Creating a Journal

1. Make sure **Edit Mode** is **On**.
2. Go to the area within your course where you would like to insert your **Journal**.
3. Select **Tools**.
4. Click **Journals**.
5. Click **Create New Journal**.
6. In **Section 1: Journal Information**, type the name for your journal in the **Name** text box provided.
7. In the **Instructions** text box, type your directions for completing this journal.
8. In **Section 2: Journal Availability**, choose **Yes** if you want the students to see the journal immediately. Choose **No** if you would like to make the journal unavailable for now.
9. In **Section 3: Journal Date and Time Restrictions** you can choose dates for students to view the journal, or you can leave it blank so there will be no time limit.
10. In **Section 4: Journal Setting**, you can decide if you would like students to be able to edit their entries, delete comments, and/or permit other students to see other’s journals. To select a setting, put a check in the checkbox.
11. To ensure journal is private between instructor and each individual student, make sure the checkbox next to **Permit Course Users to View Journal** is **NOT** selected.
12. If you would like to make this a graded journal, choose **Grade** and enter the points possible.
13. In **Section 6: Submit**, click **Submit**.
14. When the **Create Link: Journal** page appears select the **Link to a Journal** option.
15. Select the journal title from the list provided.
16. Click **Next**.
17. Click **Submit**.