

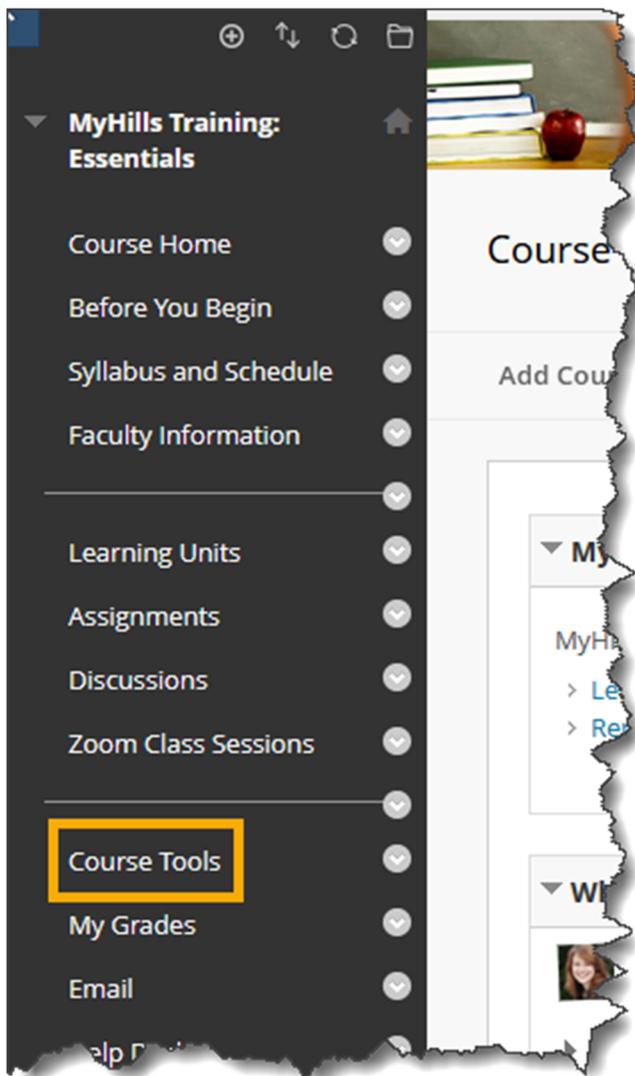
Faculty Tutorial:

Create a Journal and Grade a Journal

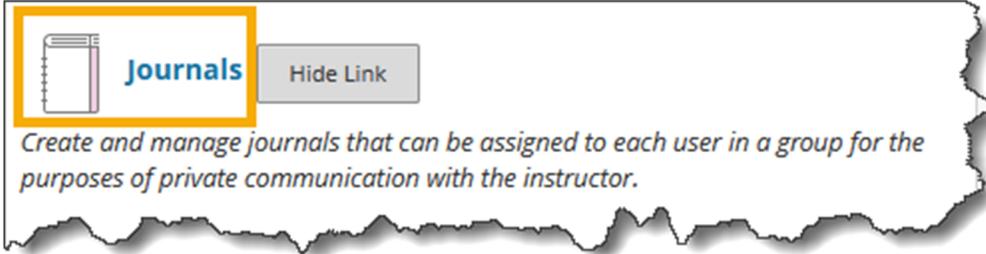
Purpose: To show faculty how to create a “Journal.” Journals are usually only visible to the student who made the entries and the instructor. Journals are not visible to other students in the course, unless the faculty member makes them “public,” which is not recommended.

First, let’s create a “Journal.” From within your course, click “**Course Tools**,” which is located in the black “Course Menu.”

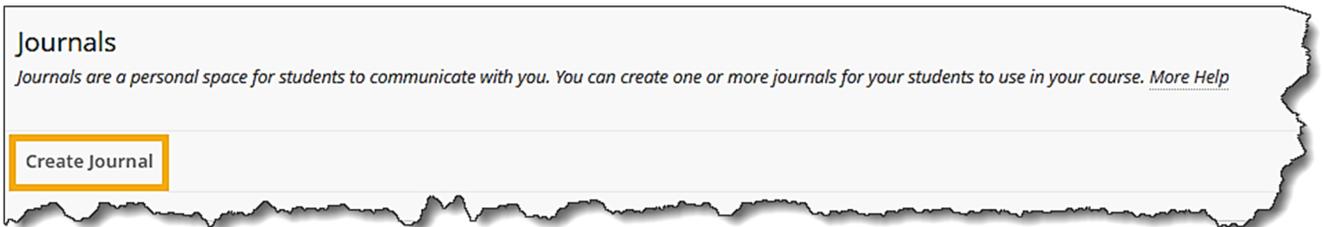
Note: You may add a “Journal” link to your Course Menu. Please see the tutorial “Navigate and Edit the Course Menu” for details on how to add a “Tool Link.”



