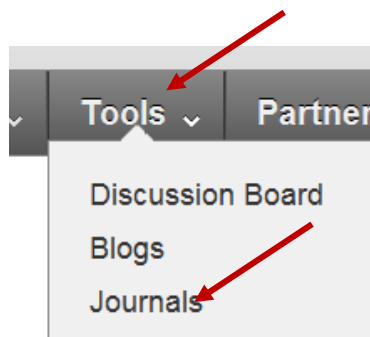


Using Journals with Clinical Instructors

Clinical Instructors will still need to pass grades on to the instructor to place in the grade book, but the following method will allow papers to be submitted via attachment and commented upon by the Clinical Instructor.

A journal will be private between students but will allow Clinical Instructor access. It is recommended that new journals be turned on and off by week.

1. After creating a folder in the content area in which to keep the weekly journals,
 - a. Click <Tools> tab
 - b. Click <Journals>



2. Click <Create New Journal>

A screenshot of a button labeled 'Create New Journal'. A red arrow points to the button.

3. Name the Journal for the students

** Indicates a required field.*

JOURNAL INFORMATION

*Name

Instructions



A screenshot of a form titled 'JOURNAL INFORMATION'. It features a required field for 'Name' with the text 'Week 2 Clinical Journal' entered. Below the name field is an 'Instructions' field with a rich text editor toolbar. A red arrow points to the 'Name' input field.

Using Journals with Clinical Instructors

4. Make the Journal "Available", and key in opening and closing dates.

Journal Availability Yes No

JOURNAL DATE AND TIME RESTRICTIONS

Limit Availability Display After 10/01/2014 11:59 PM
Enter dates as mm/dd/yyyy. Time may be entered in any inc

Display Until 10/08/2014 11:59 PM
Enter dates as mm/dd/yyyy. Time may be entered in any inc

JOURNAL SETTINGS

Index Entries Monthly
Indexing will organize entries by the chosen time-frame.

Weekly

Allow Users to Edit and Delete Entries

Allow Users to Delete Comments

Permit Course Users to View Journal

5. Since there is no access to the grade book for Clinical Instructors, leave no grading marked and click <Submit>.

Grade Journal

No grading

Grade : Points possible :

6. Click <Next>.
7. Make Available, leave dates blank and click <Submit>.

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 inc.

Display Until
Enter dates as mm/dd/yyyy. Time may be entered in any inc.

The second week with an open and close date is created.

Week 1-Clinical Journal

Week 2 Clinical Journal

