



# Student Engagement - Blogs & Journals

August 2010

## Blogs/Journals

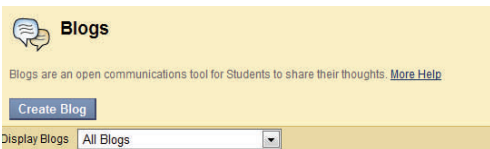
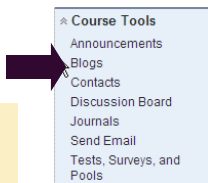
Blogs (short for web logs) are an open communications tool for students to share their thoughts. A journal is a self-reflective tool for students.

Blogs and journals are created by opening the **Course Tools** menu in the **Control Panel**.



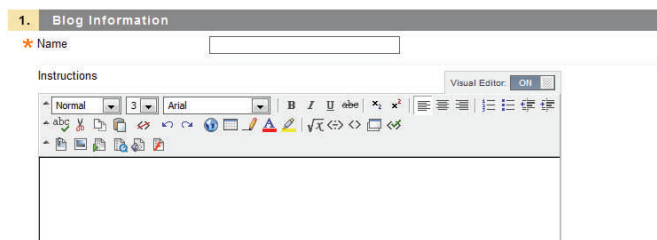
## Creating a Blog

To create a Blog click on **Blogs** in the **Course Tools** area of the **Control Panel**.

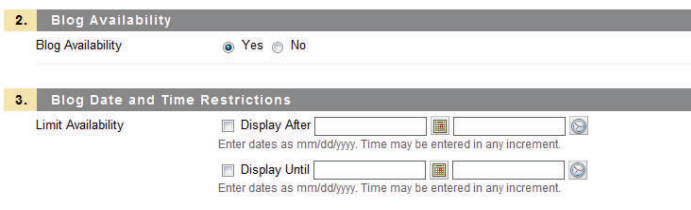


Click on **Create Blog** and the blog creation screen will be displayed.

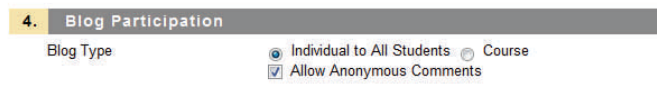
★ Indicates a required field.



Enter a name for the blog and any instructions for the students.



Select **Yes** to make the blog available and set the date and time parameters as needed.

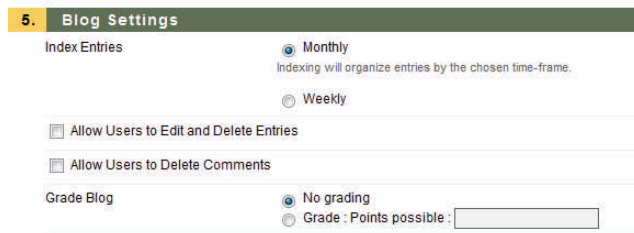


There are two types of blogs created through the control panel -- course blogs and individual blogs.

- **Course Blogs:** All enrolled users are able to post Blog Entries. All enrolled users can post Comments to Blog Entries. The Instructor can edit and delete Blog Entries. The Instructor can delete Comments.
- **Individual Blogs:** Only the owner of the Blog is able to post Blog Entries. All other users enrolled in the Course are able to view and add Comments.

Anonymous posts can be allowed with either type of blog.

**Note:** Once a blog is created the type of blog (course/individual) can not be changed.



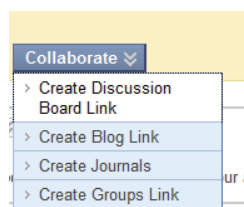
Indicate whether the entries should be indexed by month or by week and check the options to allow students to edit and/or delete their own entries or comments.

If the blog will be graded, select the **Grade** option and enter the possible points.

Click **Submit** to complete the setup.

## Making a Blog Available to Students

Once a blog is created it must be made available to students. There are two options for accessing blogs -- one is to create link from a content area and one is to create a link from the course menu.



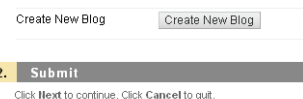
### Creating a link from a Content Area

Go to the content area where the link will be presented and click on

**Create Blog Link** from the **Collaborate** menu.

Links can be created to a blogs page or to a specific blog.