The “Tools” page will open. Select “Journals.”



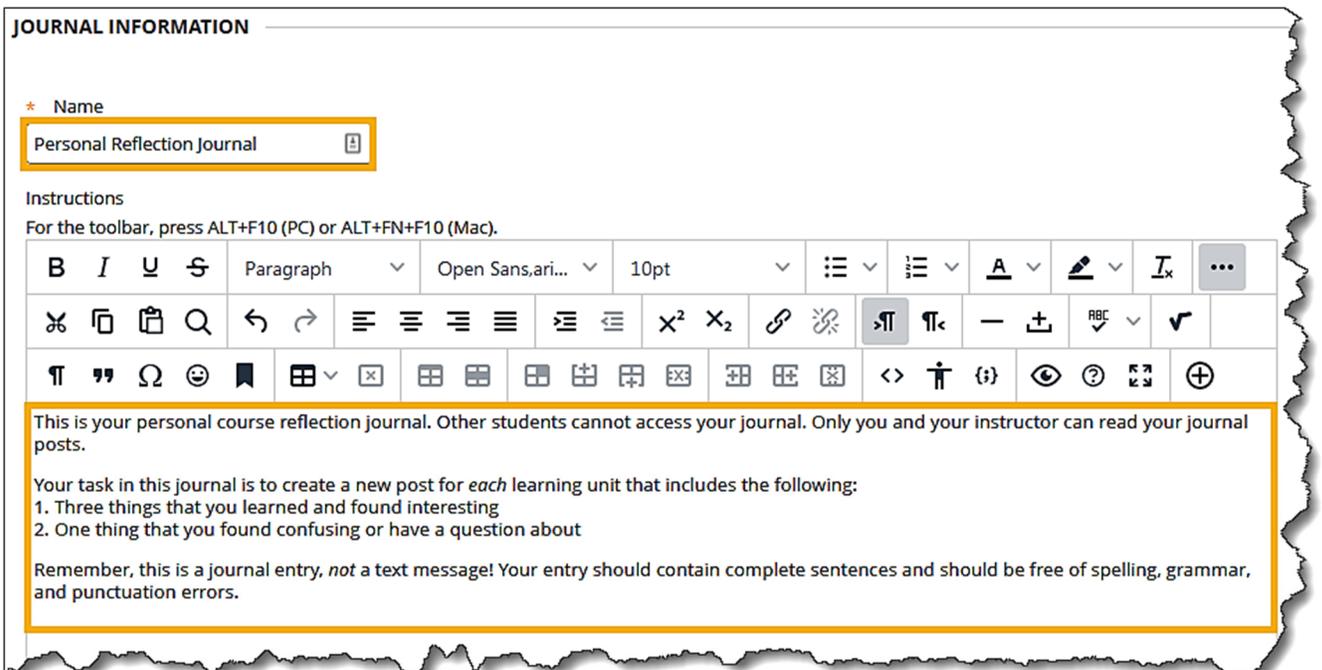
The “Journals” page will open. Select “Create Journal.”



The “Create Journal” page will open.

Under “Journal Information,” type the title of the journal in the “Name” box. Type the instructions for the journal in the “Instructions” text box.

Note: The orange asterisk indicates that this is a required field.



Under “Journal Availability” keep “Yes” selected for “Available.” This ensures that the journal is available to students. If you would like the “Journal” to only be available for a particular time frame, you may set time and date restrictions. Check the box next to “Display After” and/or “Display Until.” Then, click the calendar icon to select a date and the clock icon to select a time.

JOURNAL AVAILABILITY

Journal Availability
 Yes No

JOURNAL DATE AND TIME RESTRICTIONS

Limit Availability

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

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

Under “Journal Settings,” select “Monthly” or “Weekly” to organize entries by the chosen time-frame. “Monthly” will be selected by default.

JOURNAL SETTINGS

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

Weekly

If you would like to allow students to edit and delete their journal entries, check the box next to “Allow Users to Edit and Delete Entries.”

