

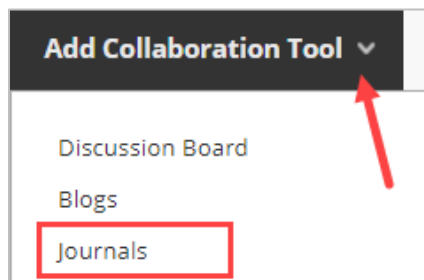
# CREATE JOURNAL IN CONTENT AREA

Instructors can create a journal in a weekly content area. Students can use this tool for self-reflection and analysis. If you just want to create a tool link on the left menu to all your journals, view this [user guide](#).

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## Instructions

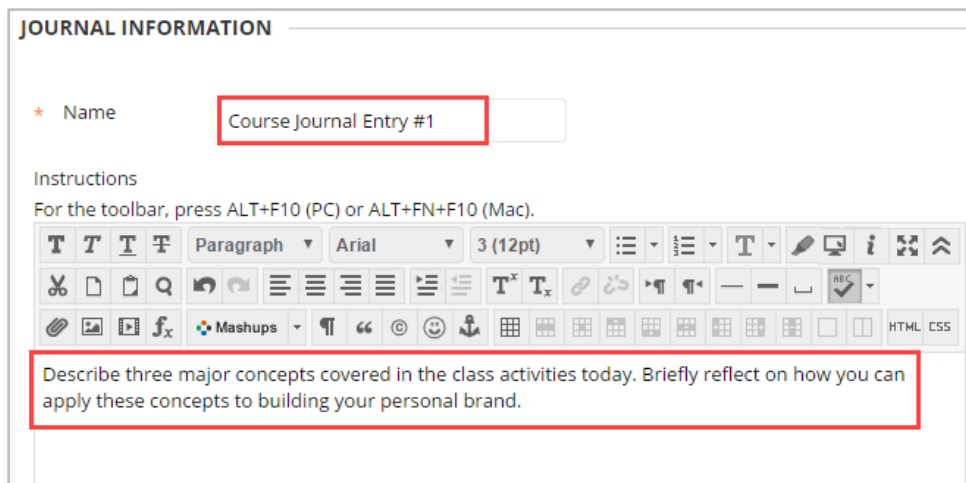
1. From within a [content area](#), however over **Add Collaboration Tool** and select **Journals** from the menu.



2. Click the **Create New Journal**.

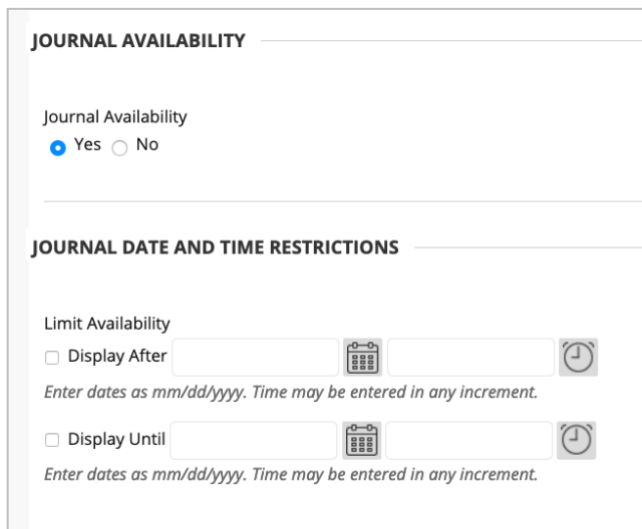


3. Enter the journal **Name** and any **Instructions** into the textboxes provided. Be sure to COPY the text you type into the description box as it will be pasted in a later step.



# CREATE JOURNAL IN CONTENT AREA

4. Set **availability, tracking** or **date restrictions** if preferred. If using date restrictions, be sure to leave Available on “Yes”.



**JOURNAL AVAILABILITY**

Journal Availability  
 Yes  No

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**JOURNAL DATE AND TIME RESTRICTIONS**

Limit Availability

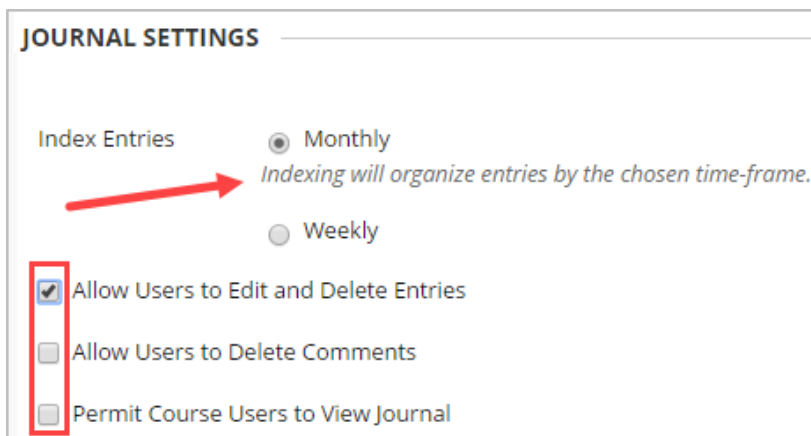
Display After

*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.*

5. **Index entries** can be set for Monthly or Weekly organization. Check box to enable user ability to **Edit** and **Delete Entries** or to **Allow Users to Delete Comments**.



**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

6. To enable journal grading, select **Grade** and enter the total **Points Possible**. This will create a column in the grade center. To **Show participants in “needs grading” status**, check box and select number of **Entries** from the drop down box.

# CREATE JOURNAL IN CONTENT AREA

**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

7. Check box to add a **Due Date**. Click the calendar icon to select a date and the clock icon to select a time.

**Due Date**

10/10/2021  11:59 PM 

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

8. Click the **Add Rubric** button to create or select an existing rubric to associate to the journal assignment.

Associated Rubrics **Add Rubric** ⌵

Name	Type	Date Last Edited	Show Rubric to Students
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9. Click **Submit**.

10. Select the journal link and then click on **Next**.

# CREATE JOURNAL IN CONTENT AREA

**CREATE LINK: JOURNAL**

*Link to the Journal page, link to a specific Journal , or create a new Journal.*

Link to the Journal Page

Link to a Journal

Link to a Journal

----Select Journal below----  
Course Journal Entry #1

Create New Journal

*Click **Next** to continue. Click **Cancel** to quit.*

11. Paste the instructions you previously copied from step 3 into the text box. If you did not copy the instructions, retype them in the text box.

**LINK INFORMATION**

Link Name

Color of Name

Link

Text

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Paragraph  Arial

Describe three major concepts covered in the class activities today. Briefly reflect on how you can apply these concepts to building your personal brand.

12. Click **Submit** when done to finish creating and link the journal.

**OPTIONS**

Available  Yes  No

Track Number of Views  Yes  No

Date Restrictions

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.*

*Click **Submit** to proceed.*