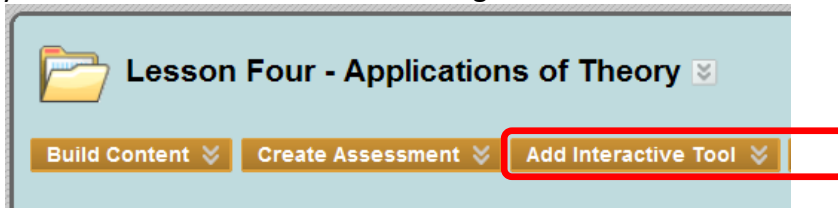


Creating a Journal

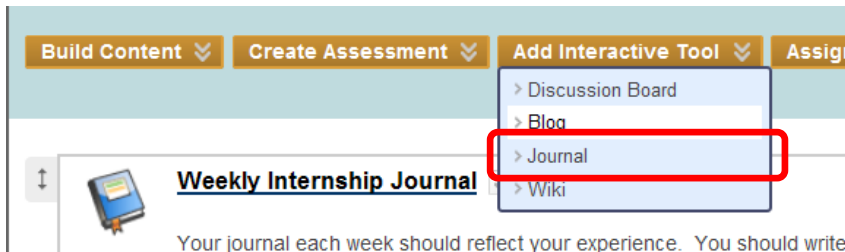
A **Journal** is self-reflective tool for students to engage in critical-thinking. Journals are best used as a private communications between students and the instructor.

Follow these step-by-step instructions to access and create **Journals** in your course:

1. Journals can be created from the Tools area, but we recommend creating Journals directly with your Lessons area to streamline navigation. Use the menu to click “Add Interactive Tool.”

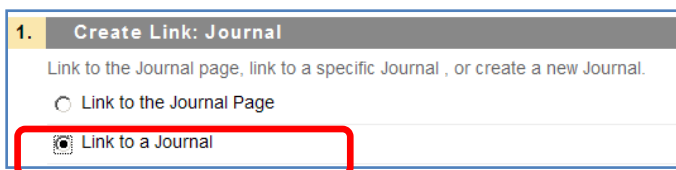


2. Click the **Journal** link.

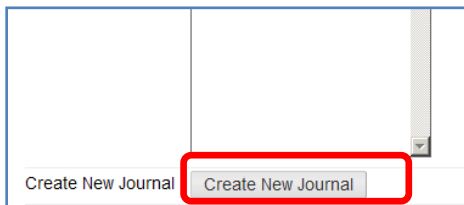


If Journal doesn't appear in the menu, turn it on via the Customization > Tools availability area.

3. Select *Link to a Journal*



4. Select *Create New Journal*



5. On the Create Journal page, enter a Name for the **Journal**.

1. Journal Information

* Name

6. Next, enter the instructions.

Instructions

Text Editor is: ON

Normal 3 Arial B I U abc x₂ x²

abc [icons]

Your journal each week should reflect your experience. You should write a narrative about your thoughts on the internship for the week, and your whole internship up to this point. What are the positive and negative aspects of the experience? What did you learn? How can you apply this to other positions?

Your journal must reflect proper grammar and spelling and each entry should be at

7. In the next section, make the **Journal** available by selecting Yes, and set any date/time restrictions.

2. Journal Availability

Journal Availability Yes No

3. Journal Date and Time Restrictions

Limit Availability Display After [calendar] [time]

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until [calendar] [time]

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

8. Select how **Journal** Entries will be displayed, either weekly or monthly.

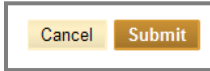
4. Journal Settings

Index Entries Monthly
Indexing will organize entries by the chosen time-frame.

Weekly



14. Click **Submit**.



15. You have successfully added a Journal to the Lessons area. Students can also go directly to the Journal by clicking on the **Tools** button.

The screenshot shows a user interface for a lesson titled "Lesson Four - Applications of Theory". At the top, there is a folder icon and the lesson title. Below the title is a navigation bar with four buttons: "Build Content", "Create Assessment", "Add Interactive Tool", and "Assign Textbook", each with a dropdown arrow. To the right of these buttons is a "Discover Content" button. Below the navigation bar, there is a list of journal entries. The first entry is titled "Weekly Internship Journal" and is accompanied by a book icon. The text of the journal entry reads: "Your journal each week should reflect your experience. You should write a narrative about your thoughts on the internship for the week, and your whole internship up to this point. What are the positive and negative aspects of the experience? What did you learn? How can you apply this to other positions?" Below this text, it states: "Your journal must reflect proper grammar and spelling and each entry should be at least three paragraphs. See the **Journal Grading Rubric** for more details in the syllabus."