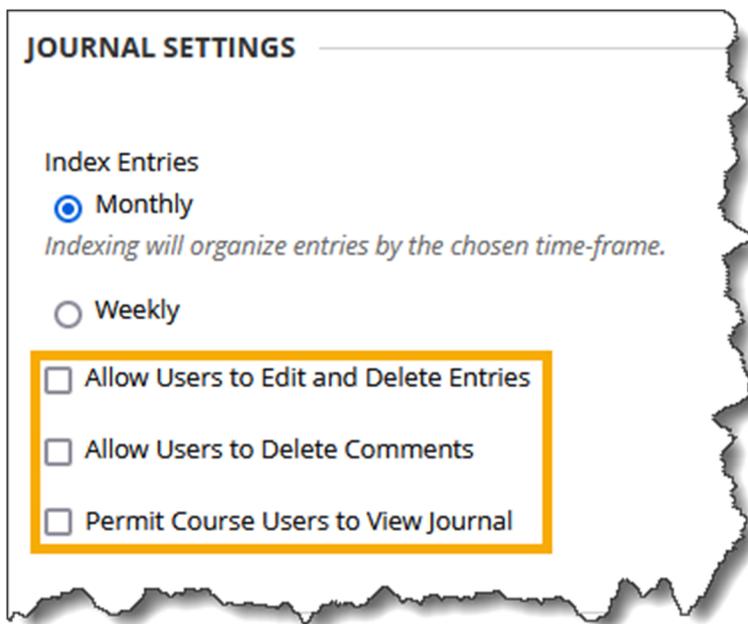
Note: Since “Journals” are generally private, and students can only access their personal journals, they would only be able to edit and delete their own journal entries.

If you would like to allow students to delete comments made to their journal entries, check the box next to “Allow Users to Delete Comments.”

Note: Since “Journals” are generally private, students would only be able to delete “Comments” made by them or their instructor.

If you check the box next to “Permit Course Users to View Journal,” entries will **not** be private, but rather, everyone in the course will be able to view each other’s journal entries.

IMPORTANT: It is very important that you do not check this box, as most students think that a “Journal” is always private and may become very upset if their posts are made public. If you would like entries to be public, we recommend that you use a “Discussion Forum” instead of a “Journal.”



JOURNAL SETTINGS

Index Entries

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

Weekly

Allow Users to Edit and Delete Entries

Allow Users to Delete Comments

Permit Course Users to View Journal

Under “Grade Settings,” select “Grade” and enter the number of points possible for the entire journal in the box provided.

When “Grade” is selected, additional options appear. Keep the box checked next to “Show participants in “needs grading” status...” and select the number of entries from the drop-down menu. After the selected number of “Entries,” the student’s journal will show up in the “Needs Grading” area of your course.

When “Grade” is selected, you also have the option to enter a “Due Date” for the forum. Click the check box to select this option. Then, click the calendar icon to select a date and the clock icon to select a time.

Note: It is recommended that you enter a “Due Date” for the journal, as then it will appear for students in their “To Do” module on the “Course Home” page. However, students may still post to their journal after the “Due Date” has passed. If you do not want students to post to their journal after a certain date and time, limit the availability of the journal, which is shown earlier in this tutorial.

GRADE SETTINGS

If a Due Date is set, submissions are accepted after this date, but are marked late.

Grade Journal

No grading

Grade : Points possible :

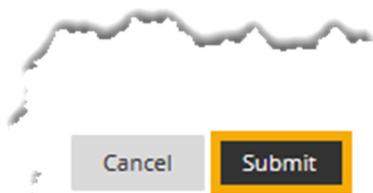
Show participants in "needs grading" status  after every Entries

