How to create and edit a journal

Journals are a self-reflective tool that allows students to post their personal reflections about the course or discuss and analyze course-related materials.

Step 1
Make sure Edit Mode is ON.

Step 2
Open a content area by clicking on it in the course menu.

Step 3
Hover your mouse over the Add Interactive Tool menu, and then click Journal from the menu.

Step 4
Click Create New Journal

Note: You can either create a new Journal or add a link to existing Journal.

Step 5
Journal Information:
- Name: Type a name of the journal.
- Instructions: Type in instructions for the journal.

Step 6
Journal Availability:
- Select the Yes or No option to make it available or unavailable to students.
Step 7  **Journal Date and Time Restrictions:**
- **Select Date and time Restrictions:** Click the checkboxes to enable and choose dates to Display After and Display Until.

Step 8  **Journal Settings:**
- **Index Entries:** Click Monthly or Weekly to choose the time frame of index entries.
- Click the check box to Allow users to Edit and Delete Entries.
- Click the check box to Allow users to Delete Comments.
- Click the check box to Permit Course User to View Journal.
- **Grade Journal:** Select No grading or the Grade option and type the number of Points possible.

Step 7  Click to Submit.

Step 8  **Create Link (if cross linking to another Journal):**
- Select Link to the Journal Page or Link to a Journal.
- Link to a Journal: Select the Journal to link to.

Step 9  Click Next.
### Step 10: Link Information:

- **Link Name**: Type the Link Name
- **Color of Name**: Select a color for the journal link.
- **Text**: Type the specific description of the link

### Step 11: Options:

- **Available**: Click Yes or No to make this link available to students enrolled in the course.
- **Track Number of Views**: Click Yes or No to enable tracking for the Journal.
- **Select Date and time Restrictions**: Click the checkboxes to enable and choose dates to Display After and Display Until.

### Step 12: Click to Submit.

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### Editing a Journal

**Step 1** Click on the **Journal** from the course menu

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**FACIT101 (Facit Training)**

- Home Page
- Information
- Content
- Discussions
- Groups
- Tools
- Help
- Journal
**Step 2** Select **Journal**.

**Step 3** Click the **Action Menu**, then **Edit**.

**Step 4** Make **Edits**. Click **Submit**.

Notes: