


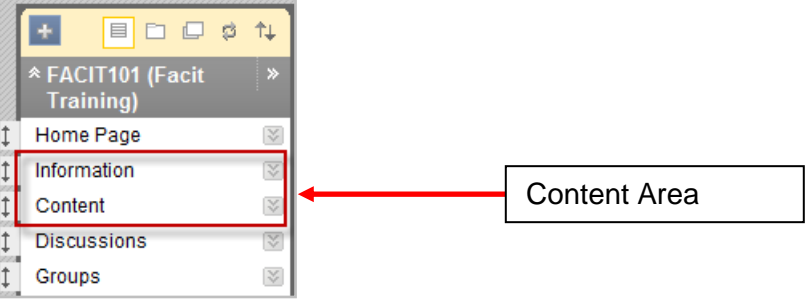
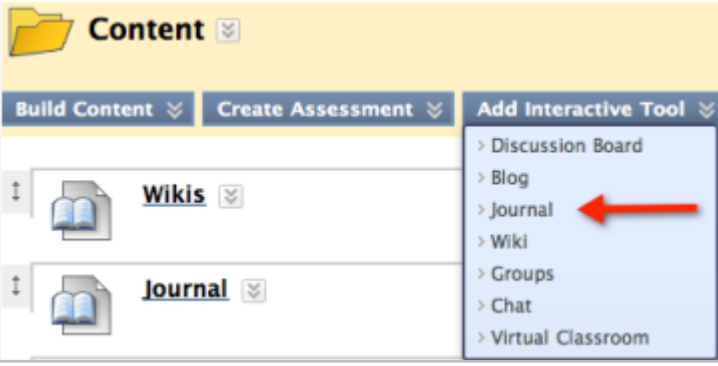

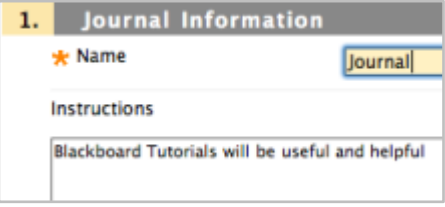


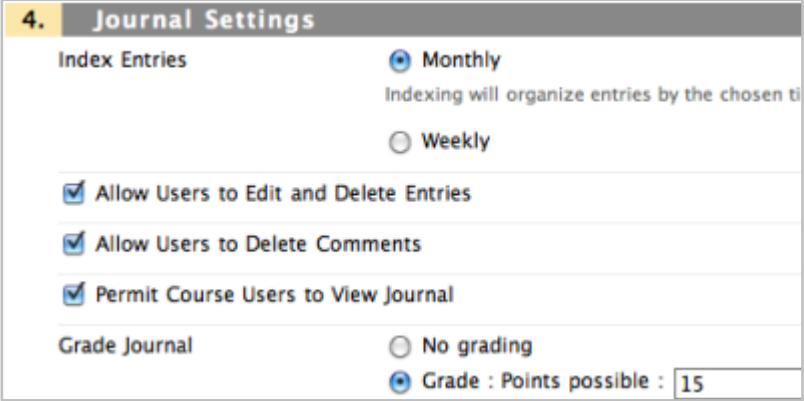
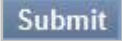
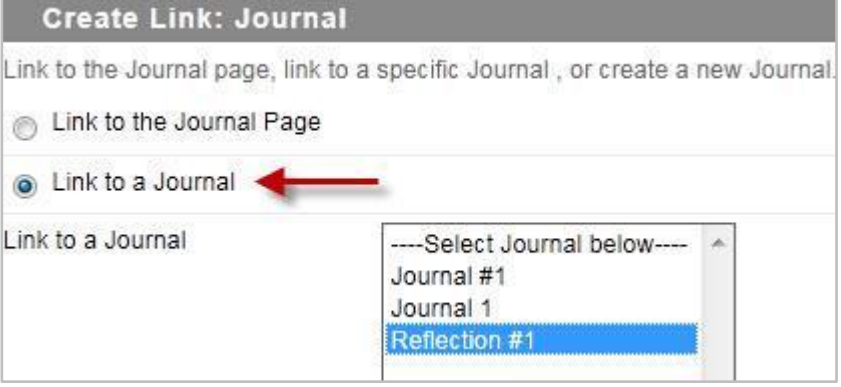

