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Author: Laurel Lee		
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<div><i>Journal Tool User Guide</i></div> <hr/> <div>Faculty</div>		
eLearn Support IITS, Li Ka Shing Library, Level 5 Singapore Management University Phone: 65-6828 0123 Email: ellearn@smu.edu.sg		Please visit eLearn Support website for more information: http://ellearnsupport.smu.edu.sg

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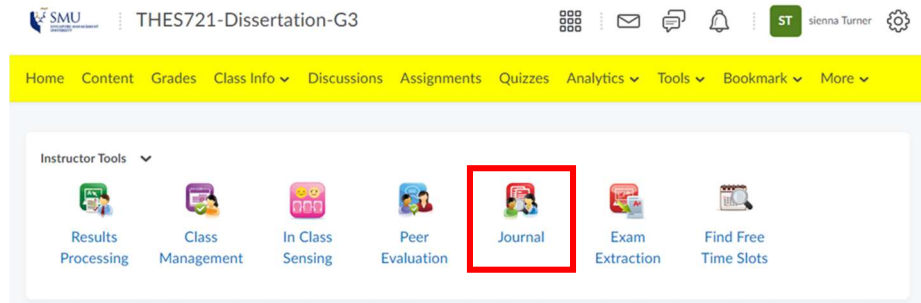
1. Introduction

Journal allows instructors to:

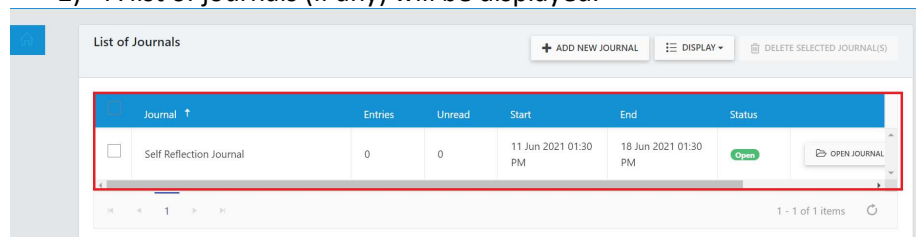
- Create/edit/delete journals.
- View students' entries.
- Comment on students' entries.

2. Accessing the Journal Tool

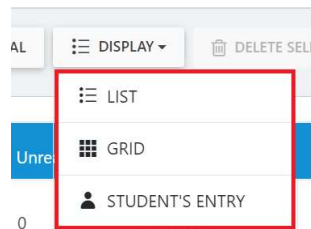
1) Under **Home**, click the **Journal** icon to launch the Journal Tool.



2) A list of journals (if any) will be displayed.



- 3) There are **three types of display options** to view the journal records:



a) List

List of Journals + ADD NEW JOURNAL DISPLAY DELETE SELECTED JOURNAL(S)

Journal	Entries	Unread	Start	End	Status	
<input type="checkbox"/> A New Journal	5	0	09 Nov 2020 10:44 AM	31 Dec 2020 07:30 AM	Open	<input type="button" value="OPEN JOURNAL"/>
<input type="checkbox"/> Fornightly - 2	0	0	04 Oct 2019 02:53 PM	18 Oct 2019 07:30 AM	Closed	<input type="button" value="OPEN JOURNAL"/>

b) Grid

List of Journals + ADD NEW JOURNAL DISPLAY

Sort by: Title 1/2

<p>A New Journal</p> <p>DATE: 09 NOV 2020 10:44 AM - 31 DEC 2020 07:30 AM</p> <p>ENTRIES: 5</p> <p>COMMENTS: 0</p> <p><input type="button" value="OPEN JOURNAL"/> <input type="button" value=""/></p>	<p>Fornightly - 2</p> <p>DATE: 04 OCT 2019 02:53 PM - 18 OCT 2019 07:30 AM</p> <p>ENTRIES: 0</p> <p>COMMENTS: 0</p> <p><input type="button" value="OPEN JOURNAL"/> <input type="button" value=""/></p>	<p>Fornightly - 3</p> <p>DATE: 18 OCT 2019 02:53 PM - 20 OCT 2019 07:30 AM</p> <p>ENTRIES: 0</p> <p>COMMENTS: 0</p> <p><input type="button" value="OPEN JOURNAL"/> <input type="button" value=""/></p>	<p>journal (test close status)</p> <p>DATE: 20 SEP 2019 01:49 PM - 20 SEP 2019 03:15 PM</p> <p>ENTRIES: 0</p> <p>COMMENTS: 0</p> <p><input type="button" value="OPEN JOURNAL"/> <input type="button" value=""/></p>
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c) Group by Student