Due Date

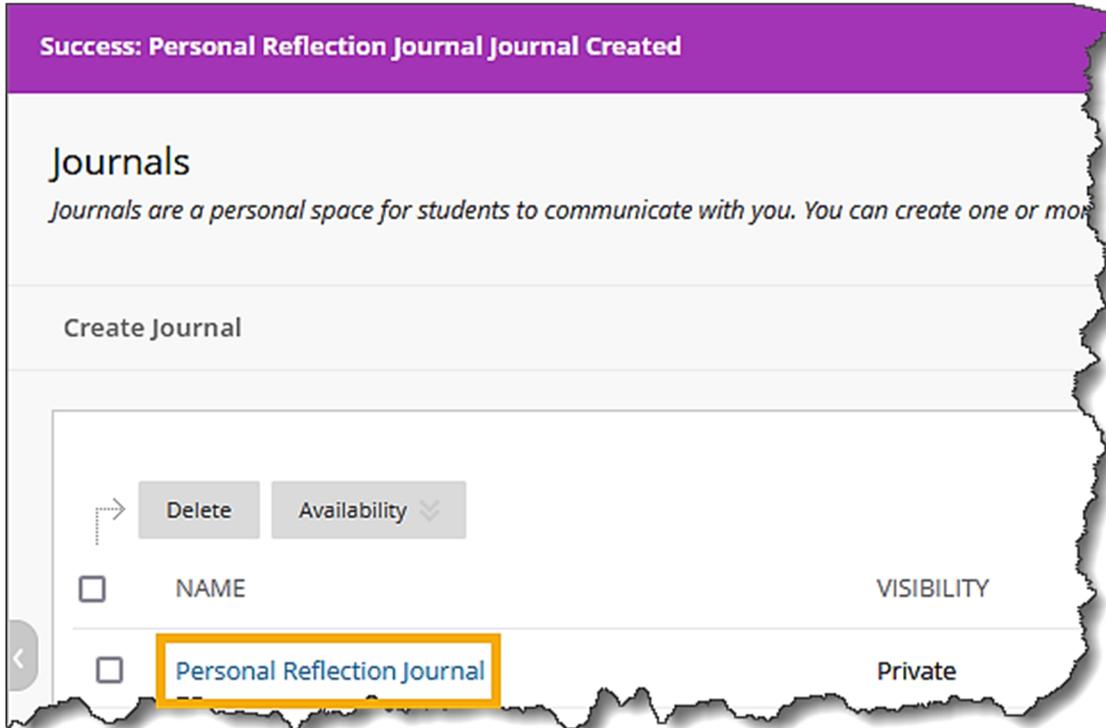
 

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Once you have made your selections, click “Submit.”

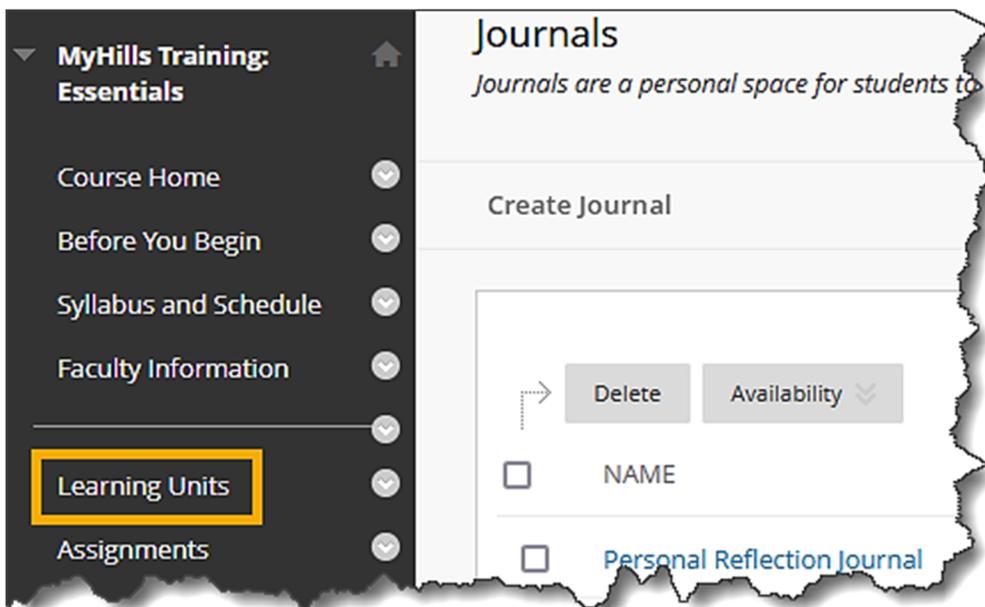


A success message will appear at the top of the “Journals” page, and the journal you created will appear under “Create Journal.”

