

Creating a Journal

1. Login to the Bb Learn system and go to your course.
2. Locate the **Course Management Control Panel** under the left hand menu and click on **Course Tools** to expand the drop-down list and click on **Journals**. Please note that when creating an interactive tool, you must create a link to the **Tools** content area in the **Course Menu**.

Option 2: Click on the **Content Area** where the **Journal** is located in the **Course Menu**. See the *Adding Interactive Tools in a Content Area* quick tip sheet for instructions on creating a link on the **Course Menu**.

3. Click the **Create Journal** button.
4. In the **Journal Information** section, type a **Name** and any optional instructions for the Journal.
5. In the **Journal Availability** section, choose the **Yes** option to make it available to users.
6. In the **Journal Date and Time Restrictions** section, use the **Display After** and **Display Until** date and time fields to limit the availability of the Journal.
7. In the **Journal Settings** section, select **Monthly** or **Weekly Index Entries**. You may also 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 Users to View Journal** (if selected, the Journal becomes public. All users can view all Journal entries made to the Journal topic). Choose either **No grading** or the **Grade** option and type the number of **Points possible** (Points possible will apply to one or more entries made by the user to the Journal topic. Once a Journal is set to be graded, a column is created for it in the **Grade Center**. It is permanently gradable and cannot be set to **No grading**).
8. Click **Submit**.