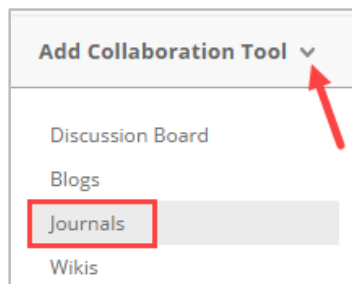


CREATE A JOURNAL

Instructors can create a journal in their ulearn course. Students can use this tool for self-reflection and analysis. Instructions below will show how to create and link a journal for students in a ulearn content area.

Instructions

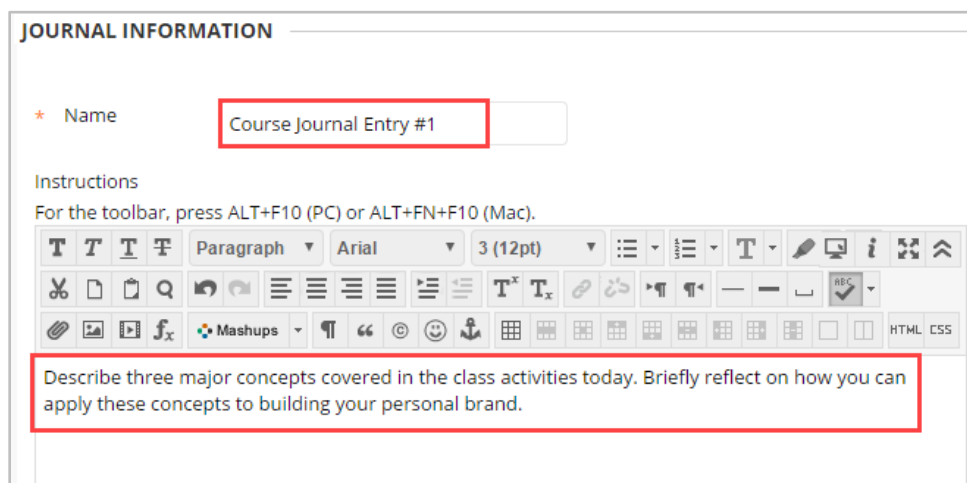
1. From within a content area, however over **Add Collaboration Tool** and select **Journals** from the menu.



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



3. Enter the journal **Name** and any **Instructions** into the textboxes provided.



CREATE A JOURNAL

4. Set **Journal Availability** and **Limit Availability** options if preferred.

JOURNAL AVAILABILITY

Journal Availability Yes No

JOURNAL DATE AND TIME RESTRICTIONS

Limit Availability Display After 06/29/2017 06:00 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until 07/06/2017 06:00 PM
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Note: If opting to limit the journal availability by date and time, **Journal Availability** must be set to **Yes**.

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
Indexing will organize entries by the chosen time-frame.

Weekly

Allow Users to Edit and Delete Entries

Allow Users to Delete Comments

Permit Course Users to View Journal

CREATE A JOURNAL

- 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.

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 : 10

Show participants in "needs grading" status ⚠ after every 1 Entries

- 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 07/06/2017 06:00 PM

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

- 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

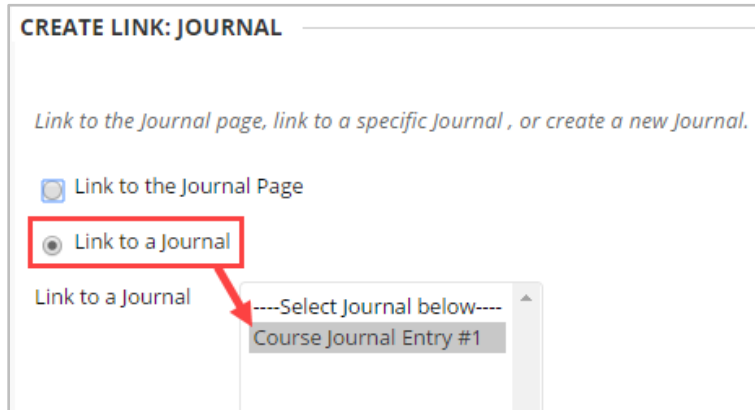
- Click **Submit**.

Cancel
Submit

CREATE A JOURNAL

Link Your Journal

1. To provide students access to the journal, select **Link to a Journal** and highlight the journal activity from the list.



CREATE LINK: JOURNAL

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

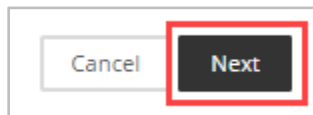
Link to the Journal Page

Link to a Journal

Link to a Journal -----Select Journal below-----

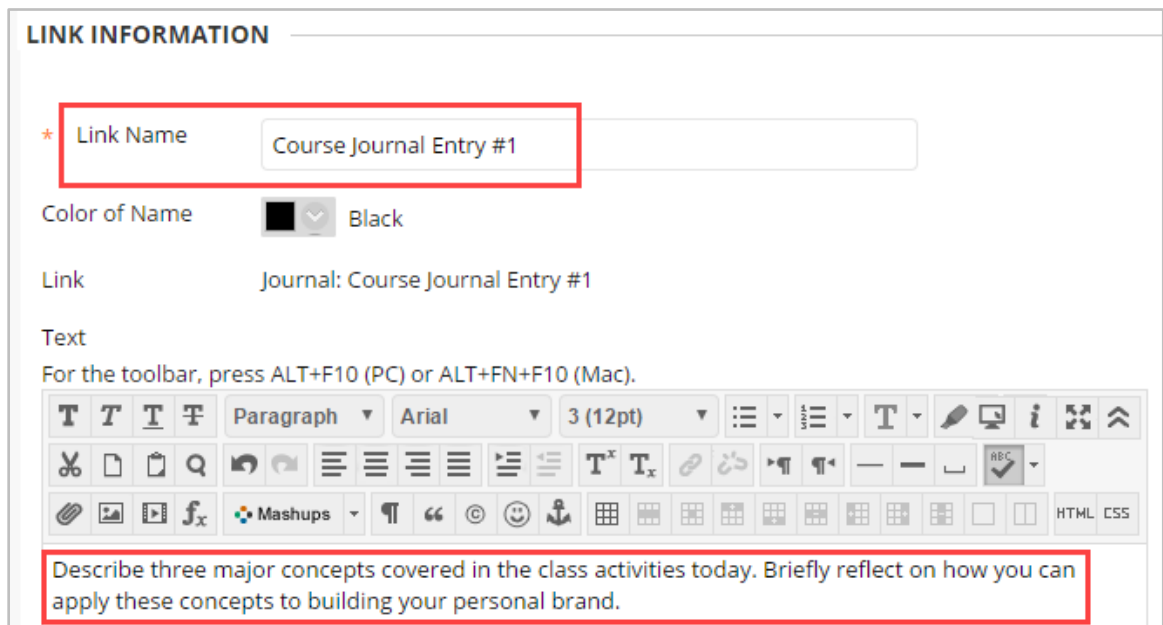
Course Journal Entry #1

2. Click **Next**.



Cancel **Next**

3. Enter the journal **Link Name** and enter instructions into the text box provided.



LINK INFORMATION

* Link Name

Color of Name Black

Link

Text

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

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

CREATE A JOURNAL

4. Enable **link availability** and **tracking** if preferred. Enable **Date Restrictions** by checking box and entering date and time.

JOURNAL AVAILABILITY

Journal Availability Yes No

JOURNAL DATE AND TIME RESTRICTIONS

Limit Availability Display After 06/29/2017 06:00 PM

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

Display Until 07/06/2017 06:00 PM

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

5. Click **Submit**.

Cancel **Submit**