How to Create a Journal

The following steps below will help you set up a journal assignment for students.

1. Under the selected course, make sure Edit Mode is turned to ON in the upper right corner.

2. Under the Content Area, scroll over the ‘Tools’ tab and click on Journals on the drop down menu.

3. Once under the Journal page, you will have the option to link a journal to an existing journal or ‘create a new journal’ to be linked to.
4. To create a new journal, click on the “Create New Journal” tab. This will take you to the next page which is to Name the journal and to write in instructions.

6. Select Availability and Date Restrictions.

7. Under Journal Settings, the instructor has the ability to choose the entry time frame as well as other options such as editing, deleting comments, and viewing permit.
8. When setting grade options you can type in a point value for each journal or you can select ‘No grading’.

9. Click ‘Submit’.

10. Once a journal is created, the instructor has the choice to link the journal directly to the Journal section (under the Control Panel) by clicking on the first option or display a journal that has already been created for a Content Area.

10. Click on “Next”.

11. The instructor then has the choice to write in a description of the journal.
12. Set Availability and Date Restrictions.

13. Click ‘Submit’.