

# Journals

## How to Create a Journal

1. Open a course.
2. Click Journals from the Course Tools area.
3. Click Edit Mode ON.
4. Click Create Journal.
5. Enter a Name and Instructions for the Journal.
6. Click Yes to make the Journal available.
7. Use the Display After and Display Until date and time fields to Limit Availability of the Journal. Click both the Display After and Display Until checkboxes in order to enable the date and time selections.
8. Choose between Monthly or Weekly index entries.
9. Click the checkbox to Allow Users to Edit and Remove Entries.
10. Click the checkbox to Allow Users to Remove Comments.
11. Click the checkbox to Permit Course Users to View Journal.
12. Click Submit.

## How to Create a Journal Entry

1. Open a Journal.
2. Click Create Journal Entry.
3. Enter an Entry Title.
4. Enter the text in the Entry Message Text Box.
5. Click Browse for Local File or Browse for Content Collection item to attach a file to the Journal entry.
6. Click Post Entry to post the Journal entry.

OR

Click Save Entry as Draft to post the entry later.

## How to Comment on a Journal Entry

1. Open a Journal.
2. Click Comment for the appropriate entry.
3. Enter a comment in the Comment field.
4. Click Add.

## How to Edit a Journal

1. Open a course.
2. Click Journals from the Course Tools menu.
3. Click Edit Mode ON.
4. Select Edit from the contextual menu for the Journal.
5. Make changes.

6. Click Submit.

### How to Delete a Journal

1. Open a course.
2. Click Journals from the Course Tools menu.
3. Click Edit Mode ON.
4. Select Delete from the contextual menu for the Journal.

### How to Change the Availability of a Journal

1. Open a course.
2. Click Journals from the Course Tools menu.
3. Click Edit Mode ON.
4. Click the checkbox next to the appropriate Journal.
5. Select Make Available or Make Unavailable from the Availability drop-down list.

### Troubleshooting Journal Management

If...	Then...
a Journal is deleted while users are posting	the Journal and all comments are deleted
a Journal is made unavailable while users are posting	the Journal remains visible to the Instructor in Edit Mode but is not displayed to users
the <b>Allow Users to Edit and Remove Entries</b> setting is changed	entries remain but users cannot edit them
the <b>Allow Users to Remove Comments</b> setting is changed	comments remain but users cannot edit them