

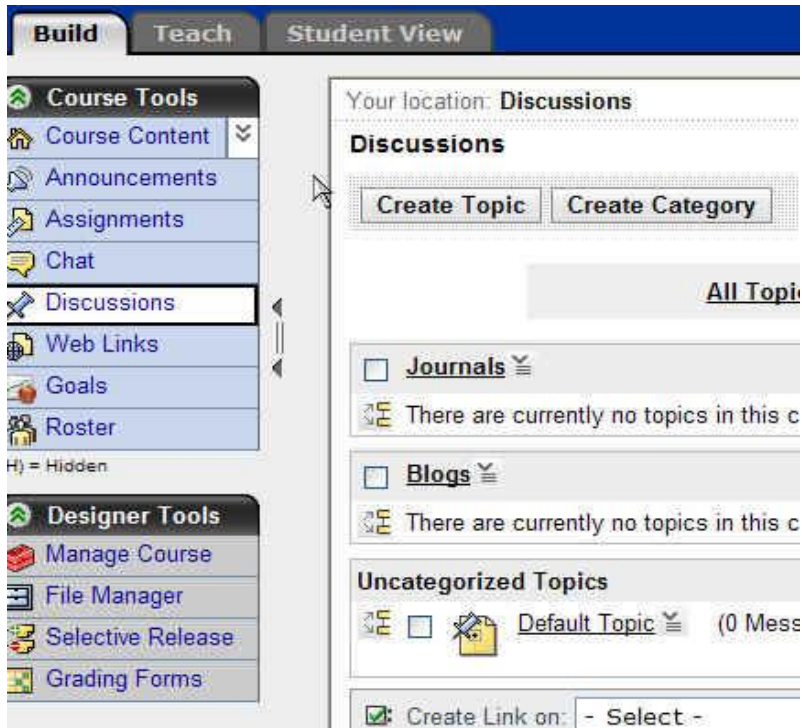
Journal Tool



Creating a Journal using the Discussion Tool

Step 1: Click the **Build Tab**.

Step 2: In the **Course Menu**, under the **Course Tools** heading, click **Discussions**.




Step 3: Click **Create Topic**.



Step 4: Select **Journal Topic** and click **Next**.

Create Discussion Topic

What type of discussion topic would you like to create?

 **Threaded topic.**

Create a threaded topic for a more traditional online discussion. Users post and reply to messages. Replies that are associated with the same post are grouped together, creating message threads that can be expanded and collapsed.

 **Blog topic.**

Create a collaborative blog (weblog) space by allowing participants to post a chronological series of entries on a particular topic. Participants can then add comments to any blog entry.

 **Journal topic.**

Create a journal topic to give Students a place for their own writing. The journals can be kept private between the Student and the Section Instructor or shared with the class.

Step 5: In the **Title** text box, enter a title for your journal.


Step 6: Enter a **description** if needed.

Step 7: Select a **Category** to put your journal into if applicable.

Create Journal Topic

*Title:

Description:



WYSIWYG edit-on® Pro by RealObjects

Item Visibility: Show Item
 Hide Item

Category: Topics can be organized into categories.

Select Category:

Step 8: Under **Grading**, select your options. (Ex. Topic is not gradable, numeric grade, alphanumeric grade, or grade by rubric)

Step 9: Under **Goals**, select any goals you may want to link to this journal.

The screenshot shows two sections: **Grading** and **Goals**.
Grading section:
- Radio button selected: Topic is not gradable
- Text: Allow the topic to be graded
- Radio buttons: Numeric grade: Out of [input type="text"/>
- Radio button: Alphanumeric grade
- Radio button: Grade by Grading Form: [Select Grading Form]
- Text: A column is automatically created for this topic in Grade Book
- Text: Grade Book column title: [input type="text"]
- Checkbox: Release grade to Students in My Grades
Goals section:
- Text: Associate goals with this discussion topic:
- Button: [Select Goals]

Step 10: Under **Peer Review**, you can make selections regarding how other students review or respond to journal entries. (Ex. Do not enable peer review, allow students to review messages using a rating scale, allow students to review messages using a rubric/grading form) **See **Peer Review Scale Section** for more on this feature.

