



What is Journal?

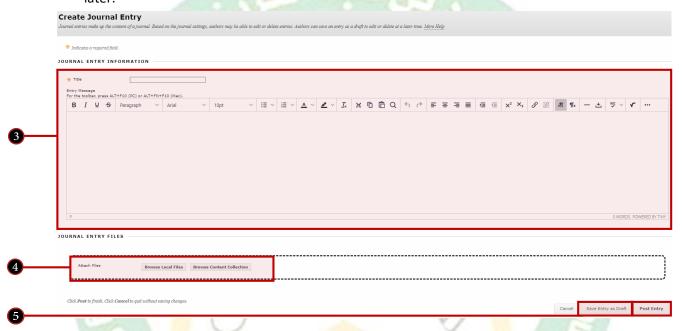


Guide Reference: ET-AWN-221 Version 1

Journal for Students

Create a journal entry:

- 1. On the Journals listing page, select a journal title.
- 2. On the journal's topic page, select Create Journal Entry.
- 3. Type a **title** and entry.
- 4. Select **Browse My Computer** to upload a file from your computer. You can also attach a file from the repository: Course Files or the **Content Collection**.
- 5. Select **Post Entry** to **submit** the journal entry or select **Save Entry** as **Draft** to add the entry later.



Journal topic page:

The journal topic page is divided into two main sections: the content frame and the sidebar.

- 1. Create Journal Entry: You can create as many blog entries as you want.
- 2. **Journal Instructions:** Expand the section to review the journal instructions.
- 3. Journal entry: Your Journal entries appear in the content frame.
- 4. **Comment:** Select to add your thoughts.
- 5. View Drafts: Access entries saved as drafts.
- 6. **Journal Details:** In the sidebar, expand the section to view the journal information, including if comments were made.
- 7. **Grade:** This section appears if your instructor enabled grading for the journal. You can see if your journal entries have been graded.
- 8. **Index:** View the titles of your selected entries for either the week or the month, based on the settings your instructor makes during blog creation. The most recent entry title appears first.



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