If a link is to a specific blog the list of blogs will be displayed and one of the blogs must be selected.



If no blog is available to link a new blog can be created by clicking on **Create New Blog**. Click on **Next** to continue.



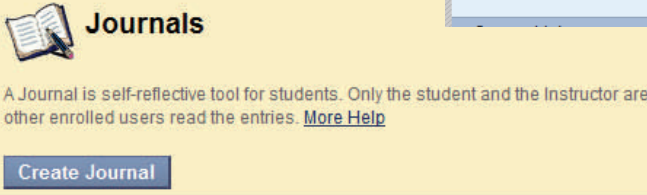
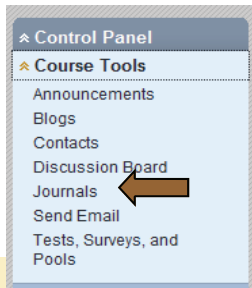
# Journals

A journal is a self-reflective tool for students. Only the student and the instructor are able to comment on journal entries. It is possible for the instructor to change the settings to allow others in the class to view journal entries.

## Creating Journals

To create a journal click on **Journals** in the **Course Tools** area of the **Control Panel**.

The journal creation screen will be displayed. Click on the **Create Journal** button.



**Journals**

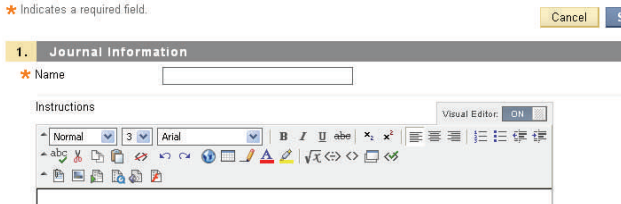
A Journal is self-reflective tool for students. Only the student and the instructor are other enrolled users read the entries. [More Help](#)

[Create Journal](#)

Enter a name for the Journal. Be sure the name is descriptive so that users will understand the nature of the Journal.

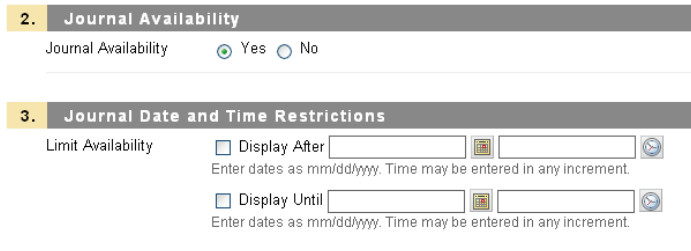
Use the text box to enter instructions for posting to the Journal. The instructions are optional, but can help users understand expectations and any associated rules or

\* Indicates a required field.



requirements. Instructions can be changed or added to the Journal at a later date.

Users will not see the Journal or be able to write entries unless the **Journal Availability** is set to **Yes**.

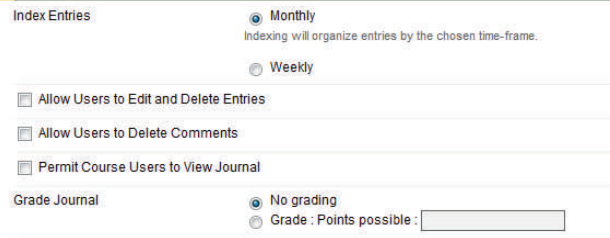


Journals can be set to display on a specific date and time and to stop displaying on a specific date and time. Display restrictions do not affect the content in the Journal, only the appearance of the Journal throughout the course.

### Questions?

Contact the Teaching & Learning Center  
[tlc@icc.edu](mailto:tlc@icc.edu)  
(309)694-8908

## 4. Journal Settings



Select the time frame, weekly or monthly, for indexing Journal Entries. Entries will be grouped under weekly or monthly links.

- To allow users to edit and delete their entries check the box provided.
- To allow users to delete their comments check the box provided.
- To allow other course members to read the journal entries check the box provided.

If the journal will be graded, select the **Grade** option and enter the possible points.

When finished creating the journal, click **Submit**.

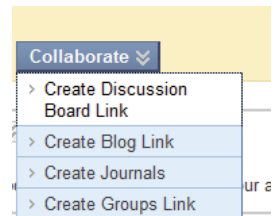
## Making Journals Available

Once journals are created they need to be available for students to enter thoughts and comments. Journals can be accessed two ways - through the button on the menu or from a content area.

