check the “Available to Users” box and click **Submit**.

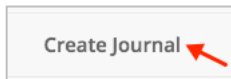
A screenshot of the 'Add Tool Link' form. The form has the following fields: 'Name:' with a text input field containing 'Journal' (highlighted with a red box); 'Type:' with a dropdown menu set to 'Journals'; and a checked checkbox labeled 'Available to Users'. At the bottom right, there are 'Cancel' and 'Submit' buttons, with the 'Submit' button highlighted by a red box. Red arrows point to the 'Name' field, the 'Type' dropdown, and the 'Available to Users' checkbox.

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.

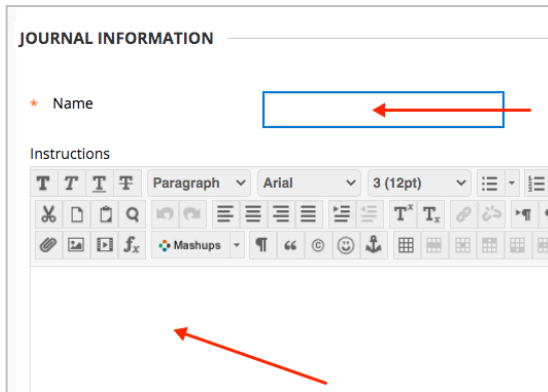


4. To create new journals, click the Journals areas you created above. Click on **Create Journal**.

CREATE JOURNAL VIA TOOL LINK



- Put a **name** for the journal in the name box (i.e., Journal 1, Class Journal, etc.,) Put instructions for students.



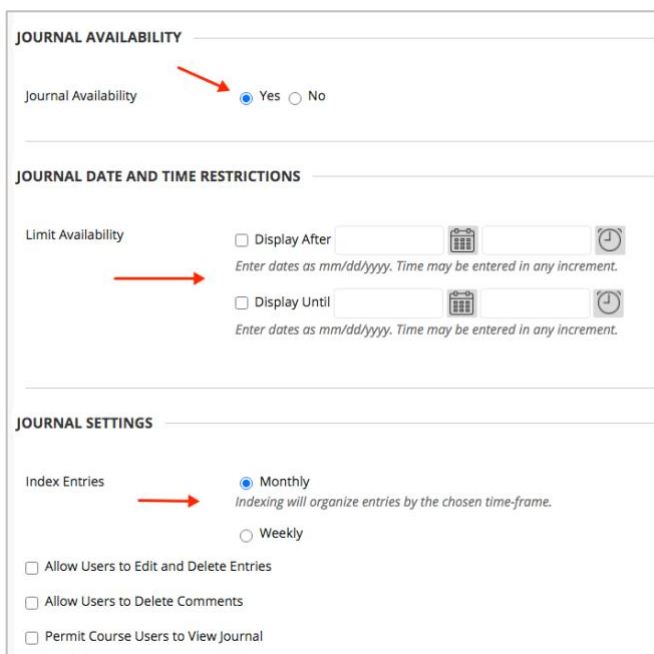
JOURNAL INFORMATION

* Name

Instructions

Rich text editor toolbar with options for Paragraph, Arial, 3 (12pt), Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Text Color, Background Color, Table, Table Border, Table Cell, Table Row, Table Column, Table Merge, Table Split, Table Delete, Table Insert, Table Edit, Table Move, Table Copy, Table Paste, Table Undo, Table Redo, Table Refresh, Table Help.

- 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.



JOURNAL AVAILABILITY

Journal Availability Yes No

JOURNAL DATE AND TIME RESTRICTIONS

Limit Availability

Display After

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

Display Until

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

JOURNAL SETTINGS

Index Entries Monthly Weekly

Indexing will organize entries by the chosen time-frame.

Allow Users to Edit and Delete Entries

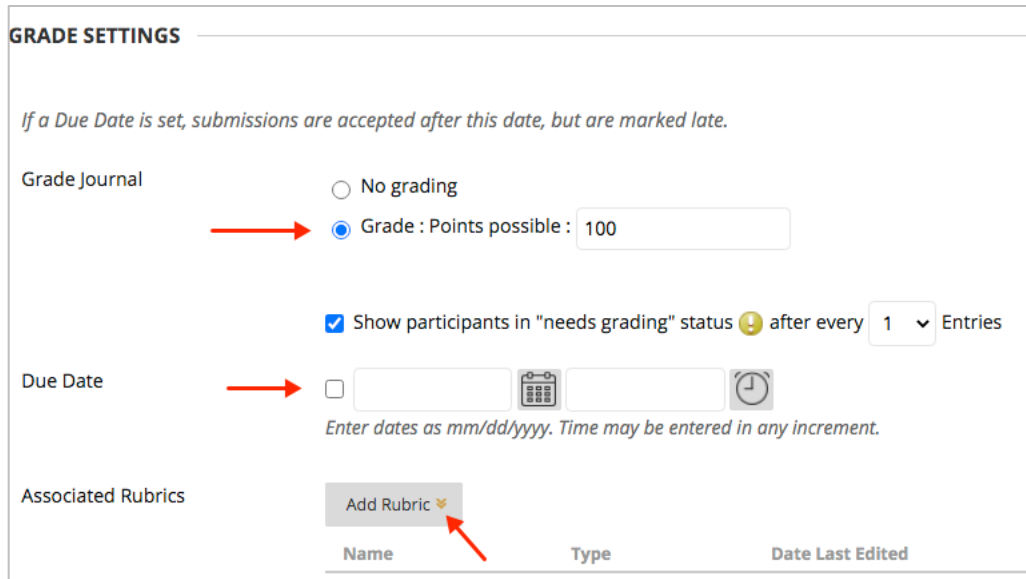
Allow Users to Delete Comments

Permit Course Users to View Journal

CREATE JOURNAL VIA TOOL LINK

- 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 :

Show participants in "needs grading" status  after every Entries

Due Date

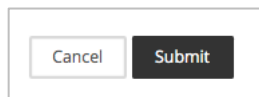
 

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

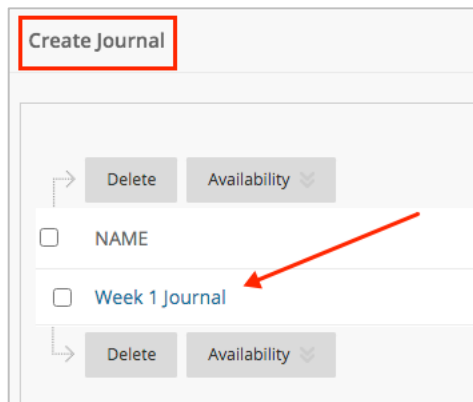
Associated Rubrics

Name	Type	Date Last Edited
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- Scroll** to the end of the page and click **Submit** when done.



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



NAME

Week 1 Journal