Creating a Journal

This tutorial walks you through the process of creating a Journal in a content area.

Step 1:
Place your mouse arrow over the "**Tools**" button at the top of a content area and choose "**Journals**" from the menu that appears.
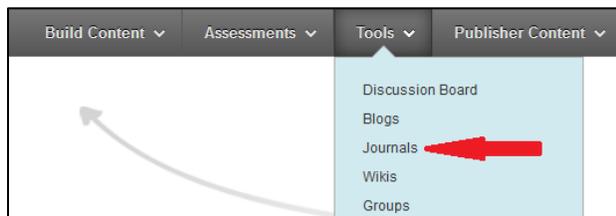

Step 2:
Click the "Create New Journal" button.

Step 3:
Enter a name for your new Journal in the "**Name**" field, and then enter the directions for this journal activity in the "**Instructions**" box.
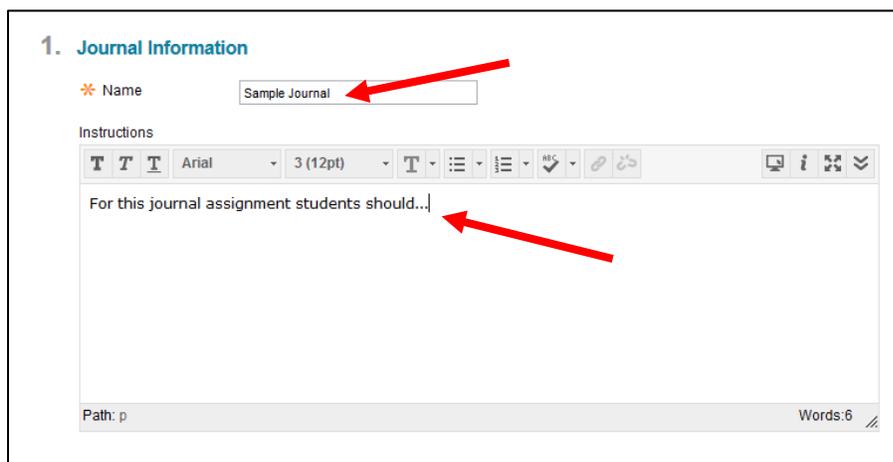
Step 4:
Now you will need to configure how the journal will function for students. By default, students will be able to post private journal entries and only you will be able to read and comment on them. Refer to the breakdown below to learn more about each setting.

Journal Settings

- **Index Entries: Monthly** - Monthly indexing will group pages of journal entries based on the month they were posted.
- **Index Entries: Weekly** - Weekly indexing will group pages of journal entries based on the week they were posted.
- **Allow Users to Edit and Delete Entries** - Enabling this option allows students to edit and delete journal entries after they have posted them.
- **Allow Users to Delete Comments** - This option allows students to delete comments they make on their journal 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** - This option will not generate a column in the grade center and does not enable grading for the journal.
- **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. (e.g. 100)

Once you have configured the journal to function as you would like it to, click the "**Submit**" button.

Step 5:
Click the "**Next**" button to select your journal as the journal you would like to link to.
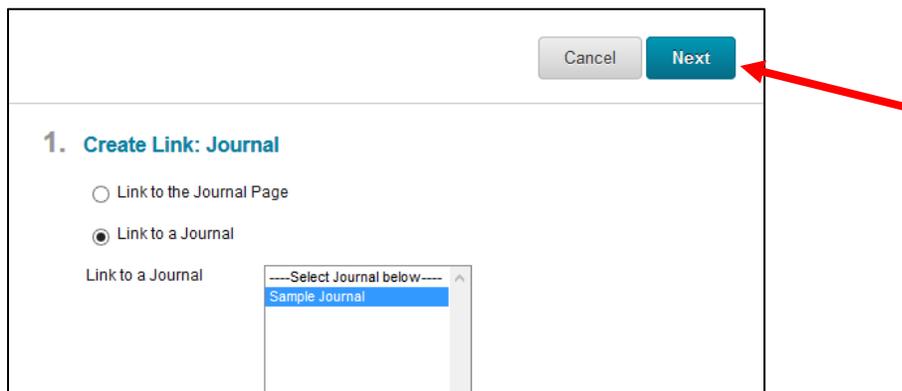
Step 6:
Enter the direction for this journal activity in the "**Text**" box.

Step 7:
Choose if you would like to make this visible to students after is uploaded (by default it will be) OR set an availability date to have the journal automatically appear and/or disappear at a certain date/time. Click the "**Submit**" button to finish creating your journal.