

SacCT

Journal Entry-Instructor

HOW TO GUIDE

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

WHAT IS A JOURNAL ENTRY?

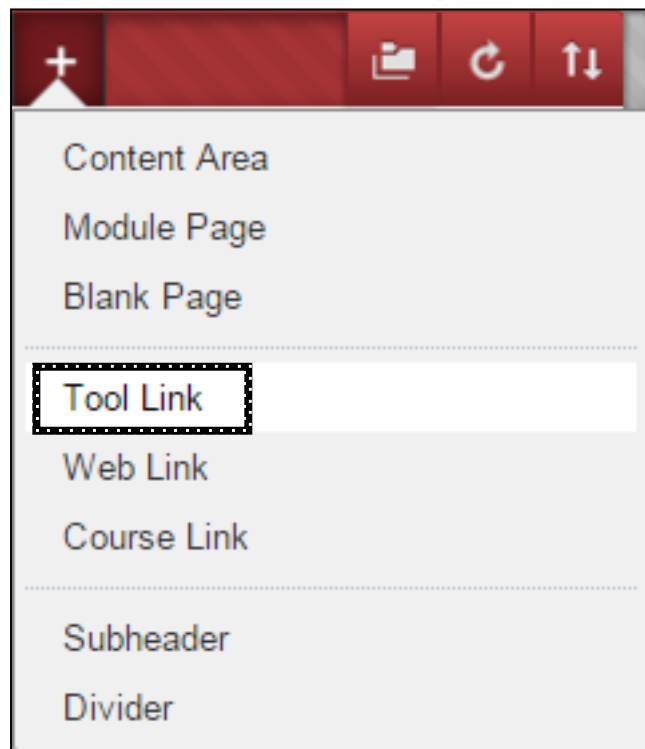
Instructors can use the journals tool to give students the opportunity to reflect on a certain topic and communicate privately to instructors.

JOURNAL TOOL LINK

For students to be able to see the journal entries, you must create a tool link in your course menu.

step 1. On top left hand corner, hover your mouse over the “+” sign above your course name.

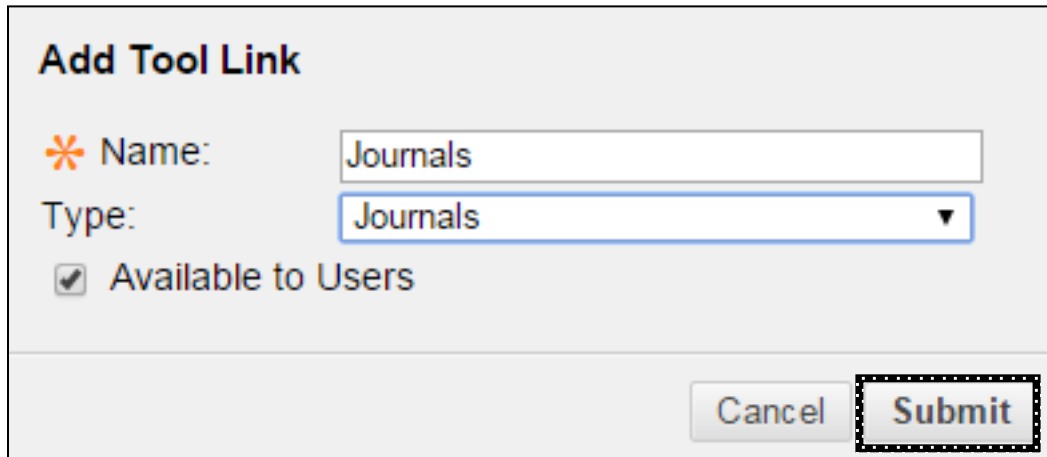
step 2. Click on **Tool link**.



step 3. In the name field, type in Journals.

step 4. In the **Type** box, click on the drop down arrow and select **Journals**.

step 5. Check the box next to **Available to Users**. Click on **Submit**.



Add Tool Link

* Name: Journals

Type: Journals

Available to Users

Cancel Submit

CREATING A JOURNAL ENTRY

step 1. From your course menu, click on the tool link labeled **Journals**.

step 2. In the grey action bar, click on **Create Journal**.

step 3. Type in a name and instructions (if any).

step 4. Under the Journal Availability option, select **Yes** to make the journal available to students.

step 5. Select the date and time restrictions by selecting the checkboxes next to **Display After** and **Display Until** and enter in the date and time.

JOURNAL INFORMATION

* Name

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

Please write a one page summary on chapter 1.

Write instructions here.

