

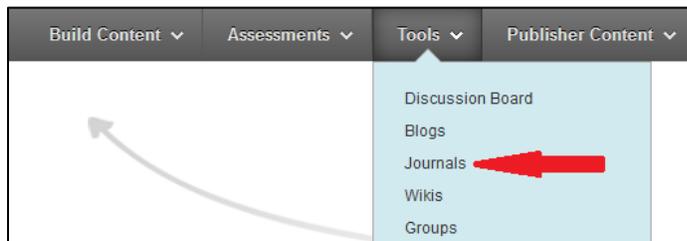
## Creating a Journal

### Introduction

This learning module walks you through the steps of creating a Journal inside a content area of your course site.

### Step 1:

In the content area you would like to add a Journal click the "Tools" button along the top of the page and select "Journals."



### Step 2:

Click the "Create New Journal" button.



### Step 3:

Enter a name for your new Journal in the "Name" field, and then enter the directions for this journal assignment in the "Instructions" box below the "Name" field.

1. Journal Information

\* Name

Instructions

For this journal assignment students should...]

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### Step 4:

The next part of setting up a journal involves reading and adjusting a few settings. By default every journal is set to provide a "traditional" private journal experience. This means that students will have their own private journal to post their entries to. Students are able to read their own posts and instructors are able to view their entries as well. By default students cannot read each others entries. To learn more about configuring these options refer to the guide below.

#### Journal Settings

##### Index Entries: Monthly

Monthly indexing will group pages of journal entries based on the month they were created.

##### Index Entries: Weekly

Weekly indexing will group pages of journal entries based on the week they were created.

##### Allow Users to Edit and Delete Entries

This option allows students to edit and delete entries they post to their journal.

##### Allow Users to Delete Comments

This option allows students to delete comments they make on their blog entries.

##### Permit Course Users to View Journal

Enabling this feature allows students to see each other's journal entries. Even though students will be able to see each other's entries they *cannot* comment on them.

#### Grade Settings

### No Grading

Leaving this option selected will not generate a column in the Grade Center for this journal which means it cannot be graded in myCourses.

### Grade: Points Possible

Selecting this option will generate a column in the Grade Center and enables grading tools for this journal. You will also have to set the maximum points possible a student could earn for completing this journal assignment.

### **Step 5:**

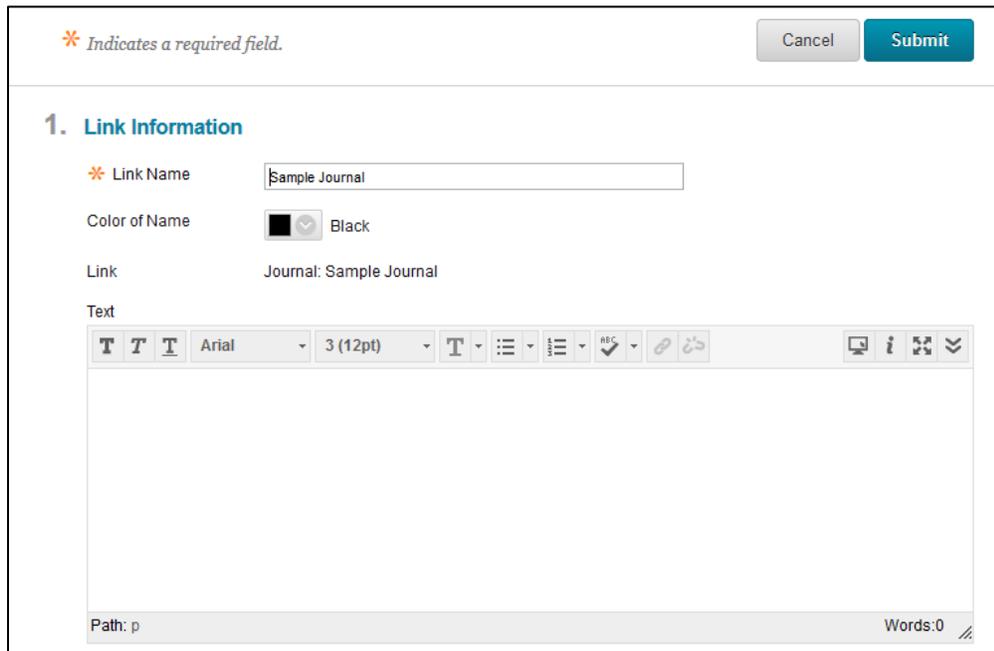
Press the "Next" button to select your journal as the journal you would like to link to.



The screenshot shows a software interface for creating a link to a journal. At the top right, there are two buttons: "Cancel" and "Next". Below the buttons, the section is titled "1. Create Link: Journal". There are two radio button options: "Link to the Journal Page" (which is unselected) and "Link to a Journal" (which is selected). Below the "Link to a Journal" option, there is a label "Link to a Journal" and a dropdown menu. The dropdown menu is open, showing the text "----Select Journal below----" and a single option "Sample Journal" which is highlighted in blue.

### Step 6:

On the final "Create Link" page the name of your journal is automatically filled in to the "Link Name" field. There is also large "Text" box located beneath the "Link Name" box where you can text that appears in your content area beneath the title of the journal. If you do not enter anything in this box your students will only see the directions once they click into the journal. Typically we recommend adding the same directions here (or a shortened version) to provide some direction for students to follow to see the full directions. Press "Submit" to finish creating your journal.



\* Indicates a required field.

Cancel Submit

### 1. Link Information

\* Link Name

Color of Name  Black

Link Journal: Sample Journal

Text

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## Conclusion

We hope this guide was helpful.

For additional information or support contact the Instructional Development team by phone at 508-999-8501 or by email at [myCoursesHelp@umassd.edu](mailto:myCoursesHelp@umassd.edu).