

Overview

A Journal is a private version of a blog, each student can only see his/her own entries and cannot see the entries of other students. The instructor can see all entries created by any student.

There are three different ways to set up a Journal:

Single Copy	One Per Person	One Per Group
<ul style="list-style-type: none"> • There is one Journal site. • Students submit entries to the same Journal but cannot see the entries of other students. • The Instructor can see all entries. • The Instructor can add entries which are visible to all students. 	<ul style="list-style-type: none"> • A separate Journal is created for each student automatically. • These are accessed from a common link in the unit. • Students cannot access other student's Journals. • The Instructor can see an overview of all Journal activity and access each Journal individually. • The Instructor can add entries to student's Journals individually. • Content can be pre-populated using a template. 	<ul style="list-style-type: none"> • A separate Journal is created for each group automatically. • These are accessed from a common link in the unit. • Group members cannot access the Journals of other groups. • The Instructor can see an overview of all Journal activity and access each Journal individually. • The Instructor can add entries to group's Journal individually. • Content can be pre-populated using a template.

Creating a Journal - Single Copy

The following instructions will create a single blank Journal that students can start using.

1. Enter the unit in which you wish to deploy the Journal.
2. Navigate to the content area from which you wish the Journal to be access e.g. Unit Materials, Assessment etc...
3. With Edit Mode turned on, mouse over the **'Tools'** button and click on **'Campus Pack Journal'** from the drop down menu.
4. Add a **Title** and **Description** for the Journal.
5. Set **Deployment** as **Single Copy**.
6. If you wish to assess the Journal check the **'Create Grade Book Entry'** and complete the following three fields: **Entry Name**, **Points Possible** and **Display Grade to Students**.

Further information on the assessment options can be found in the **Assessing Journals and Blogs Guide**.

7. Click **Add**. Once **Add** is clicked the Journal will be available for students to begin using.
8. If you wish to make the Journal unavailable to students click on the **Settings** link then un-check the **Availability** check box. Now click **Save**.

Creating a Journal - One Per Person

The following instructions will create a blank Journal for each student within a unit. Once made available students can begin adding content.

1. Enter the unit in which you wish to deploy the Journal.
2. Navigate to the content area from which you wish the Journal to be access e.g. Unit Materials, Assessment etc...
3. With **Edit Mode** turned **On**, mouse over the **'Tools'** button and click on **'Campus Pack Journal'** from the drop down menu.
4. Add a **Title** and **Description** for the Journal.
5. Set **Deployment** as **One Per Person**.
6. Un-tick **All Roles** and then un-tick **Grader** and **Guest** so that just **Student** is ticked.
7. If you wish to assess the Journal check the **'Create Grade Book Entry'** and complete the following three fields.

Further information on the assessment options can be found in the **Assessing Journals and Blogs Guide**.

8. Click **Add**.
9. You will now be taken to the Activity page, this will give you an overview of the Journal activity and allow you to access the individual student Journals.
10. If you wish to pre-populate each student Journal with content this can be done via the **Assignment Template** link in the top right of the page.

For more information on Templates read the **Journal, Blog and Wiki Template Guide**.

11. To make the Journals available to the students click on **'Click here to make it available'**. Once the Journals are made available, students will be able to add content, this will be tracked via the Activity page (only visible to Instructors).

Creating a Journal - One Per Group

The following instructions will create a blank Journal for selected groups within a unit. Once made available students can begin adding content.

1. Enter the unit in which you wish to deploy the Journal.
2. Navigate to the content area from which you wish the Journal to be access e.g. Unit Materials, Assessment etc...
3. With **Edit Mode** turned **On**, mouse over the **'Tools'** button and click on **'Campus Pack Journal'** from the drop down menu.
4. Add a **Title** and **Description** for the Journal.
5. Set **Deployment** as **One Per Group**.
6. Un-tick **All Groups** and then make sure that the groups that you wish to create Journals for are ticked.
7. If you wish to assess the Journal check the **'Create Grade Book Entry'** and complete the following three fields.

Further information on the assessment options can be found in the **Assessing Journals and Blogs Guide**.

8. Click **Add**.
9. You will now be taken to the Activity page; this will give you an overview of the Journal activity and allow you to access the individual student Journals.
10. If you wish to pre-populate each student Journal with content this can be done via the **Assignment Template** link in the top right of the page.

For more information on Templates read the **Journal, Blog and Wiki Template Guide**.

11. To make the Journals available to the students click on **'Click here to make it available'**. Once the Journals are made available, students will be able to add content, this will be tracked via the Activity page (only visible to Instructors).

Further support

- Further resources and support are available in the TEL Toolkit: www.bournemouth.ac.uk/tel-toolkit
- Any technical issues should be reported to the IT Service Desk. (01202 9) 65515.
- Campus Pack Instructor guides:
http://help.campuspack.net/Groups/Documentation/Campus_Pack_User_Guide#/page/295098716
- Student guides available from **myBU Help tab**