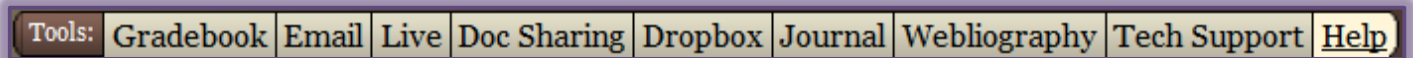


Journal-Students

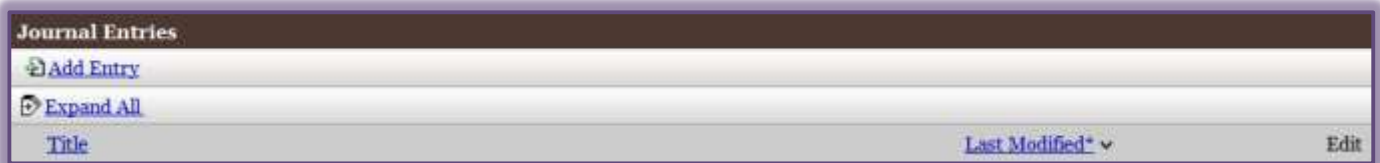
This tool is a place where students can write notes and record thoughts pertaining to a course. The instructor can use this tool as an assignment area for students to respond to. Students have the option of sharing the Journal with the instructor or of keeping it private. The instructor can read, modify, and comment in the Journal entries that students choose to share.

Add Journal Entries

Click **Journal** on the **Tools Menu**.



The **Journal** window will display (see illustration below).



Click **Add Entry**.

The **Add Journal Entry** window will display (see illustration below).

A window titled 'Add Journal Entry' with a dark header. At the top right are 'Add Entry' and 'Cancel' buttons. Below the header is a 'Title:' label followed by a yellow text input field. Below the title field is a rich text editor toolbar with various icons for text formatting and alignment. Below the toolbar is a large white text area for the entry content. At the bottom left is a 'Sharing:' section with two radio buttons: 'Share Entry with Instructor' (selected) and 'Private Entry'. At the bottom right are 'Add Entry' and 'Cancel' buttons. A small asterisk note at the bottom left says '* Indicates a required field'.

In the **Title** box, input a title for the entry.

In the **Visual Editor Text Box**, input the entry for the **Journal**.

Click one of the following options under **Sharing**.

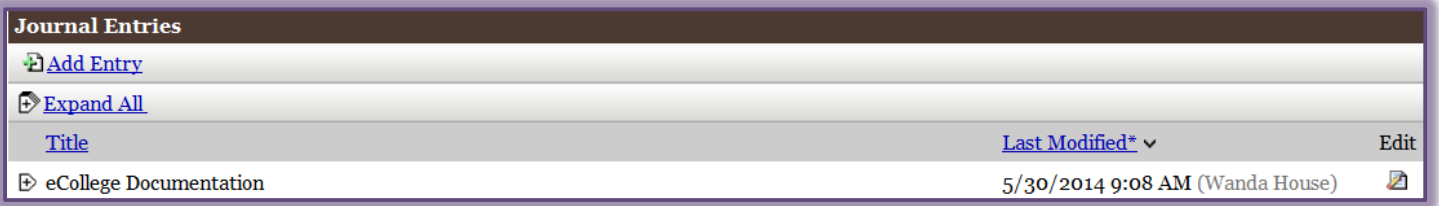
Share Entry with Instructor - Click this option button to allow the instructor to view the entry after it has been entered.


Private Entry - To make the Journal private so that instructors are not able to access it, select this option.

Click **Add Entry**.

Edit Journal Entries

- Click **Journal** on the **Tools Menu**.
- The **Journal** window will display.
- Click the **Edit** button (see illustration below) next to the entry that is to be edited.



Journal Entries		
Add Entry		
Expand All		
Title	Last Modified* ▼	Edit
eCollege Documentation	5/30/2014 9:08 AM (Wanda House)	

- Input the comments and corrections for this entry.
 - To view comments that are added to a **Journal**, make sure that **Share Entry with Instructor** is selected.
 - To make comments visible only to the student for whom the entry is being completed, select **Private Entry**.
- Click **Save Changes**.

View Journal Entries

- Click **Journal** on the **Tools Menu**.
- Each **Journal** entry will display the date on which the last modification was made.
- Click on the **Expand** button for the **Journal** entry to expand and view that entry.
- The instructor can only view entries that the student has marked as shared.
- Click the **Expand All** link to view all entries at once.
- Click **Collapse All** to close all entries after they have been expanded.