Journal + ADD NEW JOURNAL JOURNAL LISTING

Student name	Journal(s)
May Student	0
Student S0003	1
Student S0006	0

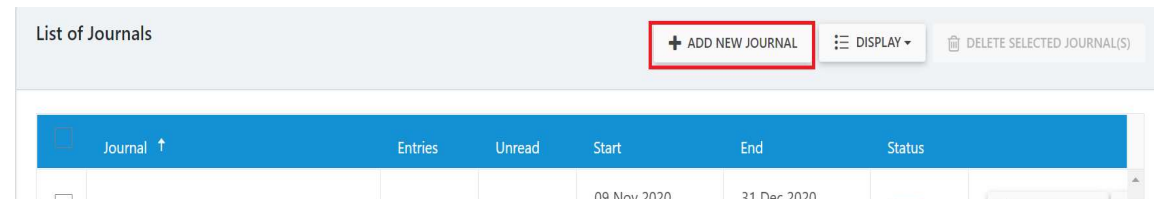
3. Switching between Terms and Courses

You can easily switch between terms and courses without closing the Journal Tool by using the **Term** and **Course** dropdown lists at the top of the screen.



4. Creating a Journal

- 1) To create a new journal, click the **'Add New Journal'** button.



- 2) A side panel will slide out from the right side of the screen. Fill in the mandatory fields such as **title**, select the **journal type**, **start date/time** and **end date/time**. You may also **toggle** to make the journal **visible to students** and **lock** the journal entry if necessary. Click **'Save'** to save the new journal.

Add new Journal

TITLE:

Please enter not more than 200 characters for title. 0 / 200

DESCRIPTION:

Please enter not more than 500 characters for description. 0 / 500

JOURNAL TYPE: ☒ OneTime ☐ Weekly ☐ Fortnightly ☐ Monthly

START DATE: **START TIME:**

END DATE: **END TIME:**

VISIBLE TO STUDENT: ☒ YES ☐ NO

LOCKED: ☐ ON ☒ OFF

3) The **new journal** created will be displayed in the **Journal** page.

List of Journals					
Journal ↑	Entries	Unread	Start	End	Status
<input type="checkbox"/> Self Assessment Journal	0	0	14 Jun 2021 08:00 AM	14 Jun 2021 06:00 PM	Future
<input type="checkbox"/> Self Reflection Journal	0	0	11 Jun 2021 01:30 PM	18 Jun 2021 01:30 PM	Open
<input type="checkbox"/> Student Journal 1	0	0	07 Jun 2021 08:00 AM	07 Jun 2021 04:00 PM	Closed

Note: If the journal created is made available on the current date and time, the status will be shown as **'Open'**. Future journal entry will have a status of **'Future'**. Journal that exceeds the end date and time set will have a **'Closed'** status.

5. Editing a Journal

1) To **edit** a journal, click on the **'Edit'** button of that journal.

05:1 08:00 AM	05:1 08:00 AM	Closed	05:1 08:00 AM	EDIT	DELETE
05:1 04:30 AM	05:1 04:30 AM	Open	05:1 04:30 AM	EDIT	DELETE
05:1 08:00 AM	05:1 08:00 AM	Future	05:1 08:00 AM	EDIT	DELETE

2) A side panel will slide out from the right side of the screen for you to edit the Journal's settings. Click **'Save'** to save the changes.

