

## 26: JOURNAL ACTIVITY

### WELCOME TO THE JOURNAL TUTORIAL!

In this tutorial, you will learn how to use Moodle's Journal activity. Keep in mind the Journal may not be available on all Moodle servers.

If you have not used one of CareerTech's Moodle training tutorials before, view the [instructions](#) for using it as a self-paced tutorial or as a resource for classroom instruction.

Before taking this tutorial, you should have a Moodle user ID and a course site and be familiar with:

- Setting up a course in Moodle
- Adding an activity to a topic in your course

To begin, select from the menu below or simply turn to the next page.

### MENU OF TUTORIAL TOPICS

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### INTRODUCTION

The Journal activity in Moodle allows you to:

- Have students submit work by typing directly into a text editor
- Plan activities so that students work and submit individually or as part of a group

The following steps outline the general process for using a Journal in your online classroom:

1. The instructor designs the Journal activity and sets it up in Moodle.
2. Students perform the work according to the instructions and other parameters provided in the Journal.
3. Students submit their work online.
4. The teacher reviews and grades work.

Journal entries are meant to be used for short and simple written assignments. If you wish for your students to complete a longer, more complicated assignment, then using the Assignment Activity would be a better choice.

## SETTING UP THE JOURNAL ACTIVITY

### VIDEO DEMONSTRATION:

Watch this 4-minute video to see a demonstration of setting up the Journal resource.

<https://youtu.be/Djzg4xiBFs8>

**NOTE:** Video demonstrations were not created by Oklahoma CareerTech, and they may use a different version of Moodle. However, the steps are similar to the ones you will use.

To set up any activity in Moodle, you must first:

1. Go to your course page.
2. Turn editing on.
3. Locate the topic or week where you will add the activity.
4. Click “Add an activity or resource” under that topic or week. This displays the list of available activities and resources.

Now follow these steps to create a Journal in your Moodle course:

Step	Action	Notes
1.	Choose “Journal” from the Activity portion of the <b>Add an Activity</b> dropdown list and click the Add button.	The Journal settings page will display.
2.	<p><i>Section: General</i></p> <p><i>Field: Journal Name</i></p> <p>Enter a name for your Journal.</p>	<p>The Journal name should be concise but descriptive. This name will appear on the course page. The name is hyperlinked so users can click to open the Journal.</p> <p>For training purposes, use the name “Video Review.”</p>

## Journal Activity

Step	Action	Notes
3.	<p><i>Section: General</i></p> <p><i>Field: Journal question</i></p> <p>Enter the question(s) for the students to answer in the journal.</p>	<p>Notice that you can use formatting tools for this text.</p> <p>For training purposes, type the following questions:</p> <p>“Did you learn anything new from the Video we viewed in class this week? If so, what did you learn? Did the Video challenge any of your beliefs on the topic?”</p>
4.	<p><i>Section: General</i></p> <p><i>Field: Days available</i></p> <p>Select how long you want this activity to be available from the options in the dropdown list.</p>	<p>For training purposes, leave this setting and the following settings in the default state.</p>
5.	<p><i>Section: Grade</i></p> <p><i>Field: Grade</i></p> <p>Select the desired grading scale from the dropdown list.</p>	<p>The default is a 100-point grading scale. You can determine any maximum number below 100 for the scale. You can also choose None.</p> <p>Additional standard scales are available in the dropdown list. Any custom scales that are created for the course will display in the list also.</p>
6.	<p><i>Section: Grade</i></p> <p><i>Field: Grade Category</i></p> <p>Select the desired category for this activity to reside within the Gradebook.</p>	<p>The default is Not Categorized, which means that the activity grade will be aggregated as part of the Course grade, rather than being aggregated within a category first.</p> <p>Any categories created in the course gradebook will appear in the dropdown list.</p>
7.	<p><i>Section: Common Module Settings</i></p> <p><i>Field: Visible</i></p> <p>Choose to show or hide the assignment on the course page.</p>	<p>Use the Hide setting to prevent the activity from appearing on the course page. You may change the setting at any time.</p>
8.	<p><i>Section: Common Module Settings</i></p> <p><i>Field: ID Number</i></p> <p>Enter an ID number if desired.</p>	<p>Setting an ID number provides a way of identifying the activity for grade calculation purposes. If the activity is not included in any grade calculation then the ID number field may be left blank.</p>

Step	Action	Notes
9.	<p><i>Section: Common Module Settings</i></p> <p><i>Field: Group Mode</i></p> <p>Choose the group mode desired for this Journal.</p>	<p>If the journal is set up as a group activity (see <b>Group Submissions</b> section), this setting determines how groups submit and how they see each other’s work.</p> <p>There are 3 options:</p> <ul style="list-style-type: none"> <li>• <b>No groups</b>—There are no sub groups, everyone is part of one big community.</li> <li>• <b>Separate groups</b>—Each group member can only see activity from their own group, others are invisible.</li> <li>• <b>Visible groups</b>—Each group member works in their own group’s Survey, but can also see other groups.</li> </ul> <p><b>NOTE:</b> If the group mode is forced at course level, you will not be able to change the group mode at the activity level.</p>
10.	<p><i>Section: Common Module Settings</i></p> <p><i>Field: Grouping</i></p> <p>Choose the grouping mode desired for this Journal.</p>	<p>The default is none. For other options to appear in this field, you must first set up groups in the course administration area.</p> <p>A single grouping can include just one group or several groups.</p>
11.	<p><i>Section: Restrict Access &gt; Access Restrictions &gt; Add Restriction</i></p> <p><i>Fields: Activity completion</i></p> <p>If you enable this field, you must also enter the activity students must complete before accessing the Journal.</p>	<p>This set of fields allows students to view and access the journal after completing a certain task.</p> <p>If you do not want to restrict access according to a range of dates, leave the Enable checkboxes blank. The date fields will be inactive.</p>
12.	<p><i>Section: Restrict Access &gt; Access Restrictions &gt; Add Restriction</i></p> <p><i>Fields: Date</i></p> <p>If enabled, you must also enter the appropriate dates that will restrict access to the Journal.</p>	<p>This set of fields allows students to view and access the journal only during the specified length of time.</p> <p>If you do not want to restrict access according to a range of dates, leave the Enable checkboxes blank. The date fields will be inactive.</p>