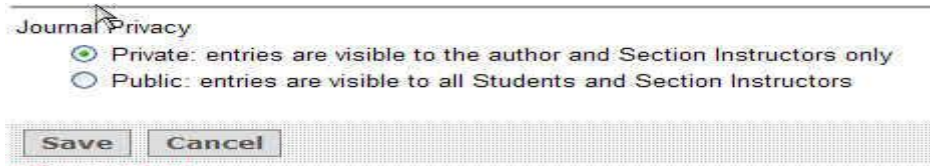
The screenshot shows the **Peer Review** section with the following options:
- Section header: **Peer Review** (Expand this area to see more options.)
- Radio button selected: Do not enable peer review in this topic
- Radio button: Allow Students to review messages using a simple rating scale
- Button: [Create Scale]
- Radio button: Allow Students to review messages using a grading form
- Button: [Select Grading Form]

Step 11: Under **Topic Behavior Options**, select options for how students post and reply to messages.

The screenshot shows the **Topic Behavior Options** section with the following options:
- Section header: **Topic Behavior Options** (Expand this area to see more options.)
- Section header: Student Posting Rules
- Radio button selected: Students can post messages and reply to messages
- Radio button: Students can post messages but cannot reply to messages
- Radio button: Students can reply to messages but cannot post messages
- Checkbox: Students can edit their messages after posting them
- Radio button: Lock this topic for Students (Section Instructors can post in a locked topic)

Step 12: Under **Author Identification**, select whether authors are identified by user names or anonymously.

Step 13: Under **Journal Privacy**, select whether or not entries are visible to instructors, students or all.



Journal Privacy

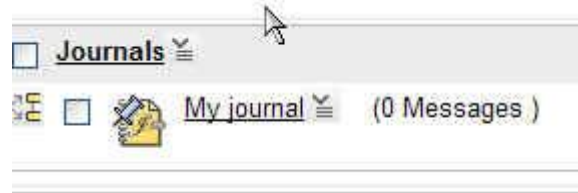
Private: entries are visible to the author and Section Instructors only

Public: entries are visible to all Students and Section Instructors

Save Cancel

* Required field

Step 14: Select **Save** when finished.



Journals

My journal (0 Messages)



****Peer Review Scale Options**

You can have students rate other student posts and comment on them. You can have custom rating variables to allow for maximum peer review.



Peer Review (Expand this area to see more options.)

Do not enable peer review in this topic

Allow Students to review messages using a simple rating scale

Create Scale

Allow Students to review messages using a grading form

Select Grading Form

Step 1: Click “Allow Students to review messages using a simple rating scale”.

Step 2: Click Create Scale.

Create Simple Rating Scale

Add Rating

*	Need Improvement 	Remove Rating
**	Below Average 	Remove Rating
***	Average 	Remove Rating
****	Above Average 	Remove Rating
*****	Exceptional 	Remove Rating

Instructions:

Allow users to include a comment with their rating

Save **Cancel**

Step 3: Click **Add Rating** to create a custom rating variable. (Ex. Needs more content, more specific information needed, too vague) Click **Save**.

Step 4: Click **Remove Rating**, to remove a rating from the scale.

Step 5: Click **Save** when finished with the scale variables.

Exercise – Create a Journal

Using the steps for creating a journal, please do the following:

1. Create a new journal.
2. Make it gradable worth 5 points.
3. Make it reviewable to students using a grading scale.



Posting Student Journal Entries

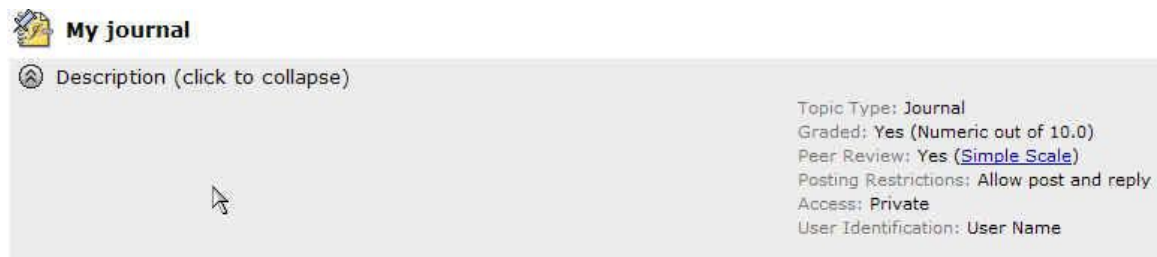
Step 1: Click the **Student Tab**.