Edit Journal

TITLE:

Course Reflection

Please enter not more than 200 characters for title. 17 / 200

DESCRIPTION:

Learning Journal Reflection

Please enter not more than 500 characters for description. 27 / 500

START DATE: 05/12/2019

START TIME: 12:00 AM

END DATE: 06/12/2019

END TIME: 12:00 AM

VISIBLE TO STUDENT: YES

LOCKED: OFF

CANCEL **DELETE** **SAVE**

6. Deleting a Journal

- 1) To delete a journal, click the **'Delete'** button of that journal.

End	Status	
021 08:00 AM	14 Jun 2021 06:00 PM	Future
021 01:30 PM	18 Jun 2021 01:30 PM	Open
021 08:00 AM	07 Jun 2021 04:00 PM	Closed

- 2) A confirmation prompt will appear. Click **'OK'** if you want to proceed with the deletion of the journal.

Are you sure you want to proceed with the deletion of the selected journal(s)?

OK	CANCEL
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7. Viewing Journal Entries

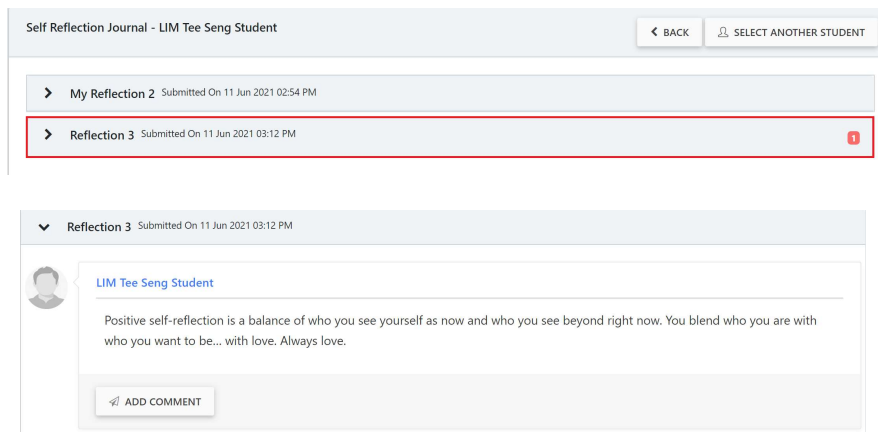
- 1) To view the student's journal entries, click the **'Open Journal'** button of that journal.

End	Status	
08:00 AM	14 Jun 2021 06:00 PM	Future
01:30 PM	18 Jun 2021 01:30 PM	Open
08:00 AM	07 Jun 2021 04:00 PM	Closed

- 2) This will direct you to another page that shows the list of students, the number of entries created by the students and the number of unread entries.
Click on the **student's name** to view their respective journal entries.

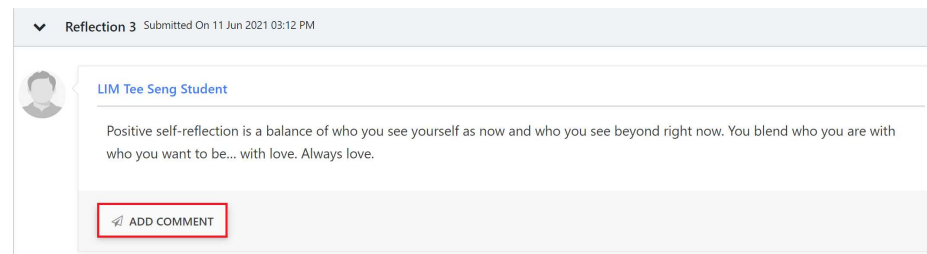
Self Reflection Journal			BACK TO J
Self Reflection Journal			
START DATE: 11 Jun 2021 01:30 PM END DATE: 18 Jun 2021 01:30 PM STATUS: Open			
			Enter Student Name
Student	Entries	Unread	
Ali Student STANEK	0	0	
elijah Washington	0	0	
emmett Mitchell	0	0	
gabriel Cooper	0	0	
hayley Henderson	0	0	

- 3) Click to expand the drop-down tab to read the journal entry made by the student.