Path: p Words: 9

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.

- step 6.** In the Journal Settings section, select if you want the journal to display as monthly or weekly.
- step 7.** You have the options to allow users to edit and delete entries or delete comments
- step 8.** In the Grade Settings section, select **No Grading** or **Grade** option and type in the number of points possible. Selecting the Grade option, gives you an option to select the number of entries required to show in the Needs Grading page.
- step 9.** Optionally, you can add in a rubric for this journal by clicking on **Add Rubric** button.
- step 10.** Click on **Submit**.

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



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.

Associated Rubrics 

| Name | Type | Date Last Edited | Show Rubric to Students |
|------|------|------------------|-------------------------|
| | | | |

*Click **Submit** to finish. Click **Cancel** to quit without saving changes.*

GRADING A JOURNAL

There are 3 options to grade student's journals. You can access them through the Course Menu, Needs Grading or Global Navigation page.

Course Menu

To grade student's journal through Course Menu, please follow these steps:

- step 1.** Under the **Course Menu**, click on **Journals**.
- step 2.** Click on the journal title you want to grade.
- step 3.** You now can add your grade, comments and any feedbacks to your students.
- step 4.** Click on **Submit** to save.

Journal Instructions ^

Please write a one page summary on chapter 1.

Monday, November 30, 2015

Journal # 1

Posted by Donald Duck at Monday, November 30, 2015 1:30:34 PM

The year is 1775, and life in England and France seems paradoxically the best and the worst that it can be. The rulers and ruling classes of both countries may have the best of life, but they are out of touch with the common people and believe that the status quo will continue forever. In France, inflation is out of control and an oppressive social system results in intolerable and extreme injustices being committed against average citizens, who believe they have the worst of life. The breaking point riotous rebellion is near, and the populace of France secretly but steadily moves toward revolution.

Comments: 0 Comment

Comment

Great Work!

Cancel Add

Journal Details v

Donald Duck (1)

GRADE
11/30/15 1:30 PM **9/10**

FEEDBACK TO LEARNER

A

Add Notes

Cancel Save Draft Submit

INDEX

November 2015 (1)
Journal # 1 Collap

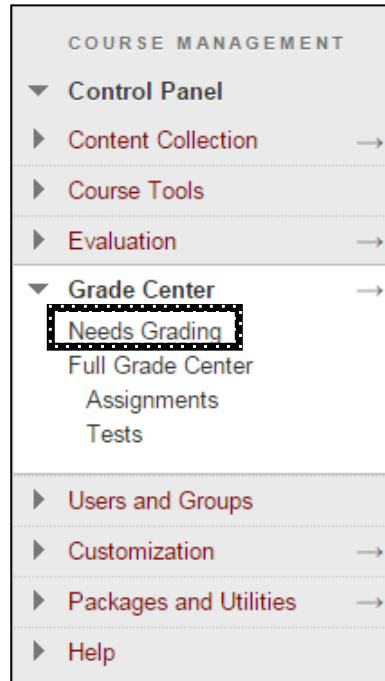
Callouts:

- You can add additional comments to students here. Click on **Add** to save your comments.
- Click on Submit once you are done.

Needs Grading

Another way to grade journals is through the Needs Grading page.

- step 1.* On the left hand side, locate the **Control Panel**.
- step 2.* Click on **Grade Center** then click on **Needs Grading**.



- step 3.* On the top, click on the grey tab labeled **Grade All** to start grading student's journals.

Global Navigation

Instructors can also grade journals through the Global Navigation menu.

- step 1.* On the top right hand corner, click on the dropdown arrow next to your name.
- step 2.* Click on the **Update** icon.
- step 3.* On the right side, look for the Journal title.
- step 4.* Click on **Grade** next to the name.

Updates

All

COURSES WITH UPDATES

- [AIT Student Assistant Training](#)
- [ATCS/CTL Turnitin Workshop](#)
- [Development - 2015 ATCS](#)

All

Journal **Journal # 1** Needs Grading [Open](#) [Grade](#) [Dismiss](#) 16 minutes ago
In *Development Course - Vivian Ho*

Journal **Journal # 1** Needs Grading [Open](#) [Grade](#) [Dismiss](#) 19 minutes ago
In *Development Course - Vivian Ho*

Journal **Journal (Individual - Graded): Reflections on Social Media Needs** 13 days ago
Grading [Open](#) [Grade](#) [Dismiss](#)
In *IRT Testing Course*

- step 5.* The journal page will appear and you can enter in the grade and comments.
- step 6.* Click on **Submit** once you are done.