

## Journal

This tool is a place where students can write notes and record thoughts pertaining to a course. The instructor can use this tool as an assignment area for students to respond to. Students have the option of sharing the Journal with the instructor or of keeping it private. The instructor can read, modify, and comment in the Journal entries that students choose to share.

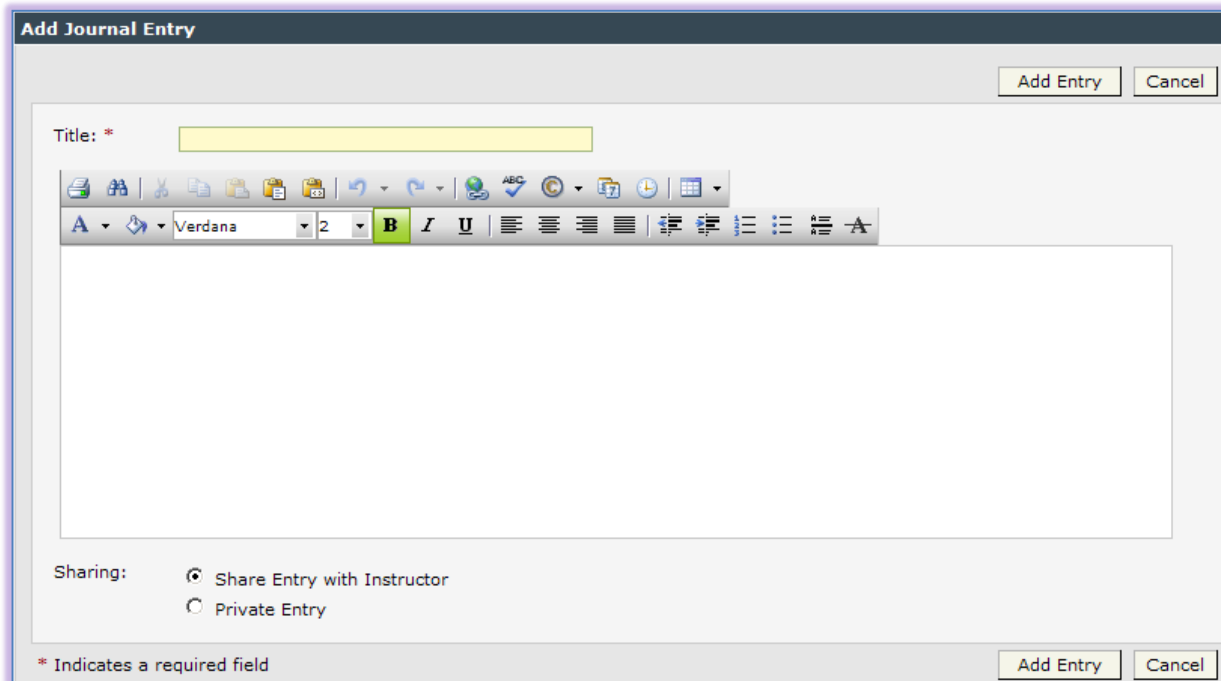
### Add Journal Entries

- ❖ Click **Journal** on the **Tools Menu**.
- ❖ The **Journal** window will display (see illustration below).



Journals	
Name ^	Shared Journal Entries
<a href="#">Gallop, Lance</a>	0 entries
<a href="#">Metz, Robert</a>	0 entries

- ❖ In the **Name** column, click the name of the student.
- ❖ Click **Add Entry**.
- ❖ The **Add Journal Entry** window will display (see illustration below).



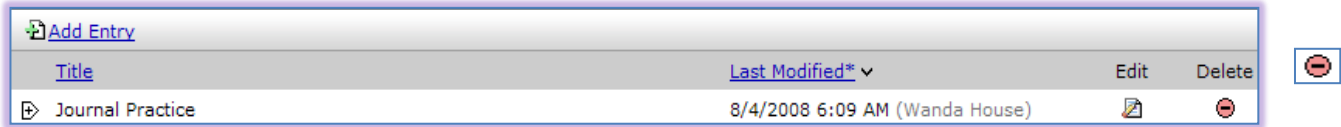
The screenshot shows the 'Add Journal Entry' dialog box. It features a title field, a rich text editor with a toolbar (including Bold, Italic, Underline, and text alignment options), and a sharing section with radio buttons for 'Share Entry with Instructor' (selected) and 'Private Entry'. There are 'Add Entry' and 'Cancel' buttons at the top right and bottom right. A note at the bottom left states '\* Indicates a required field'.

