Center for Distance Education

Journal

The journal tool is a place where students can write notes and record thoughts. You can use the Journal as an assignment area. For example, post articles or questions in student journals and then require students to respond.

Students have the option of sharing their Journal entries with you. If you like, you can read, modify, and comment in the journal entries that students choose to share.

Think of the Journal as a personal, one-to-one communication tool between you and an individual student. Journal entries are only viewable by you and the student submitting the entry.

To add an entry:

2. In the Name column, click the student’s name.
3. Click Add Entry.
4. Type a title for your entry, and then type your entry in the Visual Editor.
   To view the comments you add to a student’s ‘Journal’, ensure that Share Entry with Instructor is selected; otherwise, select Private Entry so that your comments are only visible to the student.
5. Click Add Entry.

To delete journal entries:

2. In the Name column, click on the student’s name.
3. Click next to the entry you want to delete. A confirmation message displays.
4. Click Delete.

To edit journal entries:

1. Instructors can edit student journal entries marked as shared. Students can make additions and corrections to their own journal entries, although they cannot delete them.
2. On the Tools menu, click ‘Journal’.
3. In the Name column, click on the student’s name.
4. Click next to the entry you want to edit.
5. Type your comments or corrections.
   • To view the comments you add to a student’s ‘Journal’, ensure that “Share Entry with Instructor’ is selected; otherwise, select ‘Private Entry’ so that your comments are only visible to the student.

6. Click ‘Save Changes’.

To view journal entries:

You can view all of a student’s journal entries at once, or you can view one entry at a time. Also, you can click the Shared Journal Entries column heading and sort the Journal view by the number of entries.

2. In the Name column, click on the student’s name. For each journal entry, the date on which the last modifications were made display, in addition to the names of each person who has modified the entry. If both you and the student have modified the entry, both names display.
3. Click on the journal entry to expand and view that entry. You can only view entries that the student has marked as shared.
4. Click:
   • Expand All, to view all entries at once.
   • Collapse All, to close all entries when they are all expanded.