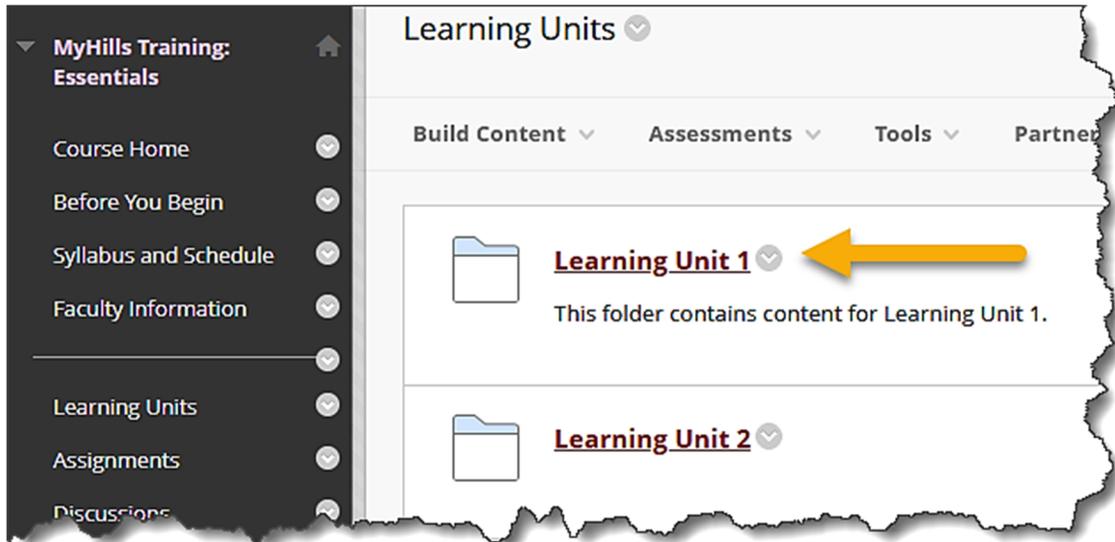


Now, let’s add a link to the journal we created from a Content Area in the course, such as “Learning Units” or “Assignments.”

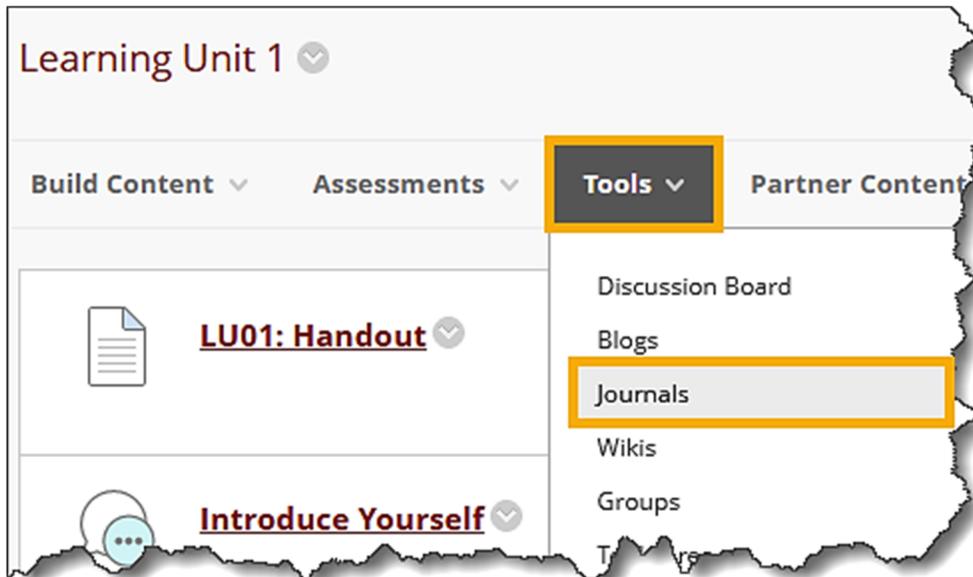
In the black Course Menu, select the Content Area for which you would like to add the journal link. In this example, we selected “**Learning Units**.”



Select the learning unit to which you would like to add the link.



Once you are in the Content Area in which you would like to add the link, hover over "Tools." In the sub-menu that opens, select "Journals."



The "Create Link: Journal" page will open. Under "Create Link: Journal," click the radio button to the left of "Link to a Journal." Then, select the journal you created in the "Link to a Journal" box.

Create Link: Journal
Journals are a self-reflective tool that allows Students to post their personal reflections about...

CREATE LINK: JOURNAL

Link to the Journal page, link to a specific Journal, or create a new Journal.

Link to the Journal Page

Link to a Journal ←

Link to a Journal

---Select Journal below---

Personal Reflection Journal

Click "Next."

Cancel Next

On the next page, the “Link Name” field will automatically be populated with the “Name” of the Journal (shown earlier in this tutorial).

Note: It is recommended that you do not change this.

Create Link: Journal

* Indicates a required field.

LINK INFORMATION

* Link Name

Personal Reflection Journal

Color of Name

ink

If you would like the title color of the file to be consistent with the color palette set for Indian Hills Community College, you may change the “Color of Name” by clicking the drop-down arrow next to “Black.”

Note: Please see the tutorial “Add a Content Folder” for more information on adding changing the color of a title.

Note: Please use the Indian Hills color palette or leave the color black.

Reminder that the color code for maroon is #741213 and the color code for blue is #2E5073

You may add additional information about the link in the “Text” box. If added, this information will appear in the learning unit, under the “Link Name.”

LINK INFORMATION

* Link Name
Personal Reflection Journal

Color of Name
Red

Link
Journal: Personal Reflection Journal

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Rich text editor toolbar with options for Bold, Italic, Underline, Paragraph, Font, Size, List, Indent, Link, Unlink, Text Color, Background Color, and more.

Keep “Yes” selected next to “Available,” so that the journal link is available to students.

Choose the option you prefer for “Track Number of Views.”

Note: “No” will be selected by default.