### To link to a journal from a content area --

Go to the content area where the link is to be located and click on **Create Journals** from the **Collaborate** menu.

There are two options for creating a link. One option is to link to the Journal Page which will provide access to all of



the journals in a course.

The second option is to link to a specific journal. The available journals are listed in the selection box -- click on the **Link to a Journal** button and then select the journal from the list provided.

**Creating blogs or journals will create a column in the Grade Center automatically if the graded option is selected at setup.**

Create New Journal Create New Journal

## 2. Submit

Click **Next** to continue. Click **Cancel** to quit.

If there is no journal to select one can be created from this area by clicking on the **Create New Journal**. Click **Next** to continue.

### 1. Link Information

★ Link Name

Color of Name

Link

Text

Visual Editor: ON

Enter a name for the link and any information that will be helpful to the students.

### 2. Options

Available  Yes  No

Track Number of Views  Yes  No

Date Restrictions  Display After

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Make the link available and set date and time parameters as needed.

### To link to a journal from the menu --

Click on the + (add button) symbol and select **Create Tool Link** from the options listed.

Add Tool Link

★ Name:

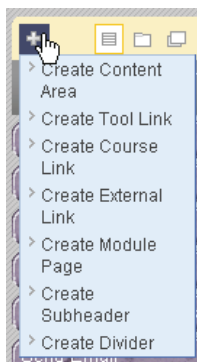
Type:

(U) - Tool is off

Available to Users

Cancel Submit

Provide a name for the button, select **Journals** from the drop down list of tools and make the button available to students. Click **Submit** to create the button.



## Reviewing Journal Entries

A journal consists of entries posted by students and comments from instructors. Journal entries can include text, images, links and attached files.

You can access journals from the menu (if a button was created) or by selecting **Journals** from the **Course Tools Area** of the **Control Panel**.

☐ Name	Visibility	Last Modified Date	Entries
☐ Final Project	Private	4/21/10 11:29 PM	0
☐ Reflect and Review	Private	4/21/10 2:49 PM	2(1 new)

Each journal is listed along with the last date it was modified and any the number of entries. New entries are in parentheses. Click on the name of the journal to open it.

The instructions provided for the journal will be displayed. On the right side of the screen there is box with links to student journal entries.

★ About this Journal

Author: **Gayle Blodgett**

Entries: **0**

Comments: **0**

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★ More Journals

**Gayle Blodgett** (0)

[Meredith Student](#) (1)

[Sally Student](#) (1)

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★ Index

Indicates New Entries

Indicates New Comments

Student journals are listed in the **More Journals** section.

Each student's name is listed as a link to the journal. The push pin icon indicates a new entry. A new comment is identified by a text bubble.

Only journals with entries are displayed initially -- to list all students click on **Show Empty Journals**.

To view one of the journals click on a student's name.

The entries will be displayed -- to comment on the entry click on **Comment** and type into the box provided. To post the comments to the journal click **Add**.

Wednesday, April 21, 2010

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**Week 1**

Posted by Meredith Student at Wednesday, April 21, 2010 2:49:52 PM CDT

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I think this was a good assignment, but it took much longer than I expected. I need to plan better and get started sooner.

**Comments: 0**

Read other comments by clicking on the **Comments** link.

## Grading Journals

If grading has been setup, a grading option will be displayed.

Click on **Edit Grade** to enter the points the student received and any applicable feedback.

Remember, feedback will be seen by the student but grading notes are not displayed.

## Journals in Groups

The journal tool is one of the options that students can be given when groups are created. When used in a group, the journal is assessable for all members of the group.

Each group member can post an entry with attachments. Entries are readable by all members of the groups and comments can be added to any entry by any group member.

Grade for: Gayle Strode

Grade: -- out of 10.0

Grade Date: --

Feedback: --

Grading Notes: --

## Tips for use Blogs/Journals

- Use course blogs when you want all of the students in the course to be able to post and comment.
- Use journals for private conversations or student reflection - if you allow course participants to view other students' journals make that clear to everyone before they begin posting entries.
- Journals provide a good solution for allowing students to create electronic portfolios since items can be attached with entries.