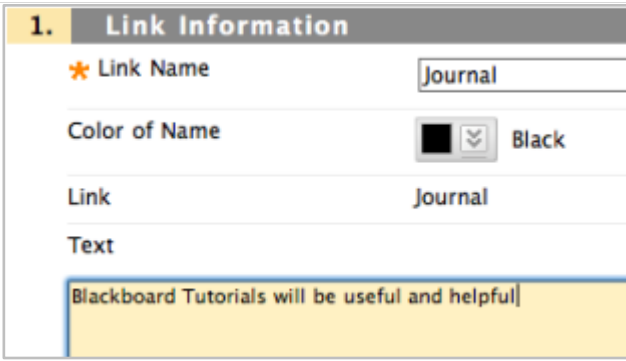
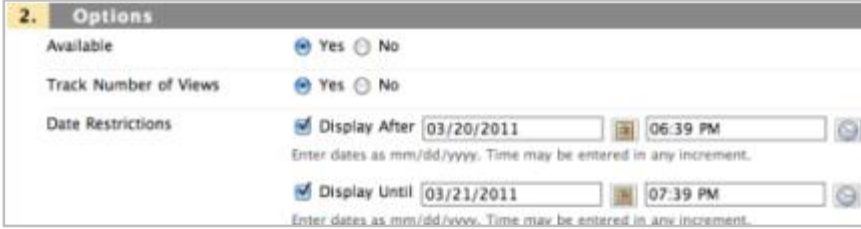



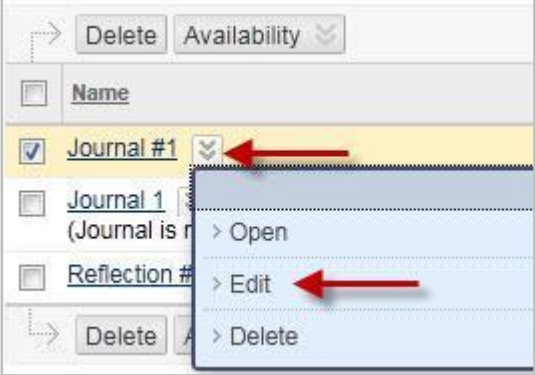

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|  | <h2>How to create and edit a journal</h2> <p>Journals are a self-reflective tool that allows Students to post their personal reflections about the Course or discuss and analyze Course related materials.</p> | <p> View the video tutorial</p> |
| <p>Step 1</p> | <p>Make sure Edit Mode is ON.</p> |  |
| <p>Step 2</p> | <p>Open a content area by clicking on it in the course menu.</p> |  |
| <p>Step 3</p> | <p>Hover your mouse over the Add Interactive Tool menu, and then click Journal from the menu.</p> |  |
| <p>Step 4</p> | <p>Click Create New Journal</p> <p>Note: You can either create a new Journal or add a link to existing Journal</p> |  |
| <p>Step 5</p> | <p>Journal Information:</p> <ul style="list-style-type: none"> Name: Type a name of the journal. Instructions: Type in instructions for the journal. |  |
| <p>Step 6</p> | <p>Journal Availability:</p> <ul style="list-style-type: none"> Select the Yes or No option to make it available or unavailable to students. |  |

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| Step 7 | Journal Date and Time Restrictions: <ul style="list-style-type: none"> • Select Date and time Restrictions: Click the checkboxes to enable and choose dates to Display After and Display Until. |  |
| Step 8 | Journal Settings: <ul style="list-style-type: none"> • Index Entries: Click Monthly or Weekly to choose the time frame of index entries. • Click the check box to Allow users to Edit and Delete Entries. • Click the check box to Allow users to Delete Comments. • Click the check box to Permit Course User to View Journal. • Grade Journal: Select No grading or the Grade option and type the number of Points possible. |  |
| Step 7 | Click to Submit . |  |
| Step 8 | Create Link (if cross linking to another Journal): <ul style="list-style-type: none"> • Select Link to the Journal Page or Link to a Journal. • Link to a Journal: Select the Journal to link to. |  |
| Step 9 | Click Next . |  |

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| Step 10 | Link Information: <ul style="list-style-type: none"> • Link Name: Type the Link Name • Color of Name: Select a color for the journal link. • Text: Type the specific description of the link |  <p>1. Link Information</p> <p>* Link Name: Journal</p> <p>Color of Name: Black</p> <p>Link: Journal</p> <p>Text: Blackboard Tutorials will be useful and helpful</p> |
| Step11 | Options: <ul style="list-style-type: none"> • Available: Click Yes or No to make this link available to students enrolled in the course. • Track Number of Views: Click Yes or No to enable tracking for the Journal. • Select Date and time Restrictions: Click the checkboxes to enable and choose dates to Display After and Display Until. |  <p>2. Options</p> <p>Available: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Track Number of Views: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Date Restrictions: <input checked="" type="checkbox"/> Display After 03/20/2011 06:39 PM</p> <p><input checked="" type="checkbox"/> Display Until 03/21/2011 07:39 PM</p> |
| Step 12 | Click to Submit . | <input type="button" value="Submit"/> |

Editing a Journal

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| Step 1 | Click on the Journal from the course menu |  <p>⌘ FACIT101 (Facit Training)</p> <ul style="list-style-type: none"> Home Page Information Content Discussions Groups Tools Help Journal <input checked="" type="checkbox"/> ← |
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| Step 2 | Select Journal . |  |
| Step 3 | Click the Action Menu , then Edit . |  |
| Step 4 | Make Edits . Click Submit . |  |
| <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  </div> <div> <p>Notes:</p> </div> </div> | | |