If you selected time and date restrictions for the journal (shown earlier in the tutorial) you may want to set the same time and date restrictions for the journal link. Check the box next to “Display After” and/or “Display Until.” Then, click the calendar icon to select a date and the clock icon to select a time.

Note: The “Date Restrictions” set here only apply to the journal link, not the journal itself.

OPTIONS

Available
 Yes No

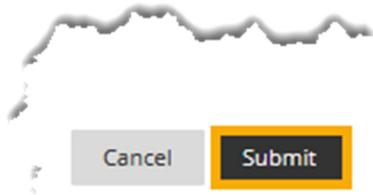
Track Number of Views
 Yes No

Date Restrictions

Display After [] [Calendar Icon] [] [Clock Icon]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until [] [Calendar Icon] [] [Clock Icon]
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

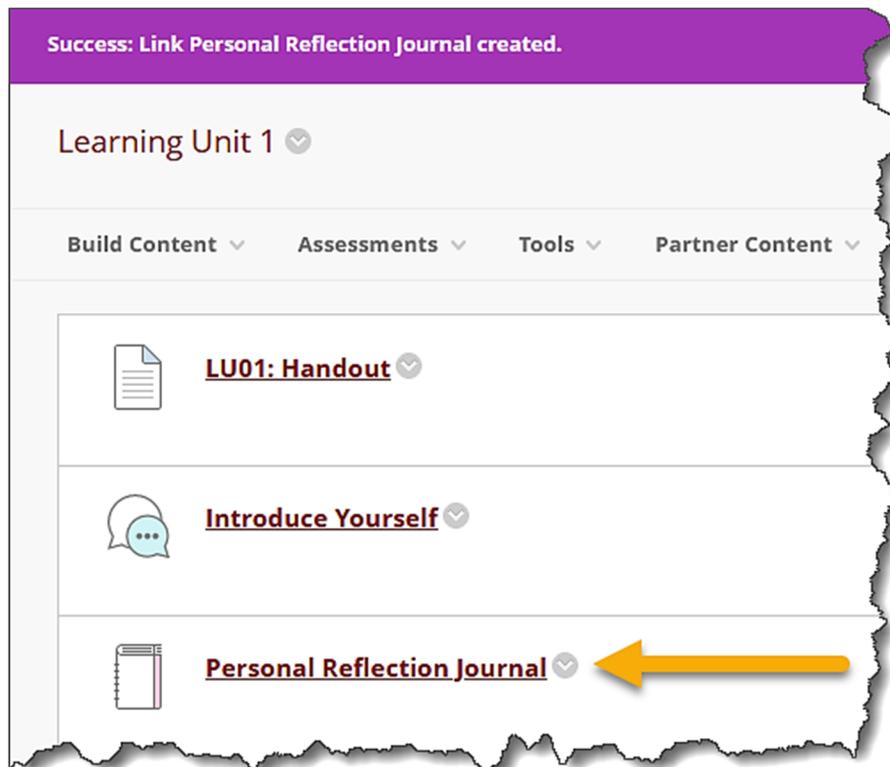
Once you have selected your options, click “**Submit.**”



You will be taken back to the selected Content Area. A “Success...” message will appear at the top of the page.

The journal link will be the last item listed on this page. Both students and the instructor may access the journal by clicking the journal link.

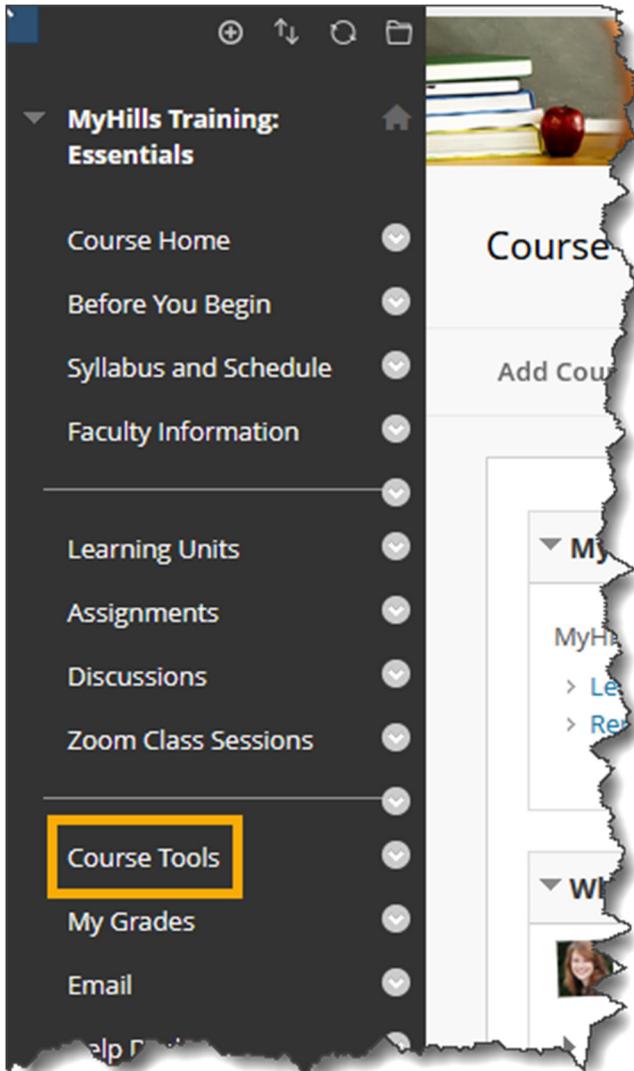
Note: You may change the order of the journal link by clicking and dragging it up to the appropriate point on this page.



