

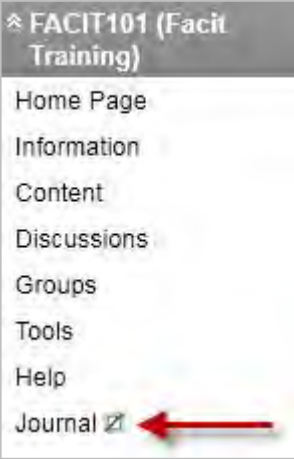



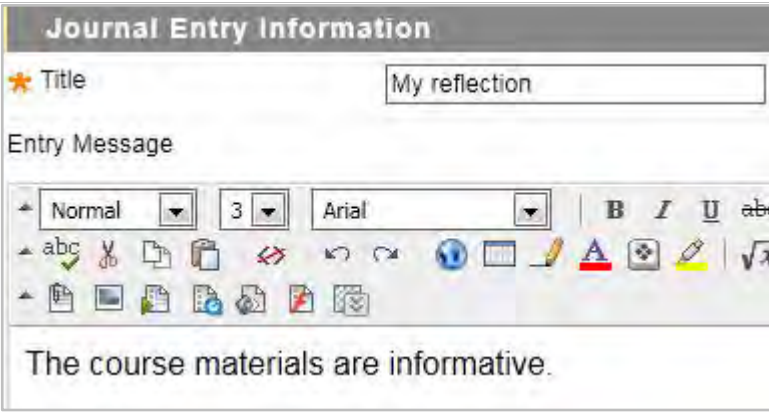

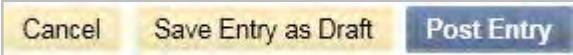
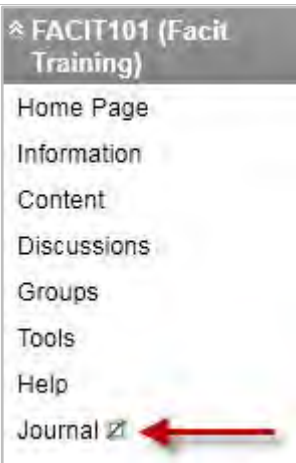







# MANAGING JOURNALS

 <b>Managing Journals</b> Entries, grading and deleting journals.		 <a href="#">View the video tutorial</a>
Step 1	Click on the <b>Journal</b> from the course menu.	
Step 2	Select <b>Journal</b> .	
Step 3	Select the <b>journal title</b> .	
Step 4	Click <b>Create Journal Entry</b> .	

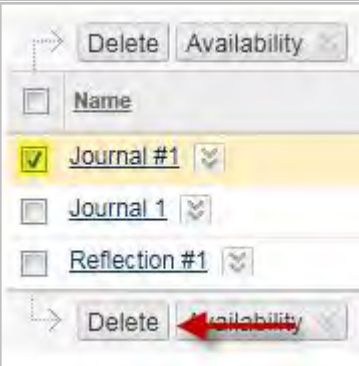

<p>Step 5</p> <p><b>Journal Entry Information:</b></p> <p><b>Title:</b> Type the title of the Journal Entry.</p> <p><b>Entry Message:</b> Type the message of the Journal Entry..</p>		 <p>The screenshot shows the 'Journal Entry Information' form. The 'Title' field contains 'My reflection'. Below it is the 'Entry Message' field with a rich text editor toolbar. The toolbar includes options for font style (Normal), size (3), font face (Arial), bold (B), italic (I), underline (U), and various icons for text alignment, bulleted list, numbered list, link, unlink, insert image, and insert video. The message text in the field reads: 'The course materials are informative.'</p>
<p>Step 6</p> <p><b>Journal Entry File:</b></p> <ul style="list-style-type: none"> <li>• <b>Attach File:</b> Click the <b>Browse My Computer</b> button. Look for the file on your computer or other storage device. Select the <b>file</b> and <b>Open</b> to upload your image.</li> </ul>		 <p>The screenshot shows the 'Journal Entry Files' section. It has two buttons: 'Browse My Computer' and 'Browse Course'. Below is a table for 'Attached files' with columns for 'File Name' and 'Link Title'. One file is listed: 'OfficeButton1.jpg' with the same link title.</p>
<p>Step 7</p> <p>Click <b>Post Entry</b> to post the Journal entry.</p> <p>-or-</p> <p>Click <b>Save Entry</b> as Draft to post the entry later.</p>		 <p>The screenshot shows three buttons: 'Cancel', 'Save Entry as Draft', and 'Post Entry'.</p>
<p><b>Grading</b></p>		
<p>Step 1</p> <p>Click on the <b>Journal</b> from the course menu.</p>		 <p>The screenshot shows a course menu for 'FACIT101 (Facit Training)'. The menu items are: Home Page, Information, Content, Discussions, Groups, Tools, Help, and Journal. A red arrow points to the 'Journal' item.</p>

<p>Step 2</p>	<p>Select <b>Journal</b>.</p>	
<p>Step 3</p>	<p>Click the <b>Action Menu</b>, then <b>Edit</b>.</p>	
<p>Step 4</p>	<p>Select a student's name in the <b>More Journals</b> section. Students with contributions ready for grading appear with the exclamation mark, the needs grading icon.</p>	
<p>Step 5</p>	<p>Click <b>Edit Grade</b>. ( right-hand column of page)</p>	

<p>Step 6</p> <ul style="list-style-type: none"> <li>Type a numeric grade in the Current Grade Value text box.</li> <li><b>Feedback:</b> Add feedback for the student.</li> <li><b>Grading Notes:</b> Appear to the Instructor and Grader only.</li> <li>Optionally, use the Spell Check function in the bottom of each text box. Click Text Editor to access all the Text Editor functions for formatting text and adding URLs, attachments, images, Mashups, and multimedia.</li> <li>Click <b>Save Grade</b>.</li> </ul>	
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## Deleting

A graded Journal topic cannot be changed to ungraded.

<p>Step 1</p> <ul style="list-style-type: none"> <li>Click the <b>checkbox</b> next to the journal title.</li> <li>Click <b>Delete</b>.</li> </ul>	
<p>Step 2</p> <ul style="list-style-type: none"> <li>Before deleting, a <b>graded journal</b> will prompt for confirmation.</li> <li>Confirm by clicking <b>OK</b> or <b>Cancel</b>.</li> </ul> <p>If grade columns exist in the Grade Center the columns can be retained. On the Delete Confirmation page, do not select the check boxes for any columns that need to be preserved.</p>	 <p><b>Reminder: Deleting is permanent and the action cannot be undone.</b></p>



**Notes:**

- A graded Journal topic cannot be changed to ungraded.