Step 2: In the **Course Menu**, under the **Course Tools** heading, click **Discussions**.

Step 3: Click on the journal title. (Ex. "My Journal" below)



Step 4: Select **Create New Entry**.



My Journal



**Students can view the peer review scale by clicking on the Simple scale link on right hand side above, before they post their first entry.

Step 5: Under **Subject**, enter subject of entry.

Step 6: Under **Message**, type message content here. (Make sure to **enable HTML creator**)

Step 7: Click **Add Attachments** to add a file to post.

Step 8: Click **Post** when done with journal entry.

Create Message

*Subject:

Message:

Disable HTML Creator

WYSIWYG Source View edit-on® Pro by RealObjects Insert

Insert equation:

Attachments:

My journal

Description (click to collapse)

Topic Type: Journal
Graded: Yes (Numeric out of 10.0)
Peer Review: Yes (Simple Scale)
Posting Restrictions: Allow post and reply
Access: Private
User Identification: User Name

My Journal

Select All Deselect All Sort by: **Date** Rating

Subject: day one of class entry Date: January 12, 2007 3:07 PM

My thoughts on day one

Average rating: *****
(0 Comments) (0 Ratings)

Step 9: Click on **Comments**, to comment on an entry.

Comments

Subject: My first post

There are no comments to this post.

Create Comment

Use HTML

Insert equation:

Attachments:

Step 10: Click **Post Comment** to submit your comments to the post and to read other comments as well.

Comments

Subject: My first post

Create Comment

1 **Author:** Demo Student **Date:** January 12, 2007 11:09 AM
This is a great post.

2 **Author:** Karri Sanchez **Date:** January 12, 2007 11:18 AM
I liked the Movie a lot.

Step 11: Click **Comments** to view comments.

Subject: My first post
Author: Demo Student

I would like to comment on the paper

Comments **Edit Message**
(1 Comments / 0 New)

Step 12: Click **Review this Message** to rate a post.

Sort by: **Date** Author Rating

Date: January 12, 2007 11:02 AM

Review this Message

Review Message

Select Rating

<input type="radio"/> *	Need Improvement
<input checked="" type="radio"/> **	Below Average
<input type="radio"/> ***	Average
<input type="radio"/> ****	Above Average
<input type="radio"/> *****	Exceptional

Save **Cancel**

Message

Subject: My first post **Topic:** My Blog
Author: Demo Student **Date:** January 12, 2007 11:02 AM

I would like to comment on the paper by King Tut.

The original message displays at the bottom.

Step 13: Click on a rating option using the radio buttons.

Step 14: Click **Save** to save rating.



Viewing Peer Review Ratings

To read the peer reviews from other students on your own posts:

Step 1: Click **View all Reviews** in lower right hand corner of your post.

Create Message View Drafts

Select All Deselect All Sort by: **Date** Author Rating

Subject: My first post
Author: Demo Student Date: January 12, 2007 11:02 AM

I would like to comment on the paper by King Tut.

Comments Edit Message Average rating: *****
View All Reviews (1 Ratings)

(2 Comments / 1 New)

Date: January 12, 2007 11:02 AM

Average rating: *****
View All Reviews (1 Ratings)

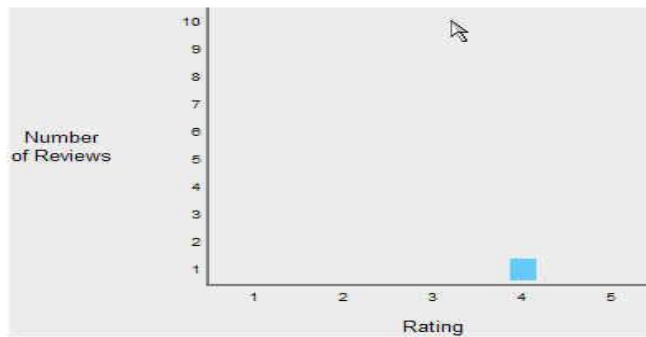
Step 2: Under **Message Peer Reviews**, you get a detailed graph and a list of peer reviews and ratings.

