Editing and Managing Journals

You can edit basic properties of a journal topic, including the name, instructions, availability, and some settings. You can also edit any user's journal entries and delete journal topics and comments.

How to Edit a Journal

1. Change Edit Mode to ON.
2. On the Journals listing page, access a journal's contextual menu.
3. Select Edit.
5. Click Submit.

How to Delete a Journal

If you no longer need a journal, you can delete it. Deleting a journal is permanent. On the Journals listing page, select Delete from the journal's contextual menu.

Note: If a journal is gradable, the Delete Confirmation page appears. You need to perform extra steps to remove a gradable journal.

1. Change Edit Mode to ON.
2. On the Journals listing page, access a journal's contextual menu.
3. Select Delete.
4. Click OK in the warning pop-up. The Delete Confirmation page appears. You have two options:
   ◦ **Do not select check boxes**: The journal is deleted, but the Grade Center column and scores you have assigned are retained. For example, all student entries are graded and you want to keep the Grade Center column for the final grade calculations. If you delete a journal, yet retain the Grade Center column, you can delete that column from the Grade Center at any time.
   ◦ **Select the check boxes**: The grade column in the Grade Center and the journal are deleted. For example, if you do not want to include the grade column for the journal entries in the final grade, you can safely delete all.
5. Click Remove to complete the deletion.
How to Change the Availability of a Journal

1. Change **Edit Mode** to **ON**.
2. On the **Journals** listing page, select the check box next to the appropriate journal.
3. Point to **Availability** on the action bar to access the drop-down list.
4. Select **Make Available** or **Make Unavailable**.

How to Add a Journals Link to the Course Menu

If you want students to access the journals tool often, you can add a link to the course menu for one-click access to the tool. You can customize the name of the link as needed.

1. Change **Edit Mode** to **ON** and point to the plus sign above the course menu. The **Add Menu Item** drop-down list appears.
2. Select **Tool Link**.
3. Type a **Name** for the link.
4. From the **Type** drop-down list, select **Journals**.
5. Select the **Available to Users** check box.
6. Click **Submit**.

Troubleshooting Journal Management

<table>
<thead>
<tr>
<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>You delete a journal while users are posting</td>
<td>The journal and all comments are deleted.</td>
</tr>
<tr>
<td>You make journal unavailable while users are posting</td>
<td>The journal remains visible to you in <strong>Edit Mode</strong>, but does not appear to users.</td>
</tr>
<tr>
<td>You change the <strong>Allow Users to Edit and Delete Entries</strong> setting</td>
<td>Entries remain, but users cannot edit them.</td>
</tr>
<tr>
<td>You change the <strong>Allow Users to Delete Comments</strong> setting</td>
<td>Comments remain, but users cannot delete them.</td>
</tr>
<tr>
<td>You enable journal grading</td>
<td>You cannot change this setting. Delete the journal and the Grade Center column to remove it. If you need the journal entries, but not the grades, you can decide to not include the Grade Center column for the journal in Grade Center calculations.</td>
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