8. Adding Comments


- 1) To add comments to the student's journal entry, click the '**Add Comment**' button.



- 2) A side panel will slide out from the right side of the screen for you to key in the comment. Click '**Save**' to add the comment.

Add Comment

DESCRIPTION

Paragraph ▼ **B** *I* U ~~S~~ \therefore $\frac{1}{2}$ \times_2 \times^2 A ▼ A ▼ 

☰ ▼

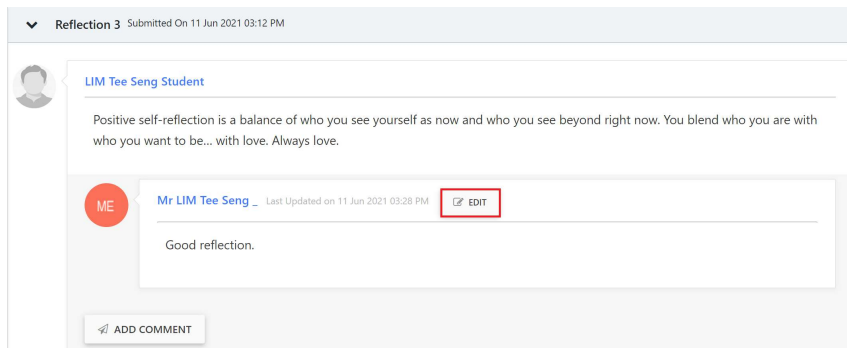
0 chars

✕ CLOSE

 SAVE

9. Editing a Comment

- 1) To edit an existing comment, click the **'Edit'** button.



- 2) A side panel will slide out from the right side of the screen for you to edit the comment. Click **'Save'** to update the changes.

Edit Comment

DESCRIPTION

Paragraph ▼ **B** *I* U ~~S~~ \therefore $\frac{1}{2}$ \times_2 \times^2 \AA ▼ \AA ▼

▼

Good reflection.

16 chars

CLOSE

DELETE

SAVE

- 3) You can also delete the comment by clicking on the **'Delete'** button.

Edit Comment

DESCRIPTION

Paragraph ▼ **B** *I* U ~~S~~ \therefore $\frac{1}{2}$ \times_2 \times^2 \AA ▼ \AA ▼

▼

Good reflection.

16 chars

CLOSE

DELETE

SAVE

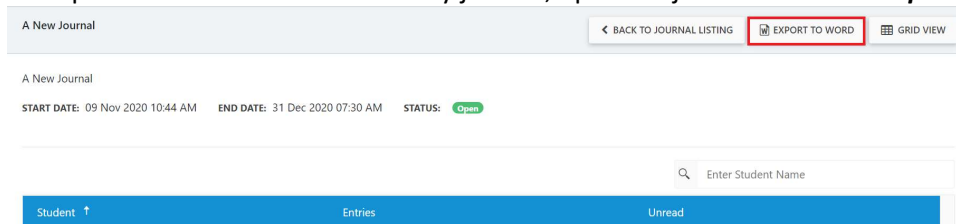
- 4) A confirmation prompt will appear. Click **'OK'** if you want to proceed with the deletion of the comment.

Are you sure that you want to proceed?

OK CANCEL

10. Exporting Journal Entries

- 1) To export the students' entries in any journal, open the journal and click '**Export to Word**' button.



- 2) A Word document containing all the students' entries in this journal will be downloaded.

Example of exported Word document

Journal Title – A New Journal

Journal Description - A New Journal

Start Date - 09-Nov-2020 02:44:00 AM

End Date - 30-Dec-2020 11:30:00 PM

Student Name: Student S0003

Campus ID: S1234569S

Entry #1: Entry Number 1

This is entry number 1.

Comment #1 By Tee Seng Lim

Good entry. Keep it up. Continue with the good work.

Entry #2: This is entry number 3.

This is entry number 3.

11. Feedback

If you have any suggestions/ feedback about this tool, please email us at: ellearn@smu.edu.sg.