Message Peer Reviews

OK Print

Last Name	First Name	User Name	Role	Rating
Sanchez	Karri	demo3	Student	*****

Ratings distribution



Message

Subject: My first post Topic: My Blog
Author: Demo Student Date: January 12, 2007 11:02 AM

I would like to comment on the paper by King Tut.

Step 3: Click on **ok** or **print** if you want to print graph and reviews.



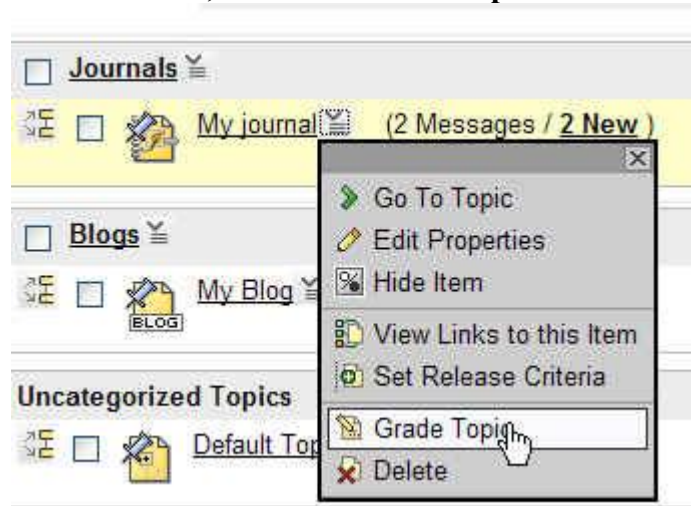
Grading and Reviewing Journal Entries.

To grade the journals:

Step 1: Click the **Teach Tab**.

Step 2: In the **Course Menu**, under the **Course Tools** heading, click **Discussions**.

Step 3: Click on the action link, and select **Grade Topic**.



Grade Discussions for: My journal

Class Averages
 Average Messages Read: 2
 Average New Messages Posted: 1
 Average Replies Posted: 1
 Average rating: ***** [View Rating Report](#)

Grading Criteria:
 Numeric out of 10

Name	Grade
Karri Sanchez	<input type="text"/>

Your location: [Discussions](#) > [Discussion Activity Overview](#)

My journal

Description (click to collapse)

Topic Type: Journal
 Graded: Yes (Numeric out of 10.0)
 Peer Review: Yes ([Simple Scale](#))
 Posting Restrictions: Allow post and reply
 Access: Private
 User Identification: User Name

Discussion Activity Overview

To view messages posted by a Student, click the Student's name and then click View Student Posts.

Name	Messages			Average rating	
	Total Messages Read	New Messages Posted	Replies Posted	Received (total)	Given (total)
Karri Sanchez	2	1	1	***** (0)	***** (0)

Step 4: Student activity is on the right. Place to grade is on the left.

Step 5: Click on student name to view journal entries.

Step 6: Put grade under grade box for each student and hit **Save Grades**.

Grade Discussions for: My journal

Class Averages
Average Messages Read: 2
Average New Messages Posted: 1
Average Replies Posted: 1
Average rating: ***** ([View Rating Report](#))

Grading Criteria:
Numeric out of 10

[Save Grades](#)

Name	Grade
Karri Sanchez	7

To read the journals:

Step 7: Click **Go to Journal**.

A screenshot of a context menu overlaid on a journal entry. The menu has a title bar with a close button (X). It contains three items: 'Go to Journal' with a journal icon, 'View Profile' with a person icon, and 'View Performance Report' with a checkmark icon. Below the menu, the journal entry for 'Karri Sanchez' is visible, showing a grade of '1'. A mouse cursor is pointing at the bottom of the menu.

Step 8: View all entries, comments, and ratings for journal.

Karri Sanchez 's Journal

Select All Deselect All Sort by: [Date](#) [Rating](#)

Subject: day one of class entry **Date:** January 12, 2007 3:07 PM

My thoughts on day one

[Comments](#) [Lock Message](#) (0 Ratings) [Review this Message](#)

(1 Comments / 1 New)