

Journal v8.3.0

User Guide
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What Journal does

The Journal tool provides users with a place to record personal reflections about their learning experience. This is a user-focused tool that does not require set up or evaluation. Entries in a user's journal are not accessible to other users although users can submit journal entries to dropboxes for evaluation.

Most of the topics covered in this section explain the different options available to user using the Journal tool.

Tip You can use this tool to store personal reflections that you want to keep separate from course content.

Creating a journal entry

- 1 Click on the **Journal** link.
- 2 Choose the **Personal** or **Course** tab to add a personal or course journal entry.
If you choose the **Course** tab, select a course offering and topic or module using the drop-down lists. This associates your journal entry with particular learning material.
- 3 Click **Add Entry** to open the Journal entry window.
- 4 Give your entry a **Title** and type in your content.
- 5 Click **Save**.

Editing a journal entry

To edit a journal entry, click on the title of the entry. Make the appropriate changes and click **Insert** and then **Save**.

Viewing a journal entry

To view a personal journal entry, click on the **Personal** tab and find the journal entry in the list that displays. The most recent entries are at the top of the list.

To view a course journal entry, click on the **Course** tab and select the course offering and topic or module using the drop-down lists. The most recent journal entry for the topic or module selected is listed first.

Deleting a journal entry

To delete an existing journal entry, select the checkbox beside the journal entry and click the **Delete** button.