

# Seaport 3

## Create a Journal

1. After logging in and selecting your course, click **Journal** in the left navigation menu (Figure 1).

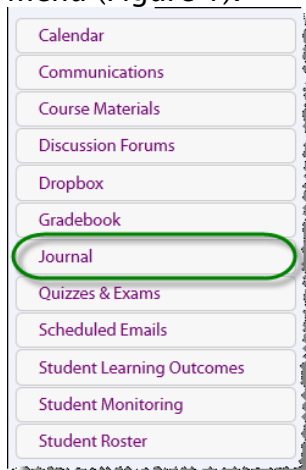


Figure 1

2. Click the heading **Journal** and the Journal Topics view will open (Figure 2).

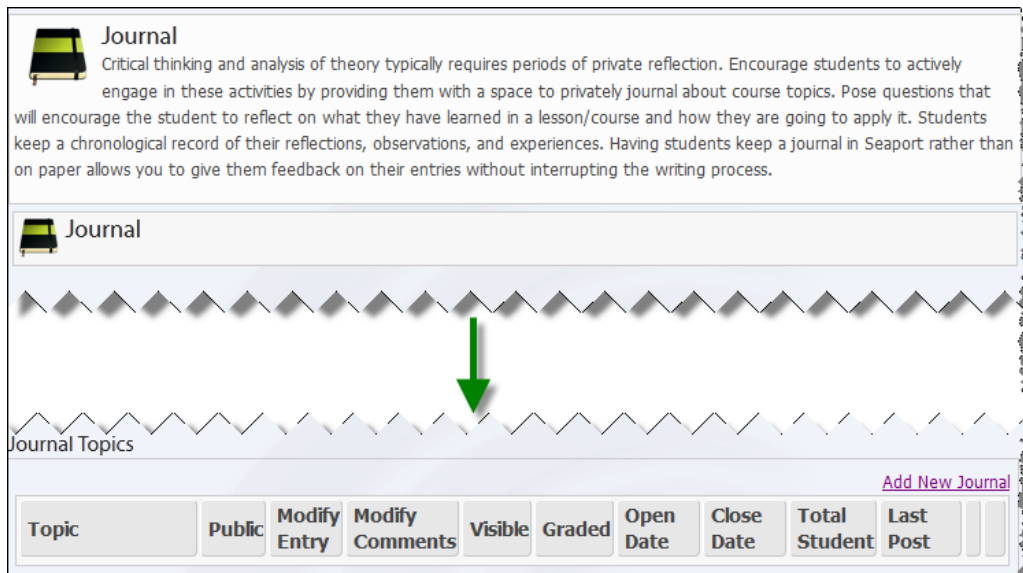


Figure 2

3. Click **Add New Journal**.

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**Journal Details**

Note: Required fields are marked with an asterisk (\*)

Create New Journal

Topic \*:

Please enter your topic (max 200 characters)

Instructions

Style  Source  **B**

Please enter your Instructions (max 3000 characters)

Open Date \*:

Students can access journal on this date

Close Date \*:

Students cannot make entries after this date.

Public \*:

Check if all students can see each other's entries.

Modify Entry \*:

Check if students are allowed to edit/delete their own entries.

Modify Comments \*:

Check if students can edit/delete their comments.

Visible \*:

If NOT checked, the journal and entries cannot be seen.

Graded \*:

Check if scores will be entered in the gradebook.

Show Comments \*:  If public, show comments.

Cancel Save

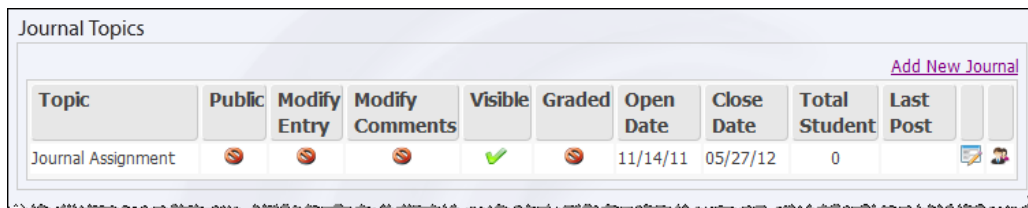
**Figure 3**

4. In the Journal Details window you will enter the details about the journal (Figure 3).
  - a. Topic – the name for this journal.
  - b. Instructions – the directions for the student to follow.
  - c. Open Date – the date and time that students can first access this journal.
  - d. Close Date – the date and time that students will no longer be able to add or edit journal entries. Students will still be able to read what has already been posted.
  - e. Public – checking this box will make the journal visible to all students.

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- f. Modify Entry – checking this box will allow students to make edits to their own entries.
  - g. Visible – the default for this is checked. By unchecking this box you will make the journal invisible and inaccessible to all students.
  - h. Graded – this box will show as checked after you have made this into a graded assignment via the Assessment List.
  - i. Show Comments – checking this box will allow others to see what your comments are to the student. This will only take effect if you have also selected the Public checkbox.
5. Click **Save** once you have finished completing the Journal Details window.
  6. The Journal Topics view shows you the settings that you selected when you created the Journal (Figure 4).



Topic	Public	Modify Entry	Modify Comments	Visible	Graded	Open Date	Close Date	Total Student	Last Post		
Journal Assignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	11/14/11	05/27/12	0			

Figure 4