

CREATING PRIVATE JOURNALS in FORUMS

For Private Student Journals the magic is in the groups 😊 First you would set up groups – one student in each group. Here are the steps:

1. **Log in to your course**
2. Click on **Site Editor** from the menu on the left
3. Click on **Manage Groups**
4. Click on **Auto Groups** button from the top menu
5. Click in the box next to **Student** role (if you have any MStudents in your course also select MStudent role)
6. Click on the option to **Create random groups from members with selected (roles)**
7. Type in the group title of the project – for example **Journals**
8. Type in the same number of groups as there are students in the course (for example if you have 20 students on the roster type in 20 for Number of groups)
9. Click on the **Update** button at the bottom to create the groups

INSDSN 101 01 14/FA: Site Editor

Create New Group(s)

Select a role to create a separate group for that role. If you select only one, you can create subgroups based on it.

- Role
- Student
- MStudent
- Guest
- Tech Support
- Teaching Assistant
- Instructor

Create a separate group for each role selected.

Create random groups from members with selected role(s).

- Split by number of groups needed
 - * Group Title: Journals
 - * Number of groups: 20
- Split by number of users needed per group

Update Cancel

This process creates a group for every student in the course and assigns a single student to each group.

To set up the private Journaling space in Forums:

1. Now click on **Forums** from the course menu on the left
2. Click on **New Forum**
3. Type in **title** for the individual forum – for example **Journals**
4. Type in a **Short Description** that will be visible to all in the Forum – for example:
Use this forum to record your journal assignments
5. Scroll down to the **Permissions** area and **click on the down arrow** and **select the following permission levels:**

▼ Permissions		
Role	Permission Level	
Guest	Reviewer ▼	▶ Customize
Instructor	Owner ▼	▶ Customize
MStudent	None ▼	▶ Customize
Student	None ▼	▶ Customize
Teaching Assistant	Author ▼	▶ Customize
Tech Support	Owner ▼	▶ Customize

6. Scroll to the bottom and select **Save Settings & Add Topic** button
7. Type the Topic title as **Journals**
8. Select **Automatically create multiple topics for groups**
9. **Click in the box next to each group to select**

Automatically Create Topics

- Create one topic
- Automatically create multiple topics for groups

An instance of this topic will be created for each group selected below. Permissions are configured automatically. [\(More?\)](#)

- Journal one-1
- Journal one-10
- Journal one-11
- Journal one-12
- Journal one-13
- Journal one-14

10. Click on **Save**
11. A private journal space/topic will be added for each group member. The permissions will allow the one member of the group as well as the instructor to have Contributor access to a journal forum but will not allow any other students to view or access the journal topic.

▼ Permissions		
Role	Permission Level	
Guest	Reviewer ▼	▶ Customize
Instructor	Author ▼	▶ Customize
MStudent	None ▼	▶ Customize
Student	None ▼	▶ Customize
Teaching Assistant	Author ▼	▶ Customize
Tech Support	Author ▼	▶ Customize
Journal one-1	Contributor ▼	▶ Customize
Journal one-10	None ▼	▶ Customize
Journal one-11	None ▼	▶ Customize
Journal one-12	None ▼	▶ Customize

To use the journal spaces the students would:

1. Click on the **Forums** link from the course menu on the left
2. Scroll to their **Journal Forum** (they won't see the other students' forums – only their own)
3. Click on **Start a Conversation**
4. Fill in the information and click on **Save**

By the end of the semester you should see a bunch of topics under each student's Journal Forum. These can be gradable or not depending on your choice.