This Quick Guide will show you how to set up and manage Journals within your MyAberdeen course.

What is a Journal?
A Journal is a tool that allows a student to reflect on their learning and is similar in functionality to the Blog tool. The difference is that a journal can be set as private and only viewable by an individual student and the teaching staff, therefore there is more control over who can view the Journal entries.

Why use Journals?
- They are a useful tool for formative assessment
- Can be useful for personal reflection on a particular topic or experience of the course
- Teaching staff can interact with the student by reviewing and commenting on individual entries. The student can then respond to these comments
- Journal entries can be graded and can also be downloaded to be viewed offline/archived
- Journals can be opened up so that all students can see each other's entries
- Can demonstrate how a student's understanding of certain topics has developed over time

Step 1 – Creating a Journal
1. Go to Course Tools within the Control Panel and select Journals, then Create Journal
2. Give your Journal a Name and enter any specific Instructions in the text box
3. Ensure that the option Journal Availability is set to Yes
4. Set the date and time restrictions if required
5. Under Journal Settings, determine if entries are indexed Monthly or Weekly
6. Decide whether you will Allow Users to Edit and Delete Entries, and if you will Allow Users to Delete Comments
7. If you choose Permit Course Users to View Journal all users in the course will be able to see each other’s Journal entries
8. If you wish to mark the Journal entries, select Grade and enter the Points Possible. A column will automatically be added to the Grade Centre for this Journal
9. Press Submit

Step 2 – Adding a Journal to a Content Area
1. To make the option to create Journal entries available to students, go to a content area and select Tools then Journals
2. Select Link to a Journal and choose the Journal you wish to link to. Press Next
3. On the next page, add instructions or time/date restrictions for the link as required and press Submit

Step 3 – Creating Journal Entries
1. Click on the name of the Journal
2. Select Create Journal Entry
3. Enter a title and the message text. Files can be attached using the Attach File option
4. The entry can be Saved as a Draft or submitted straight away by pressing Post Entry
5. Entries Saved as Drafts can be viewed by clicking the grey View Drafts button to the right of the Journal homepage

Step 4 – Commenting on a Journal Entry
1. From the More Journals box on the right hand side of the main Journal page, you can choose to view other user’s Journals
2. Select the Comment box at the bottom of an entry
3. Enter a comment and select Add
Step 5 – Grading a Journal Entry

1. If you have chosen to make your Journal gradable, you will see an option in the main Journal page to Grade Journal
2. Select Edit Grade and give the entry a Grade Value
3. Choose whether you would like to give Feedback to the individual user
4. Add Grading Notes if you wish (only viewable by other marking staff)
5. You can also grade Journal entries in the Grade Centre. Go to Control Panel, Grade Centre, and then Full Grade Centre and scroll until you see the column for the Journal. A green symbol will be visible, indicating that an entry Needs Marking
6. Click on the drop-down menu next to this symbol and select View User Activity
7. This will take you back to the main page for the Journal

Step 6 – Making Journals visible to all users

1. To allow individual’s Journals to be viewed by all users, go to Course Tools within the Control Panel and select Journals
2. Click on the drop-down menu next to the name of the Journal you wish to change and select Edit
3. Under Journal Settings, tick the box to Permit Course Users to View Journal
4. Press Submit
5. All users in the course will now be able to see each other’s Journals and the comments that have been made by the individual and the instructor
6. Please note that students can only comment on their own Journal entries