- ❖ In the **Title** box, input a title for the entry.
- ❖ In the **Visual Editor**, input the entry for the assignment.
- ❖ Click one of the following options under **Sharing**.
  - **Share Entry with Instructor** - Click this option button to view the entry after it has been entered.
  - **Private Entry** - To make instructor comments visible to the student for whom the entry is being completed, click this option button.
- ❖ Click **Add Entry**.

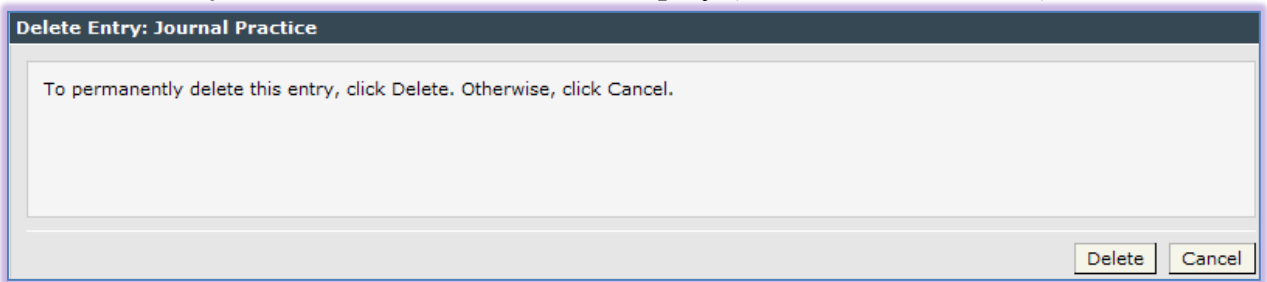
### Delete Journal Entries

- ❖ Click **Journal** on the **Tools Menu**.

- ❖ In the **Name** column, click the name of the student.
- ❖ Click the **Delete** button (see illustration below right) next to the entry that is to be removed.



- ❖ The **Delete Entry** confirmation window will display (see illustration below).



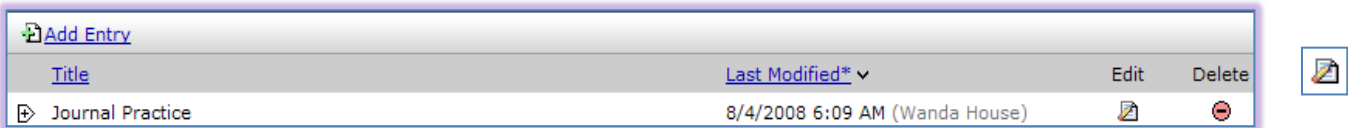
- ❖ Click the **Delete** button.

### Edit Journal Entries

- ❖ Click **Journal** on the **Tools Menu**.
- ❖ The **Journal** window will display (see illustration below).



- ❖ In the **Name** column, click the name of the student.
- ❖ Click the **Edit** button (see illustration below right) next to the entry that is to be edited.



- ❖ Input the comments and corrections for this entry.
  - To view comments that are added to a Journal, make sure that **Share Entry with Instructor** is selected.
  - To make instructor comments visible to the student for whom the entry is being completed, select **Private Entry**.
- ❖ Click **Save Changes**.

### View Journal Entries

- ❖ Click **Journal** on the **Tools Menu**.
- ❖ In the **Name** column, click the name of the student.
  - Each Journal entry will display the date on which the last modification was made.
  - The names of each person who has modified an entry will also display.
  - If the instructor and student have both modified the entry, both names will display.
- ❖ Click on the **Journal** entry to expand and view that entry.
- ❖ The instructor can only view entries that the student has marked as shared.
- ❖ Click the **Expand All** link to view all entries at once.
- ❖ Click **Collapse All** to close all entries after they have been expanded.