

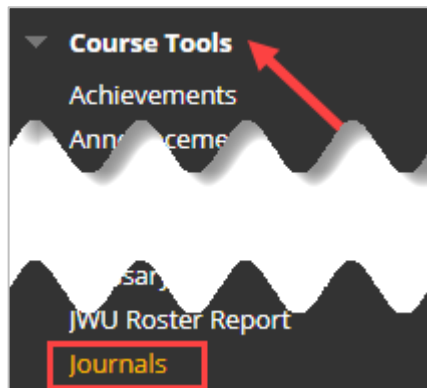
# EDIT JOURNAL SETTINGS

In ulearn, once a [journal has been created](#), instructors can make changes to the journal settings. The most common reasons to edit the journal settings is to set a due date and/or change grade settings (such as adding points so a grade column will be created for the journal).

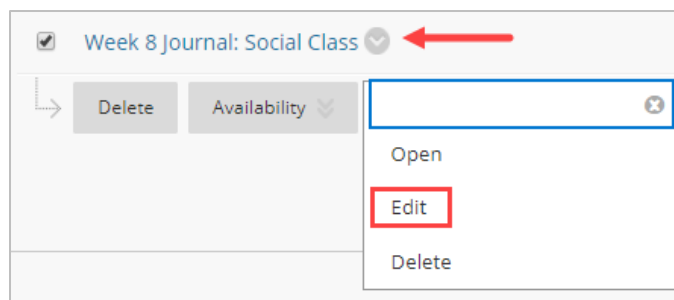
---

## Instructions

1. Select **Course Tools** from the left menu and select **Journals**.



2. Locate the journal within the list and click the down arrow next to it. Select **Edit** from the menu.



3. Make any changes in the journal settings (i.e, availability, indexing, due date, grading, etc.)

# EDIT JOURNAL SETTINGS

**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

---

**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  09/05/2021 11:59 PM

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

Associated Rubrics

Add Rubric

Name	Type	Date Last Edited	Show Rubric to Students
 Journal Rubric	 Used for Grading	Jul 30, 2021 4:50:06 PM	<input checked="" type="checkbox"/> Yes (With Rubric Scores)

4. When done, click **Submit**.

Cancel **Submit**