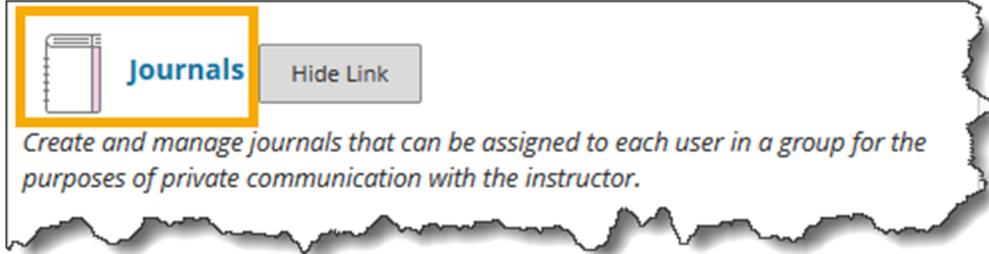
Congratulations! You now know how to create a “Journal” and add a “Journal Link” to a Content Area!

Grade a Journal

Now that you know how to Create a Journal, let's grade a Journal in MyHills. From within your course, click "**Course Tools**," located in the Course Menu.

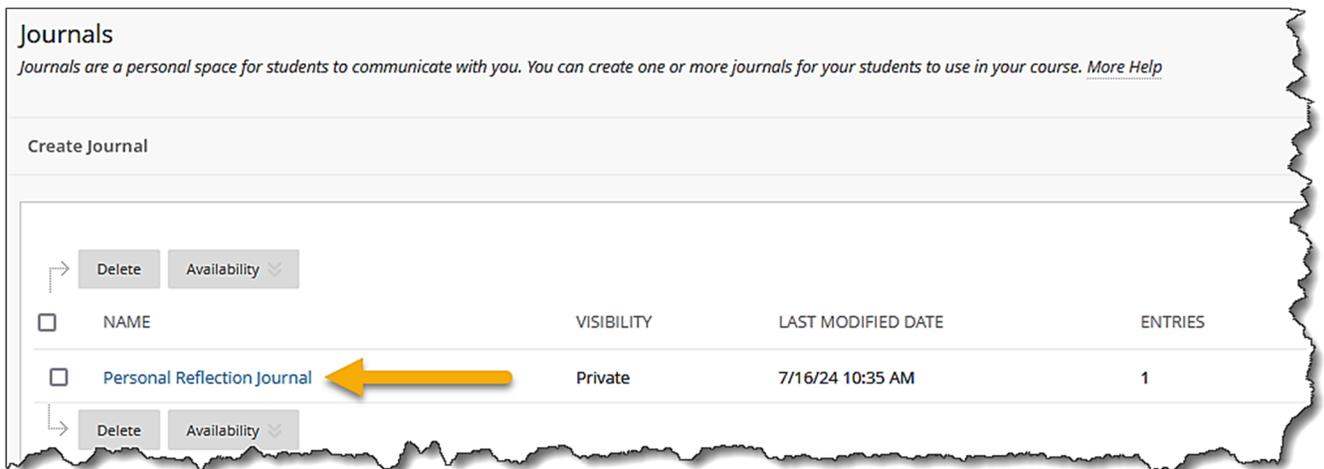


The “Tools” page will open. Select “**Journals.**”

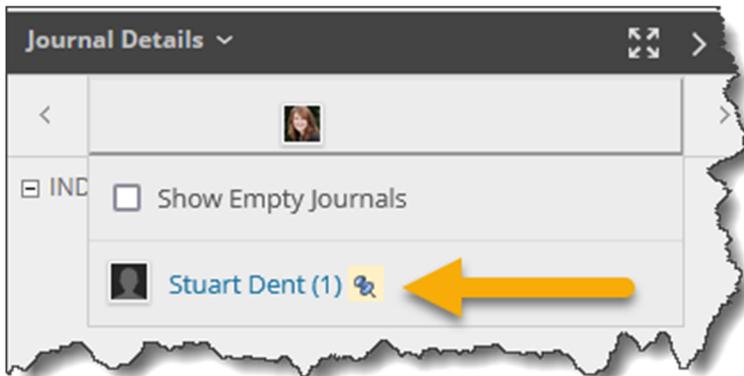


The “Journals” page will open. On the “Journals” page, select the journal you want to grade.