Step	Action	Notes
13.	<p><i>Section: Restrict Access &gt; Access Restrictions &gt; Add Restriction</i></p> <p><i>Fields: Grade</i></p> <p>If desired, select an activity from the drop-down list and an acceptable grade range that must be met to allow access to the Journal.</p>	<p>These fields allow you to specify any grade conditions from other parts of the course that must be met prior to accessing the activity.</p> <p>You may set multiple grade conditions. If you do, users must meet ALL grade conditions before accessing the Journal.</p>
14.	<p><i>Section: Restrict Access &gt; Access Restrictions &gt; Add Restriction</i></p> <p><i>Fields: User Profile</i></p> <p>Select a field and a logical condition that users profile must meet before they can access the Journal.</p>	<p>You can restrict access based on any field from a user's profile.</p>
15.	<p><i>Section: Restrict Access &gt; Access Restrictions &gt; Add Restriction</i></p> <p><i>Fields: Restriction set</i></p> <p>Choose this setting when adding a complex set of nested restrictions.</p>	<p>Choosing this option allows for a restriction, within a restriction, within a restriction. Only use this setting if you are an advanced Moodle user.</p>
16.	<p><i>Section: Activity Completion</i></p> <p><i>Field: Completion tracking</i></p> <p>Select the desired completion tracking status from the dropdown list.</p>	<p>The user will see a checkmark next to the activity name on the course page when the activity is complete, if tracked.</p> <p>Activity completion can be tracked manually by the student, automatically based on certain conditions, or not at all.</p> <p>Multiple conditions may be set if desired. If so, the activity will only be considered complete when ALL conditions are met.</p>
17.	<p><i>Section: Activity Completion</i></p> <p><i>Field: Require Grade</i></p> <p>Click the box to enable if you are tracking completion with the system in this way.</p>	<p>This is a condition that can be used if Completion Tracking is set as "Show activity completion when conditions are met."</p> <p>If you check this, the journal will be marked complete only when the activity is graded.</p>

Step	Action	Notes
18.	<p><i>Section: Activity Completion</i></p> <p><i>Field: Expect completed on</i></p> <p>If you check the “enable” box for this field, you must also enter an appropriate date.</p>	This field specifies the date when the activity is expected to be completed. The date is not shown to students and is only displayed in the activity completion report.
19.	Click <b>Save and Display</b> .	The journal page is displayed.

It is important to note that in previous versions of Moodle the work that students submitted was visible to the teacher, but not to the other students. As of Moodle 3.0, this is no longer the case.

### GRADING THE JOURNAL ACTIVITY

It is recommended to wait until all of your students have submitted their Journal entries to grade them. Or, you can set a deadline in the Journal activity for students to enter their journal entries and wait to grade them after the deadline has passed.

Follow these steps to grade the Journal activity in your Moodle course:

Step	Action	Notes
1.	From your course page, go to the topic where your Journal activity is and click the link to view it.	This will display the Journal page.
2.	Click the link on the right that reads “View X journal entries.”	This will display the Entries page. <b>IMPORTANT:</b> All of your student’s entries will be displayed on one page.
3.	Review each students’ entry, assign a grade, and provide written feedback in the textbox, if desired.	<b>Note:</b> The option to assign a grade will not be available if you chose None in the Grade field while setting up the activity.
4.	When you are finished, click the <b>Save all my feedback</b> button at the bottom of the page.	

## SUMMARY AND RESOURCES

This tutorial gave you information about creating and using the Journal resource in Moodle.

To learn more about the Journal, visit:

- [https://docs.moodle.org/33/en/Journal\\_module](https://docs.moodle.org/33/en/Journal_module)



### HOW TO USE THIS TUTORIAL:

This tutorial can be used as a self-paced lesson or as a lesson plan in a classroom setting.

- ***As a self-paced lesson.***

If this is a completely new skill for you, work through the tutorial from beginning to end. However, if you have some prior experience with the topic, use the menu hyperlinks on page one to jump to a topic that you want to learn.

Most topics include hyperlinks to video demonstrations. While the videos are useful, you don't have to watch them. All the information you need is listed in the tutorial text and step instructions.

Use the exercises at the end of the tutorial to practice the skill. This will help to correct any misunderstandings or mistakes before you use the skill in your classroom.

- ***As a lesson-plan for a classroom.***

When teaching this skill in a classroom, use the tutorial for:

- ✓ **Motivation**—Use the tutorial introduction as a springboard for a deeper exploration of how instructors might use this functionality in their classrooms. Encourage discussion and contributions from your students.
- ✓ **Demonstration**—Once your learners understand the purpose and pedagogical value of the functionality, demonstrate the steps of the relevant tasks as listed in the tutorial, using your computer and an overhead projector.
- ✓ **Practice**—Use the tutorial example as a basis for student practice. Assist as necessary.
- ✓ **Reference**—Encourage learners to use the tutorial post-session as a reference when using the functionality.

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*We would appreciate feedback on this tutorial! Please send comments or suggestions to:*

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