Journals in Webcampus

How to create a Journal

How to provide feedback
Journals-

A new option for Webcampus is to create Journals. Journals can be used by members of a group to communicate each students group experience privately with their instructor. A student’s Journal entry can later be made a public entry if the instructor and student feel the class may benefit from a classmates journal entry. Faculty members are able to associate comments with a student’s journal entry. To navigate to the Journal tool expand the **Control Panel** located in the lower left hand corner of the screen by clicking on it (see figure 1).

![Control Panel](image)

Figure 1: Expanding the Control Panel

Expand the **Course Tools** link in the Control Panel (see figure 2).

![Course Tools](image)

Figure 2: Expanding the Course Tools menu
Select the **Journals** link from the Course Tools group of the Control Panel (see figure 3).

![Figure 3: Selecting the Journals link from the Course Tools group](image)

This will take you to the Journals page. To begin creating a Journal, click on the **Create Journal** button at the top of the screen (see figure 4).

![Figure 4: Click on the Create Journal button](image)
This will take you to the Create Journal menu. Give the journal that you are creating a Name. The Name field is mandatory and must be filled out. Click on the **Name** field and enter in a name. After naming the journal select the **Instructions** text box and enter in the instructions. Your instructions should help students understand the assignment they will be posting for in the Journal (see figure 4).

![Figure 4: Entering in a Name and Instructions for your Journal](image)

By default the Journal will be set to available. You may change this setting by clicking the **NO** option (see figure 5).

![Figure 5: Reviewing the “Journal” Availability](image)
If you want to limit the availability of your journal, you may set Date and Time Restrictions on the Create Journal page. You can set a **Display After** and **Display Until** date and time for your journal. To do so click on the check box for the **Display After** and **Display Until** setting (see figure 6).

![Figure 6: Selecting the Display After and Display Until option](image)

Update the date and time by clicking the time field and enter in the new time (see figure 7).

![Figure 7: Selecting and revising the Date and Time Restriction](image)
Next review settings for the Index Entries group. When users create a Journal entry those entries will be indexed. The options for indexing entries include **Monthly** and **Weekly**. Set the appropriate option for indexing the journal entries. After you have finished, click on the **Submit** button located in the lower right hand corner of the screen (see figure 8).

![Figure 8: Selecting the Index Entries Option followed by the “Submit” button](image)

You have now enabled the Journal for your class. You may update the availability of the class journal at any time.
Providing Feedback for a Journal

The quickest way to provide feedback for a Journal entry is from the Needs Grading menu. Start by clicking to expand the Control Panel. Next click the Grade Center menu in the Webcampus Control Panel, then click the Needs Grading link (See figure 9).

![Figure 9: Clicking the Needs Grading link](image)

Click the Grading Action menu next to the Journal entry to expand the menu. Then click the “Grade all Users Link”.

![Figure 10: Clicking the Grade All Users link](image)

The Journal post is displayed on the left hand side of the Journal menu. After reading the Journal post, click the “Edit Grade” button to associate a grade with the student’s entry.
The Current Grade Value menu will appear. Enter the number of points the student earned for their submission. Provide feedback and grading notes by clicking the appropriate field and enter the appropriate feedback.
Click the “Save Grade” button to associate the points, feedback and notes with the student’s Journal entry.

Other fields of interest in the Journal menu include the More Journals menu. Navigate between the various Journal posts. Do so by clicking either the forward or backward button in the upper right hand corner of the More Journals menu.
The following notifications may appear next to journal posts in the More Journals menu.

- Indicates New Entries
- Indicates New Comments
- Indicates activity that Needs Grading
- Indicates activity that is in Progress

After you have finished working in the Journals menu click the “OK” button located in the lower right hand corner of the menu.