Note: You can also grade journals from the “Needs Grading” area of your course. Please see the tutorial “Grade Center: Needs Grading” for more information.



The journal page for the journal you selected will open. Click the name of the student whose journal you would like to access.



The journal for the student you selected will open. Each entry the student has made to the journal will appear on this page under “Instructions.” The most recent entry will be at the top. You may comment on an entry by selecting the “**Comment**” button directly below the entry.

Note: Only you and the student who made the entry will be able to view comments made to a journal entry. This is intended to be a private form of communication.

The screenshot displays a 'Personal Reflection Journal' interface. At the top, it says 'Personal Reflection Journal' with a dropdown arrow. Below this is a note: 'If a Blog or Journal can be graded, a grade assigned to an individual member is applied only to that individual. More Help'. The main content is divided into two sections: 'Journal Instructions' and 'Journal Details'. The 'Journal Instructions' section has tabs for 'Instructions' and 'Alignments'. The 'Instructions' tab is active, showing text: 'This is your personal course reflection journal. Other students cannot access your journal. Only you and your instructor can read your journal posts.' It also lists tasks: 'Your task in this journal is to create a new post for each learnin unit that includes the following: 1. Three things that you learned and found interesting. 2. One things that you found confusing or have a question about.' Below this, it says: 'Remember, this is a journal entry, not a text message! Your entry should contain complete sentences and should be free of spelling, grammar, and punctuation errors.' The 'Journal Details' section on the right shows a student profile for 'Stuart Dent (1)' with a grade of '/10'. Below the grade is a 'Feedback to Learner' section with a text area and a toolbar containing icons for adding content, bolding, italicizing, and text color. A 'Comment' button is visible below the student's entry.

Click “**Show Empty Journals**” to view a list of students who have not yet posted to their journals. Click “**Hide Empty Journals**” to hide the students who have not yet made a journal entry.

Note: The checkbox to show or hide empty journals can be accessed by toggling the arrow below a student’s name.

This is a close-up screenshot of the 'Journal Details' sidebar. It shows a student profile for 'Stuart Dent (1)'. Below the name is a small upward-pointing arrow. To the left of this arrow is a blue checkbox with a white checkmark, labeled 'Show Empty Journals'. A yellow arrow points from the checkbox to the student's name. Below this, another student profile for 'Diana Prince (0)' is partially visible.

In the area to the right, you can enter a “Grade,” “Feedback to Learner,” and “Add Notes” in the areas provided. Then, click “Submit.”

Note: “Feedback” and “Add Notes” are optional. “Feedback” is visible to both the instructor and the student, while the area to “Add Notes” is visible only to the instructor.

Journal Details

Stuart Dent (1)

GRADE 10 /10

Feedback to Learner

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Well stated, Stuart! I'm glad you found this information valuable!

+ RBC A

[Add Notes](#)

Cancel Save Draft Submit

A “Successfully updated the grade” message will appear.

Journal Details

Stuart Dent (1)

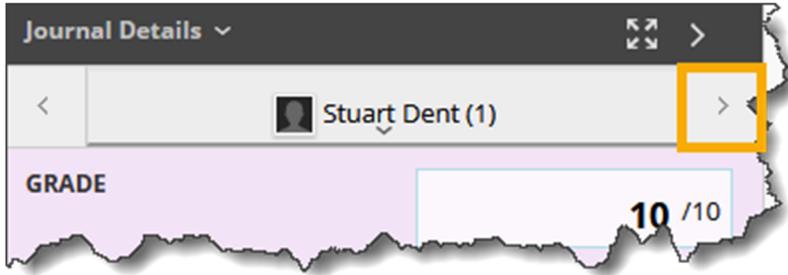
GRADE 10 /10

Successfully updated the grade

The student’s grade, along with any feedback or grading notes you entered, will also appear.

Note: After the post has been graded, you may still click “Edit Grade” to change the grade and to add “Feedback” and/or “Grading Notes.”

Use the arrow buttons to scroll to the next student's journal. Then, you can use the same process to grade those posts.



Congratulations! You now know how to grade a "Journal" in MyHills!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk